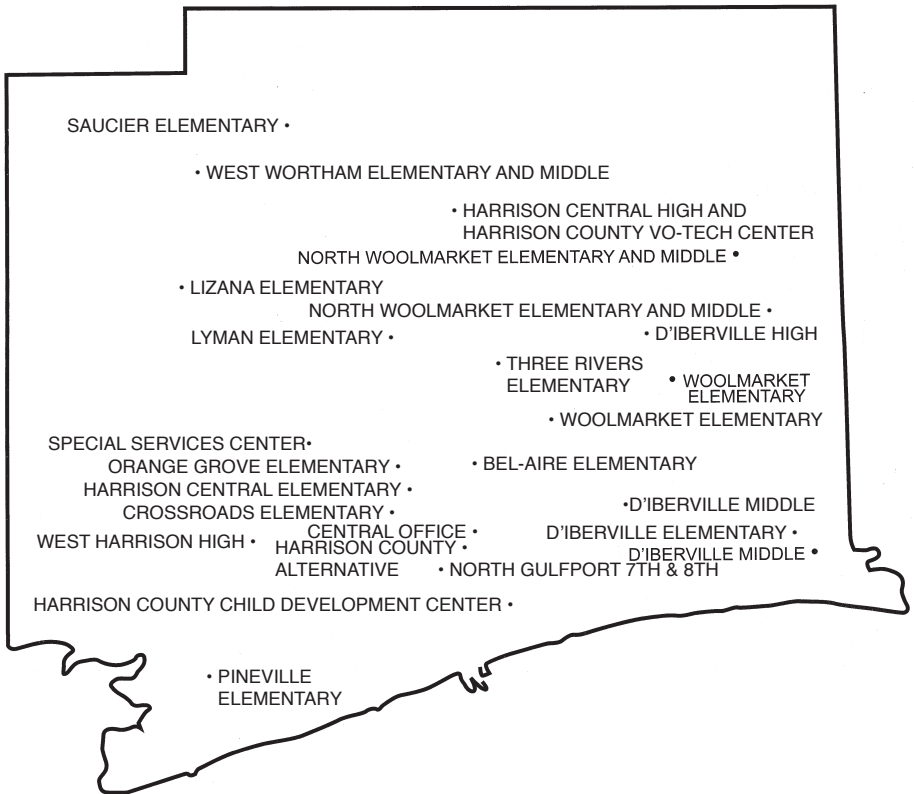


# 2011 - 2012

## Secondary School

D'Iberville High - Harrison Central High  
West Harrison High

# Handbook



## **FOREWORD**

The purpose of this book is to acquaint pupils, teachers, and patrons with necessary information concerning the organization and administration of the Harrison County School District secondary schools.

The handbook should be of special help to all students. In it, students will find the requirements for graduation, student organizations, school regulations, absentees, tardiness, and other vital information concerning our school. We urge all students, teachers, and parents to read carefully the information herein provided, with the realization that such a booklet at its best has its limitations. You are urged to contact teachers or the principal concerning any phase of our program. The Harrison County Superintendent of Education and the Harrison County Board of Education has approved all the contents printed in this book.

We hope that the handbook may contribute to a better understanding and appreciation of our educational program. To this end this handbook is dedicated.

## **SUPERINTENDENT'S MESSAGE**

On behalf of the Harrison County School Board and myself, I would like to extend to you a warm welcome to the secondary schools of the Harrison County School District.

Your high school years are the basic foundation upon which you must prepare yourself for a life-long career. Now is the time to realize that you must set goals and work hard to achieve these goals. While attending our secondary schools, you will have an opportunity to obtain an education that will carry you throughout your adult life.

This book is published to help you to become acquainted with the rules and regulations, which you will be required to follow. Once again, take advantage of this educational experience and become a productive citizen of this great country.

Henry A. Arledge  
Superintendent of Education

## **SCHOOL BOARD MESSAGE**

The members of the Harrison County School Board are eager to welcome each of you to the Harrison County School District. Our school district provides an excellent advanced academic and extra curricular program for our students. High expectations and achievements for both staff and students are our top priority.

In this school year, we endeavor to utilize our technological advances among administrators, teachers, and students at every level. Parents are encouraged to become involved in their children's education. We expect our professional educators to use their training to shape and develop every student to his/her fullest potential.

The Harrison County School District provides for a broad diversity in curriculum and extra curricular activities for students. We have enriched programs designed to meet the expanding needs of our students. Sports and club participation, band, and other activities are encouraged so that we have well-rounded students.

We are constantly striving to improve all areas so that students in the Harrison County School District can receive the best education possible.

Bill Bradley  
School Board President



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**SECONDARY SCHOOLS/ADDRESSES/TELEPHONE NUMBERS**

<b>Schools</b>	<b>Grades</b>	<b>Enrollment</b>
D'Iberville High	9-12	1195
Harrison Central High	9-12	1468
West Harrison	9-12	977

**D'Iberville High**

15625 Lamey Bridge Road  
 Biloxi, MS 39532  
 Principal: Roy Gill  
 Assistant Principal: Cheri Broadus  
 Assistant Principal: Alison Morgan  
 Phones: 392-2678  
 Fax 392-7807

**Alternative School**

11072 Hwy 49  
 Gulfport, MS 39503  
 Principal: Jocelyn Moody  
 Phone: 539-5956  
 Fax 539-5959

**Harrison Central High**

15600 School Road  
 Gulfport, MS 39503  
 Principal: Dr. Toriano Holloway  
 Assistant Principal: Michael David  
 Assistant Principal: Charles Dubra  
 Assistant Principal: Gina Shavers  
 Phone: 832-2610  
 Fax: 832-7433

**West Harrison High**

10399 County Farm Road  
 Gulfport, MS 39503  
 Principal: Sherry Washburn  
 Assistant Principal: Thaddues Peters  
 Assistant Principal:  
 Phone: 539-8900  
 FAX: 539-8910

**Harrison County Vo-Tech Center**

15600 School Road  
 Gulfport, MS 39503  
 Director: Russell Clark  
 Phone: 832-6652  
 Fax: 539-5965

**HARRISON COUNTY SCHOOL DISTRICT  
2011-2012 School Calendar**

**AUGUST**

1, 2, 3           Teacher Workdays  
4                    First Day of School  
24                  Failure Notices

**SEPTEMBER**

5                    Labor Day  
7                    Progress Reports  
14                  MWAP/SATP English II Writing Retest  
19-22             SATP2 Retest  
30                  End First Month (41 Days)

**OCTOBER**

6-7                 Nine Weeks Tests  
10                  Fall Holiday  
17                  Report Cards  
26                  Failure Notices  
28                  End Second Month (20 Days)

**NOVEMBER**

9                    Progress Reports  
9                    MWAP English II Writing  
21-25             Thanksgiving Holidays  
30                  End Third Month (17 Days)

**DECEMBER**

1                    SATP English II Writing Retest  
5-8                 SATP2  
15-16             Nine Weeks Tests  
16                  End Fourth Month (12 Days)  
16                  60% Day for Students  
19-30             Christmas Holidays

**JANUARY**

2                    Teacher Workday  
3                    Students Return  
9                    Report Cards  
16                  Martin Luther King Holiday  
18                  Failure Notices  
31                  End Fifth Month (20 Days)

**FEBRUARY**

1                    Progress Reports  
20-21             Mardi Gras  
29                  End Sixth Month (19 Days)

**MARCH**

1                    Writing Assessment Grades 4 & 7  
8-9                 Nine Weeks Tests  
19                  Report Cards  
21                  MWAP/SATP English II Writing  
26-29             SATP2 Retest/Seniors  
28                  Failure Notices  
30                  End Seventh Month (22 Days)

**APRIL**

2-9 Spring Break  
 18 Progress Reports  
 23-27 CPAS  
 30 End Eighth Month (15 Days)

**MAY**

1 Science Assessment Grades 5 & 8 Testing  
 1-4 SATP2  
 8-10 MCT2  
 17-18 Nine Weeks Tests  
 18 End Ninth Month (14 Days)  
 18 60% Day for Students  
 19 Graduation  
 22 Report Cards  
 21- 23 Teacher Workdays

**2011-2012 QUICK REFERENCE CALENDAR  
 GRADING PERIODS**

FIRST TERM: August 14-October 7, 2011 (46 days)  
 SECOND TERM: October 11-December 16, 2011 (44 days)  
 THIRD TERM: January 3-March 9, 2012 (46 days)  
 FOURTH TERM: March 12-May 18, 2012 (44 days)

**TERM TESTS**

FIRST TERM: October 6-7, 2011  
 SECOND TERM: December 15-16, 2011  
 THIRD TERM: March 8-9, 2012  
 FOURTH TERM: May 17- 18, 2012

**PROGRESS REPORTS**

September 7, 2011  
 November 9, 2011  
 February 1, 2012  
 April 18, 2012

**REPORT CARD DATES**

October 17, 2011  
 January 19, 2012  
 March 19, 2012  
 May 22, 2012

**HOLIDAYS**

Labor Day – September 5, 2011  
 Fall Holiday – October 10, 2011  
 Thanksgiving Holiday – November 21 - 25, 2011  
 60% Day for Students – December 16, 2011  
 Christmas Holidays – December 19-30, 2011  
 Teacher Workday – January 2, 2012  
 Martin Luther King Day – January 16, 2012  
 Mardi Gras – February 20-21, 2012  
 Spring Break – April 2 - 9, 2012  
 60% Day for Students – May 18, 2012

## **EDUCATIONAL PHILOSOPHY, BELIEF STATEMENTS, AND OBJECTIVES OF THE HARRISON COUNTY SCHOOL DISTRICT**

### **Mission Statement**

Recognizing the value of education in developing and maintaining a democratic society, the mission of the Harrison County School District is to provide its students with opportunities for optimum academic development with a setting which provides for intellectual, socio-economic, and physical differences and satisfies behavioral needs related to democratic ideals, ethical and moral values, and aesthetic appreciation.

### **Belief Statements**

1. All children can learn.
2. All children have a right to learn.
3. Children learn at different rates and in different ways.
4. High expectations contribute to higher levels of achievement.
5. The family and community share in the educational experience of the child.
6. Individuals must accept responsibility for the choices they make.
7. A safe, orderly environment must be maintained for learning to occur.
8. Self-discipline and self-motivation are expected in the educational setting.
9. A democracy relies upon an educated populace, capable of critical thinking and the use of communication skills.
10. The arts enhance the quality of life.
11. Public schools are an essential tool in maintaining a democratic society.

To this end, the Harrison County School District will have in place strategies that meet the State Board of Accreditation Requirements and serve as the base standards for Process and Product Standards in the Harrison County School District.

Process standards address accepted educational principles and practices that are believed to promote educational quality. Process standards include active educational leadership, an instructionally focused organization, effective instruction, professional development, and a positive school climate.

Performance standards address the district's output product level. Performance standards include components of the statewide testing program and other outcome measures related to the performance of the Harrison County School District.

Failure to meet base standards will result in the implementation of compensatory measures in the appropriate area to ensure improvement such that standards are met without delay.

### **VISITORS**

Any parent wishing to visit the school is welcome. Parents must report to the principal's office upon arriving on the campus. Student visitors will not be allowed in the school.

### **TOBACCO USE POLICY**

As per Mississippi law, no person shall use any tobacco product on any school property. Violators shall be subject to a warning the first conviction, \$75 for a second conviction, and a fine not to exceed \$ 150 shall be imposed for subsequent violations.

School property means any public school building or bus, campus, grounds, recreational area, athletic field, or other property owned, used, or operated by a local school board, school, or directors for administration of any public educational institution or during a school related activity. Sixteenth section land or lieu land without school facilities or school related activities are exempt from this Act.

Anyone convicted under this Act shall be recorded as being fined for a civil violation and not for a criminal violation. Mississippi Adult Tobacco Use on Educational Property Act 2000  
HOUSE BILL 641

### **EMERGENCY INFORMATION FROM PARENTS**

It is important for the school to have emergency contact information on file for each student. When this information changes, it is the parent's responsibility to notify and update the school's emergency contact records. The notification forms are available at the school.

### **CONFERENCE WITH TEACHERS**

In order that your child receives maximum educational benefits, a close parent-teacher relationship is encouraged. Please contact the school's office to arrange a conference time for you, allowing at least one day's notice prior to the desired conference. For the safety of all students, parents are required to check in at the office to receive a visitor's pass upon arriving at school. Please do not go directly to a teacher's room.

### **ASSIGNMENT TO SCHOOLS**

The school board shall determine the attendance area, and each pupil whose parents or guardians reside in the area served by the Harrison County School District must attend the school to which he/she is assigned. The Harrison County School District accepts only students, who physically reside full-time, weekdays/nights and weekends, within the limits of the school district with the following exception: the child of an out-of-district school employee is eligible to attend school in the district, based on the mutual consent of the school boards.

Each student must have on file at his/her assigned school a verification of residency form as required by state law. The parent(s) or legal guardian(s) of a student seeking to enroll must provide the school district with at least two (2) documents as verification of their address, except that a document with a post office box as an address will not be accepted. If the residence of a student changes, the parent(s) or guardian(s) will be required to provide the school with at least two (2) documents of verification of the new address.

### **Eligibility of Enrollment of Expelled/Suspended Students**

A student who is expelled or suspended by another school district and who subsequently applies for admission to the Harrison County Schools may not be eligible to enroll in any Harrison County School until he/ she is eligible for readmission to and has actually attended classes in his/her previous school following suspension or expulsion (J4 Harrison County School District policy book).

### **ADDRESS CHANGE**

It is a parent's responsibility to report any change of address or telephone number to the office immediately. This should be done in writing. Failure to do so could cause the student to be suspended until the correct address is on file.

### **ASBESTOS POLICY**

This is to inform all parents, students, and employees of the Harrison County School District that all school buildings owned by the Harrison County School District have been inspected for asbestos. A management plan has been developed and sent to the Mississippi Department of Education for their approval.

A copy of the results of the inspection, along with a copy of the management plan, can be found in the office of the principal of each of the schools and the office of the County Superintendent of Education, located at 11072 Hwy 49, Gulfport, MS.

## **SAFETY**

The objective of the HCSD is to conduct all operations safely and efficiently. The district shall provide a safe and healthful school environment, free of recognized hazards that may endanger the health or safety of any student. A vast majority of accidents and injuries occur not because of unsafe conditions but because of unsafe acts. Be safety conscious at all times.

## **SCHOOL SAFETY ACT/STUDENT BEHAVIOR**

This school district shall meet requirements established under the Mississippi School Safety Act of 2001, which provides for the establishment of a School Safety Center by the Department of Education; a Safety Grant Program, available to eligible public school districts; and a School Crisis Management Program under the State Department of Education.

The School Board of this district, with the assistance of the State Department of Education School Safety Center, shall adopt a comprehensive local school district safety plan and shall update the plan on an annual basis. (Section 37-3-83 (2), MS Code of 1972, amended)

The school district may annually apply for school safety grant funds subject to appropriations by the legislature. In order to be eligible for such program, the school board, if it desires to participate, shall apply to the State Department of Education by May 31 before the beginning of the applicable fiscal year on forms provided by the department and shall be required to establish a local School Safety Task Force to involve members of the community in the school safety effort.

This school district may use audio-visual-monitoring equipment in classrooms, hallways, buildings, grounds and buses for the purpose of monitoring school disciplinary problems (Section 37-3-83 (6), MS Code of 1972, amended). Because of the Family Educational Rights and Privacy Act and confidentiality, only authorized personnel or law enforcement officials shall be permitted to view surveillance records. Due to this act, parents shall not have the right to view surveillance records.

In order to access the services of a response team established under the School Crisis Management Program under the State Department of Education, a request must be made by the school principal or the superintendent, who shall make the request to the State Department of Education or its contact designee. A response team shall enter a school to work with students and faculty for a period of no more than three (3) days, unless otherwise requested by the school district. The request made by the school district to access the services of a response team following a school safety incident may seek a review of the school district's safety plan, and the results of this evaluation may be published by the school board in a newspaper with wide circulation in the district.

The superintendent or school principals may request and utilize the services of quick response teams provided under the School Safety Law; however school officials are not required to request the services of quick response teams.

Ref: Sections 37-3-81, 37-3-83, 37-11, 54 MS Code of 1972, amended

## **ATTENDANCE**

Regular and punctual attendance on the part of all students is necessary for successful schoolwork. Even one instance of tardiness or one absence may be detrimental to good schoolwork. Certainly, repeated tardiness and frequent absences cause students to become discouraged and often cause failure. It is, therefore, important that parents have their children in school on time every day that school is in session and only in unavoidable

cases should a student be taken out of school before the close of the school day. Regular attendance will pay good dividends in the course of a school year.

### **Course Credit and Absences**

To receive credit in a course, Mississippi law requires not only a passing grade in the course but also a minimum amount of seat time. To receive credit, a student must attend each class a minimum of 41 class days during a one-half-credit course, 82 class days during a one-credit course, and 164 class days in two-credit course. On this basis, any student who is absent more than 4 absences in a one-half credit course, more than 8 absences in a one-credit course, and more than 16 absences in a two-credit course will be denied course credit and the student will receive a grade of 50/No Credit.

### **Seat Time**

After credit is denied, the student may make up class time with seat time. Seat time opportunities will be arranged by the individual school for the purpose of allowing the student to make up time missed in each class. One hour of seat time counts as one class block. After the student exceeds 4, 8, or 16 absences, they will be allowed to make up seat time.

Time must be made up immediately or during the term immediately following the grading term that the grade of 50/No Credit was received. Students must provide their own transportation to the Saturday session of seat time.

### **Notifying the School of Absence(s)**

When a student is absent from school, the parent/legal guardian is required to contact the school before 8:00 a.m. each day the student is absent. In order for the absence to be excused, a note from the parent/ guardian or a doctor's excuse must be submitted to the office within **two days of the absence**. In case of five (5) unexcused absences, the school will attempt to contact the parent. For this reason, it is imperative that the parent provides the school with a correct phone number.

### **Attendance Policy**

A student should adhere to the following attendance policy to receive credit.

- Allowed four (4) absences in a one-half credit class, excused or unexcused.
  - Allowed eight (8) absences in a one-credit class, excused or unexcused.
  - Allowed sixteen (16) absences in a two-credit class
1. With 94-minute classes now in effect, school attendance becomes an extremely important responsibility of the students and parents.
  2. When a student misses his/her 2nd day in a one-half credit course or the 4th day in a one-credit course, students will be notified in writing that they may not miss more than 4 days in a one-half credit course or 8 days in a one credit course. If a student misses more than the allotted days, the student will be dropped from the class, and 50/ No Credit (NC) will be given.
  3. After loss of credit due to attendance, credit may be reinstated by a School Level Attendance Committee after a review of documentation and seat time requirements are met. There will be a minimum of four hearing meetings during the school year to include one in each month in October, January, March, and May. The School Level Attendance Committee will be composed of district and/or school level certified staff members. It is the student's and parent's responsibility to keep all documentation for your own records and turn in original documentation to the school for any official documented absence(s). Parent notes that constitute a valid excuse for absence (see page 12,

School Attendance Law) will be accepted. If the student and parents are not satisfied with the determination made by the School Level Attendance Committee, an appeal can be filed with the Harrison County School Board. It will be at the discretion of the School Board as to whether or not the appeal will be heard.

4. In order to be marked present in a class instead of a tardy, a student **MUST NOT** be more than five (5) minutes late to any class or check out more than five (5) minutes before the end of any class.
5. It is the student's responsibility to initiate making up all work with his/her teacher. For each excused absence, he/she has two days to complete make-up work. A student will receive a zero (0) on work not made up. In the case of unexcused absences, the student will not be given the opportunity to make up any graded works or tests given on those days and will receive a zero (0) for such work. Zeroes shall not be given to students who have been suspended or are awaiting Alternative School Placement.
6. Current documentation of chronic illness must be placed on file annually. The homebound policy will be used in these documented cases with the permission of the principal.
7. Missing classes due to school trips will be governed as follows:
  - a. Students may miss classes a maximum of five (5) days per year.
  - b. Students must be passing all classes.
  - c. Students may not have more than sixteen (16) demerits.

### **BALLOONS, FLOWERS, AND GIFTS**

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

### **CHECK OUT POLICY**

Only the legal guardian or other person designated by the legal guardian may check a student out of school during school hours. Picture ID is required to verify identification. The person checking a student out is to report to the school office. Under no circumstances is a student to be taken out of school without official clearance. It is important that parents comply with the school's policy of preventing unauthorized removal of a student from school. The student's safety may well depend upon strict adherence to this policy.

According to the Mississippi Department of Education, a child must attend school a minimum of 330 minutes of instruction per day; **therefore, it is imperative that early checkouts be limited to emergency situations only.** A calendar is provided in the front of this book to assist parents in making timely appointments.

Students will not be allowed to check out 30 minutes prior to the end of school.

### **SCHOOL ATTENDANCE LAW**

For the purposes 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.

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.

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 from illness or injury, which prevents the compulsory-school-age child from being physically able to attend school.
- c. The State Board of Health or appropriate school official excuses an absence when the county health officer orders isolation of a compulsory-school-age child.
- d. An absence is excused when it results from the death or serious illness of a member of the immediate family of a compulsory-school-age child. The immediate family members of a compulsory-school-age child shall include children, spouse, grandparents, parents, brothers and sisters, including stepbrothers and stepsisters.
- e. An absence is excused when it results from a medical or dental appointment of a compulsory-school-age child where an approval of the superintendent of the school district or his designee is gained before the absence, except in the case of emergency.
- f. An absence is excused when it results from the attendance of a compulsory-school-age child at the proceedings of a court or an administrative tribunal if the child is a party to the action or under subpoena as a witness.
- g. An absence may be excused if the religion, to which the compulsory-school-age child or the child's parents adheres, requires or suggests the observance of a religious event. The approval of the absence is within the discretion of the superintendent of the school district or his designee, but approval should be granted unless the religion's observance is of such duration as to interfere with the education of the child.
- h. An absence may be excused when it is demonstrated to the satisfaction of the superintendent of the school district or his designee that the purpose of the absence is to take advantage of a valid educational opportunity, such as travel including vacations or other family travel.
- i. 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.
- j. 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 nonattendance. However, the school district superintendent or his designee shall not excuse absences when any student suspensions or expulsions circumvent the intent and spirit of the compulsory attendance law.

Any parent, guardian or custodian of a compulsory-school-age child who refuses or willfully fails to perform any of the duties imposed upon him or her 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. However, no proceeding under this section shall be brought against a parent, guardian or custodian of a compulsory-school-age child unless the school attendance officer has promptly contacted 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.

If a compulsory-school-age child has not been enrolled in a school within fifteen (15) calendar days after the first day of the school year of the school which the child is eligible to attend or the child has accumulated five (5) unlawful absences during the school year of the public school in which the child is enrolled, the school district superintendent shall report within two (2) school days or within five (5) calendar days, whichever is less, the absences to the school attendance office. The State Department of Education shall prescribe a uniform method for schools to utilize in reporting the unlawful absences to the school attendance officer. The superintendent, or his designee, also shall report any student suspensions or student expulsions to the school attendance officer when they occur.

When a school attendance officer has made all attempts to secure enrollment and/or attendance of a compulsory-school-age child and is unable to effect the enrollment and/or attendance, the attendance officer shall file a petition with the youth court under Section 43-21-451 or shall file a petition in a court of competent jurisdiction as it pertains to parent or child. The youth court shall expedite a hearing to make an appropriate adjudication and a disposition to ensure compliance with the Compulsory School Attendance Law and may order the child to enroll or reenroll in school. The superintendent of the school district to which the child is ordered may assign in his discretion the child to the alternative school program of the school established pursuant to Section 37-13-92.

#### **Unlawful Absences of Children: SENATE BILL 3043**

Law enforcement officers shall be authorized to investigate all cases of nonattendance and unlawful absences of children. They shall file a petition with the youth court under Sections 43-21-451, against a parent or child under the provisions of the Mississippi Compulsory School Attendance Law.

#### **HOMELESS CHILDREN AND YOUTH**

Homeless students in the district will have access to the education and other services needed to ensure that an opportunity is available to meet the same achievement standards to which all students are held. The district will provide written notification to parents concerning placement decisions. Parents have the right to appeal the decision at the school and district levels. The school principal will designate a liaison for students in homeless situations to carry out duties as required by law. Any child, who is homeless, shall be eligible for free lunch/breakfast. To qualify, a lunch application must be filled out with the student marked "homeless" on the form.

#### **HOMEBOUND INSTRUCTION**

Students may be enrolled in the homebound program following the sixth consecutive day of absence that is a result of an illness diagnosed by a physician, provided that all requirements for homebound enrollment are met. Parents are asked to contact the school principal to arrange for up to fifteen (15) days of homebound instruction. School board approval is needed for each period of fifteen (15) days of homebound instruction thereafter.

## **TARDINESS**

An adequate amount of time has been allotted to get to class on time. Getting to class on time is the responsibility of each student.

## **STUDENT WITHDRAWAL AND TRANSFER**

If a student is to withdraw from school or transfer to another school, the student's legal guardian must contact the principal. All debts to the school must be cleared, and textbooks returned before the student can be officially withdrawn. A clearance form will be issued when these requirements are met. The principal of the school to which the student transfers will need to see this clearance form before enrolling the student. The student's cumulative record will be forwarded to the next school upon receipt of a request from the new school.

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

## **OUT OF DISTRICT TRANSFERS**

Students transferring from another district into the Harrison County School District must obtain a release form from the school district in which they reside. Approval must then be secured by the Harrison County School District Superintendent with final approval by the Harrison County School District School Board. Transfers are subject to tuition charge and availability of space.

## **TRANSFER STUDENTS FROM HOME SCHOOLS OR NON-ACCREDITED SCHOOLS**

Pupils from non-accredited schools will not be accepted without examinations, using district tests and/or special subject tests within thirty (30) days after transfer. Notice of giving such test shall be given to the applicant not less than five days prior to the date of the administration of such test. Schools shall not permanently enroll a student who was formerly enrolled in the state until the Mississippi cumulative folder of official transcript of credits is received from the school from which the student transferred.

A non-accredited school shall be defined as a school that is not recognized by any of the following accreditation processes:

- a. A state accrediting agency
- b. Mississippi Private School Association, or
- c. Southern Association of Colleges and Schools (SACS) or any sister affiliation of SACS.

The procedure for enrollment of transfer students who were enrolled in a non-accredited school or in a correspondence school or who were receiving home schooling will be as follows:

- a. The student will be temporarily assigned during registration to grade level or subject indicated on report card, transfer papers, or written documentation from correspondence school, home school, or private tutor.
- a. The principal will submit to the appropriate central office administrator a written request for the assessment(s) for those students who register from a non-accredited school, a correspondence school, home schooling, or a private tutor to determine initial placement. The principal will arrange for the testing of each student within thirty days of enrollment to the school.
- b. After initial placement is established, the school shall administer course assessments to award Carnegie units. If the student scores 65 or higher on the course assessment, the Carnegie unit will be awarded but only on a "Pass" basis with a numeric value of 65 assigned to that course.

- d. Students coming from non-accredited or home schools are required by district policy to enroll in the four (4) SATP classes and to be administered the corresponding SATP exams.

**MINIMUM GRADUATION REQUIREMENTS: 24 Carnegie Units  
SENIORS OF THE SCHOOL YEAR 2011-2012  
(INCOMING 2008-2009) FRESHMEN)**

4 Units English  
4 Units Math (minimum Pre-Algebra or Transition to Algebra, Algebra I, plus 2 math courses higher than Algebra I)  
4 Units Science (One of these courses must be Biology. One course must be a Physical Science lab-based course; the allowable lab-based physical science courses are: Physical Science, Chemistry, AP Chemistry, Physics, and AP Physics)  
½ Unit Mississippi Studies  
½ Unit Geography  
½ Unit United States Government  
1 Unit United States History  
½ Unit Economics  
½ Unit Physical Education  
1 Unit World History  
½ Unit Health  
½ Unit Computer Applications / ½ Unit Keyboarding **OR**  
1 Unit Computer Discovery (8th Grade)  
1 Unit Fine Arts  
19 Required Units (Plus Electives)

**MINIMUM GRADUATION REQUIREMENTS: 24 Carnegie Units  
SENIORS OF THE SCHOOL YEAR 2012-2013  
(INCOMING 2009-2010) FRESHMEN)**

4 Units English  
4 Units Math (minimum Pre-Algebra or Transition to Algebra, Algebra I, plus 2 math courses higher than Algebra I)  
4 Units Science (One of these courses must be Biology. One course must be a Physical Science lab-based course; the allowable lab-based physical science courses are: Physical Science, Chemistry, AP Chemistry, Physics, and AP Physics)  
½ Unit Mississippi Studies  
½ Unit Geography  
½ Unit United States Government  
1 Unit United States History  
½ Unit Economics  
½ Unit Physical Education  
1 Unit World History  
½ Unit Health  
½ Unit Computer Applications / ½ Unit Keyboarding **OR**  
1 Unit Computer Discovery (8th Grade)  
1 Unit Fine Arts  
19 Required Units (Plus Electives)

**MINIMUM GRADUATION REQUIREMENTS: 24 Carnegie Units  
SENIORS OF THE SCHOOL YEAR 2013-2014  
(INCOMING 2010-2011) FRESHMEN)**

4 Units English

4 Units Math (minimum Pre-Algebra or Transition to Algebra, Algebra I, plus 2 math courses higher than Algebra I)  
 4 Units Science (One of these courses must be Biology. One course must be a Physical Science lab-based course; the allowable lab-based physical science courses are: Physical Science, Chemistry, AP Chemistry, Physics, and AP Physics)  
 ½ Unit Mississippi Studies  
 ½ Unit Geography  
 ½ Unit United States Government  
 1 Unit United States History  
 ½ Unit Economics  
 ½ Unit Physical Education  
 1 Unit World History  
 ½ Unit Health  
 ½ Unit Computer Applications / ½ Unit Keyboarding **OR**  
 1 Unit Computer Discovery (8th Grade)  
 1 Unit Fine Arts  
 19 Required Units (Plus Electives)

**MINIMUM GRADUATION REQUIREMENTS: 24 Carnegie Units  
 SENIORS OF THE SCHOOL YEAR 2014-2015  
 (INCOMING 2011-2012) FRESHMEN)**

4 Units English  
 4 Units Math (minimum Pre-Algebra or Transition to Algebra, Algebra I, plus 2 math courses higher than Algebra I)  
 4 Units Science (One of these courses must be Biology. One course must be a Physical Science lab-based course; the allowable lab-based physical science courses are: Physical Science, Chemistry, AP Chemistry, Physics, and AP Physics)  
 ½ Unit Mississippi Studies  
 ½ Unit Geography  
 ½ Unit United States Government  
 1 Unit United States History  
 ½ Unit Economics  
 ½ Unit Physical Education  
 1 Unit World History  
 ½ Unit Health  
 ½ Unit Computer Applications / ½ Unit Keyboarding **OR**  
 1 Unit Computer Discovery (8th Grade)  
 1 Unit Fine Arts  
 19 Required Units (Plus Electives)

**LETTER GRADE CONVERSION FOR TRANSFER STUDENTS IN GRADES 9-12**

When the transcript for a student who transfers into the district does not specify a numerical grade for a course, the following designation will be applied:

<b>A+ = 99</b>	<b>B+ = 89</b>	<b>C+ = 79</b>	<b>D+ = 69</b>	<b>F = 60</b>
<b>A = 95</b>	<b>B = 85</b>	<b>C = 75</b>	<b>D = 67</b>	
<b>A- = 90</b>	<b>B- = 80</b>	<b>C- = 70</b>	<b>D- = 65</b>	

**ADDITIONAL GRADUATION REQUIREMENTS**

In order to graduate from a Harrison County school, a student is required to attend high school for a minimum of four (4) years.

Students must achieve a passing score on each of the state mandated Subject Area Tests. Elective units in band, physical education and choral music are limited to three (3) of the state required units, with each course counting for no more than two (2) of the three (3) units. The required unit in Fine Arts is not included in the limit on elective units. Elective units in physical education may include participation in interscholastic athletic activities that meet the instructional requirements specified in the Fitness Through Physical Education Framework and are sanctioned by the Mississippi High School Activities Association. Additional elective units may be earned in the above areas to meet the requirements of the Harrison County School Board.

The credit earned for a state/local government course in any other state by an out-of-state transfer student who enters after the sophomore year can stand in lieu of Mississippi Studies or Mississippi State and Local Government.

Evidence of proficiency in computer applications and keyboarding is required and may be demonstrated by:

- Earning one-half (½) credit in computer applications & one-half (½) credit in keyboarding or earning one (1) unit in Computer Discovery OR
- Earning one (1) unit in any course in the Business and Technology Framework.

In order to graduate from a Harrison County school, a student is required to attend high school for a minimum of four (4) years. Two (2) of the last four (4) Carnegie units of work shall be earned in residence at a high school before that school may grant a diploma. (Two units are interpreted as one semester of work.) The high school where the last residence is done will be authorized to grant the diploma.

Students with documented, extenuating circumstances which may prevent them from fulfilling the residency requirement must obtain school board approval in order to complete the graduation requirements. Board approval for a residency exemption must be obtained prior to May 1<sup>st</sup> of the student's junior year.

Attendance in summer school does not establish a new residence in school.

Credit recovery courses from an accredited school other than the diploma-awarding school must be completed prior to the last semester of the student's graduating year.

## **GRADUATION REGALIA**

Only graduation regalia issued by the Harrison County School District may be worn during the graduation ceremony.

## **HIGH SCHOOL GRADE CLASSIFICATION**

Grade classification will be updated only at the beginning of the school year.

Freshman-Successfully complete 8<sup>th</sup> grade

Sophomore – Six (6) Units

Junior – Thirteen (13) Units\*

Senior – Twenty (20) Units\*\*

\*Entering 11<sup>th</sup> year of school (excluding Kindergarten)

\*\*Entering 12<sup>th</sup> year of school (excluding Kindergarten)

## **TRACKING**

In order to meet district needs, the following tracks are available at all Harrison County High Schools.

High Honors:            Required units plus electives totaling 28 units with a minimum of three

	(3) E2 credits
Honors:	Required units plus electives totaling 26 units with a minimum of two
	(2) E2 credits
Core:	Required units plus electives totaling 24 units

Students seeking valedictorian, salutatorian, or high honors status at graduation must meet the requirements of the high honors track. Students that wish to graduate with honors must meet the requirements of the honors track.

### STUDENT COURSE LOAD

Twelve (12) units should be in the areas of English, Math, Science, Business Education, Social Studies or Languages. All students in the Harrison County School District will adhere to the following minimum student load and attend high school for a minimum of 4 years:

- 9<sup>th</sup> graders will take at least eight (8) units
- 10<sup>th</sup> graders will take at least eight (8) units\*
- 11<sup>th</sup> graders will take at least eight (8) units
- 12<sup>th</sup> graders will take at least two (2) academic units per semester
- \* With the exception of co-op students

Regardless of the number of units taken, only seniors and co-op students are allowed early dismissal.

Credit at the end of the first term will not be awarded for a full credit course. The entire course must be satisfactorily completed to receive credit.

Students may not enroll for credit after the 8<sup>th</sup> day of school or after the 8<sup>th</sup> absence during transfer from another school. Students enrolling for a term class must enroll before the end of the 4<sup>th</sup> day of the term in order to receive credit. Students may not add a one-credit course after the 4<sup>th</sup> day of school or add term courses after the 4<sup>th</sup> day of the term. These restrictions do not apply to students who are transferring into the school from another public school system.

Seniors who complete graduation requirements at the end of the summer school will be awarded a diploma at that time. Seniors who meet graduation requirements at the end of the first semester will graduate at the end of the year.

When selecting a program of study for the upcoming year, you should proceed with the idea that you will pass everything you are taking this year. Be careful not to select a course you have already passed. Credit cannot be counted for the same course twice. **COURSES MAY NOT BE RETAKEN TO IMPROVE QUALITY POINT AVERAGE.** Please do not select a course because a friend is taking the course. Select courses that will help you to realize your goals in life.

To reap the most from your work, your program must be planned. Counselors are available to assist you in this planning.

A **term** is a 9-week period. There are 4 terms in a school year. A **semester** is an 18-week period. There are 2 semesters in a school year. One semester consist of two terms.

### GRADING

A student's nine-week average will be determined using the following criteria:

1. Daily work, including homework, recitations, reports, etc. will represent 2/5 of the total average.
2. Weekly or chapter tests will represent 2/5 of the total average.

3. The nine weeks exam will represent 1/5 of the total average.

**Please note:**

In the English III and English IV classes that require research papers, the following criteria will be followed during the term that the research paper is completed:

1. Daily work will represent  $\frac{1}{4}$  of the total average.
2. Weekly or chapter tests will represent  $\frac{1}{4}$  of the total average.
3. The nine weeks exam will represent  $\frac{1}{4}$  of the total average.
4. The research paper will represent  $\frac{1}{4}$  of the total average of that term.

**GRADING SCALE**

90 – 100	A
80 – 89	B
70 – 79	C
65 – 69	D
0 – 64	F

There will be no reassignment or reassessment of letter grades issued before the implementation date (8/1/2008) of this grading scale.

A child must be enrolled at least seven (7) days during a nine weeks period in order to receive a progress report or report card. Report cards are issued each nine (9) weeks and will be sent home on the second Monday of the week after the nine week tests. Report cards at each school possess unique watermarks that cannot be duplicated. Please look for the watermark to verify that you have received an original report card. If you have questions about the authenticity of your child's report card, please call the school. (Refer to school calendar for exact dates.) A failure notice will be issued to all students who are failing on the Wednesday following the 3<sup>rd</sup> Friday of the term. The progress report will be sent to the parent in order to provide ample time for the parent to make contact with the teacher in regard to the situation.

**ONLINE GRADING**

**Student assignments and grades are available on line by visiting [www.harrison.k12.ms.us](http://www.harrison.k12.ms.us) and clicking on grade book.**

To log in to the Harrison County Schools Online Gradebook, you need a username and password.

Students: Students are given their username and password information from their schools. If you're not sure of your username and password, you can ask one of your teachers for help.

Parents: Parent accounts are created through the Gradebook by parents. To create an account, parents should select "I Am a Parent" from the drop down list on the login page. Now click the "Create Account" button. From that point, simply follow the instructions provided in the page.

**QUALITY POINTS**

A quality-point system will be utilized to compute and determine the ranks-in-class of graduating seniors. Rank-in-class is defined as the comparison of a student's academic performance with those of the members of his/her graduating class. Class rank is computed on the basis of quality points, rather than on grade-point average and projects a more accurate profile of academic performance. It is also designed to encourage more students to enroll in challenging courses. Students in advanced courses earn additional quality points directly proportionate to regular courses. In this way, those students in courses of average academic difficulty set the 4.0 norms. Additional quality points assigned to advanced academic courses merely serve to achieve a more accurate class ranking.

Grade-point averages are unaffected by quality points and will continue to be the report of academic achievement on the high school transcript. All Quality Point Averages will be computed on the final grade.

1. 50/NC (No Credit) or less will be placed on permanent records and grade sheets for those courses where a student has lost credit due to:
  - a. Excessive absences
  - b. Dropping out
  - c. Expulsion
2. In computing Grade-Point Average and Quality-Point Average, drop all but the highest grade if a course is failed and repeated. All courses, even those that are failed, will be recorded on the grade sheets and permanent record. **IF A COURSE IS PASSED, IT MAY NOT BE RETAKEN IN ORDER TO IMPROVE QUALITY POINT AVERAGE.**
3. A student's Grade-Point Average and Quality-Point Average shall be computed at the end of the fourth nine-week grading period of his/her senior year. The Grade-Point Average shall be recorded on the student's permanent record. The Quality-Point Average shall be used to determine rank in class. The student's rank shall be recorded on the student's permanent record. In the event of a tie in Quality Points in the selection of Valedictorian and Salutatorian, the Grade-Point Average will be carried out to three places to determine which students are eligible for Valedictorian or Salutatorian.

**HONOR GRADUATES**

3.5 QPA or above.....	High Honors
3.0-3.499 QPA.....	Honors
High Honors:	Required units plus electives totaling 28 units with a minimum of three (3) E2 credits
Honors:	Required units plus electives totaling 26 units with a minimum of two (2) E2 credits
Core:	Required units plus electives totaling 24 units

The principal or his designee will determine the Valedictorian and Salutatorian at the progress report grade of the last nine (9) weeks. To qualify as Valedictorian or Salutatorian, the student must have been enrolled at this school the last three (3) semesters.

Awards will be made to outstanding students. Awards are as follows:

**Valedictorian:** Highest scholastic average through the progress report grade of the last nine (9) weeks of the school year.

**Salutatorian:** Second highest.

**High Honors:** Seniors who maintain a 3.5 QPA or better while earning Carnegie units.

**Honor Students:** Seniors who maintain a 3.000 –3.499 QPA while earning Carnegie units.

Please Note: The designation of High Honor Students and Honor Students is officially determined after the Final QPA is calculated. Grades/credits earned through home schooling and non-accredited schools will not count towards Valedictorian and Salutatorian.

**REGULAR COURSES**

If a course is not classified as either an E1 or an E2 class, then it shall be weighted as a regular course. Courses scheduled outside of the Harrison County School District curriculum (correspondence courses, MVPS classes, dual-credit, etc.) shall be awarded regular course status.

**E1 COURSES**

English I Accelerated	Chemistry
English II Accelerated	Accelerated Biology
English I Gifted	Zoology

English II Gifted  
 Algebra I for 8<sup>th</sup> Graders  
 Algebra I Accelerated (9-12)  
 Algebra II Accelerated  
 Accelerated Geometry  
 Accounting II  
 BCT II  
 Computer Engineering II

Biology II  
 Genetics  
 Human A & P  
 Marine and Aquatic Science  
 Foreign Language II  
 Drafting II  
 IT Essentials II

**E2 COURSES**

English III Advanced Placement	Calculus
English III Advanced Placement Gifted	Advanced Algebra (1/2 Credit)
English IV Advanced Placement	Trigonometry
English IV Advanced Placement Gifted	Pre-Calculus
U.S. Government Advanced Placement	World History Advanced Placement
U.S. History Advanced Placement	Chemistry Advanced Placement
Physics	Physics Advanced Placement
Environmental Science Advanced Placement	Biology Advanced Placement
Foreign Language III	Foreign Language IV

**All Field Experienced courses will be weighted the same as the course that it accompanies.**

**QUALITY POINT EQUIVALENCY SCALE (QPA)**

<b>A</b>	E2 Weight	E1 Weight
100	5.0	4.5
99	4.9	4.4
98	4.8	4.3
97	4.7	4.2
96	4.6	4.1
95	4.5	4.0
94	4.4	3.9
93	4.3	3.8
92	4.2	3.7
91	4.1	3.6
90	4.0	3.5
<b>B</b>	E2 Weight	E1 Weight
89	3.9	3.4
88	3.8	3.3
87	3.7	3.2
86	3.6	3.1
85	3.5	3.0
84	3.4	2.9
83	3.3	2.8
82	3.2	2.7
81	3.1	2.6
80	3.0	2.5
<b>C</b>	E2 Weight	E1 Weight
79	2.9	2.4
78	2.8	2.3
77	2.7	2.2

76	2.6	2.1
75	2.5	2.0
74	2.4	1.9
73	2.3	1.8
72	2.2	1.7
71	2.1	1.6
70	2.0	1.5
<b>D</b>	E2 Weight	E1 Weight
69	1.9	1.4
68	1.8	1.3
67	1.7	1.2
66	1.6	1.1
65	1.5	1.0

**GRADE POINT EQUIVALENCY SCALE (GPA)**

<b>A</b>	Regular Weight
100	4.0
99	3.9
98	3.8
97	3.7
96	3.6
95	3.5
94	3.4
93	3.3
92	3.2
91	3.1
90	3.0
<b>B</b>	Regular Weight
89	2.9
88	2.8
87	2.7
86	2.6
85	2.5
84	2.4
83	2.3
82	2.2
81	2.1
80	2.0
<b>C</b>	Regular Weight
79	1.9
78	1.8
77	1.7
76	1.6
75	1.5
74	1.4
73	1.3

72	1.2
71	1.1
70	1.0
<b>D</b>	Regular Weight
69	.9
68	.8
67	.7
66	.6
65	.5

## HONOR ROLL

Students meeting the following requirements will be listed as an Honor Roll student. Grades must be made in all subjects taken.

High Honor Roll – 90 and above

Honor Roll – 80 and above.

## TEST EXEMPTIONS

Seniors who have a 90 or better in each term in any subject during the year shall be exempt from taking the FINAL exam in that subject.

## SCHEDULE CHANGES/DROPPING CLASSES

During registration, students are carefully counseled on their schedule for each year. Students are encouraged to discuss their schedule with their parents. This is done to prevent conflicts in the needs of each student. Therefore, students will not be allowed to change their schedules except in extreme emergencies. Schedule changes will be determined and made by the principal's office.

Students have a maximum time of five (5) days to drop a class. No classes will be changed after the first five (5) days of a course. When you register for a class, you will remain in that class. You will not be allowed to drop a class just because you are failing. Seniors will not be allowed to drop classes to come to school late or leave early.

Students are responsible for notifying teachers of any schedule change(s).

## CREDIT RECOVERY

The purpose of credit recovery is to permit those students in grades 9 -12 enrolled in a school within the Harrison County School District who are significantly behind in their accumulation of credits the opportunity to recover credits through on-line instruction. Credit recovery is defined as the successful completion of coursework not completed during the school year, for which the student received a failing grade offered through on-line instruction over the Internet. Students must be enrolled in and have at least five (5) credits before they will be permitted to recover credit. More than one course (semester) may be taken during the school year, but only one course (semester) may be taken at a time; that is, before the student may enroll for a second credit recovery course, the first credit recovery course must be completed. A minimum of ten (10) hours must be completed in the online course for a half-credit course and a minimum of twenty (20) hours must be completed for a whole credit class. Since summer school is an extension of the school year, expelled students are not eligible for credit recovery courses.

All testing associated with on-line instruction is conducted in the presence of instructional personnel designated by the school principal. Courses taken for the purpose of credit recovery must be successfully completed by April 30th of the current year. Seniors who need to recover credit to graduate will be the only students permitted to begin a new Plato course during the month of May. The failing grade that a student receives for the class being recovered will be replaced with a 65.

There is a fee of 240.00 charged per Carnegie unit of instruction for credit recovery classes (\$120.00 for half-credit courses). Refunds are not permitted once the student begins online.

Students are limited to three (3) credit recovery classes during their high school career. Students are allowed two (2) absences in a half-credit class and four (4) absences in a whole credit class. Students are not allowed to enroll in the credit recovery class if he/she has exceeded the attendance policy in a class, e.g., more than eight (8) absences in a one half-credit class and sixteen (16) absences in a whole credit class. The principal has the discretion to waive this restriction.

### **SUMMER SCHOOL/EXTENDED SCHOOL YEAR**

Students will be allowed to enroll annually in one course offered for credit. **No student will be allowed to take a required course early.** A maximum of four (4) units earned in summer school may be counted toward graduation requirements.

Plato is available for students who have completed a course but did not receive credit. Plato for English III and English IV will also require research papers to be turned in during the regular school session. English II, Algebra I and US History may only be taken on Plato if the State required exam has been passed. Biology I is not offered on Plato. Plato may be used to recover a maximum of three (3) Carnegie units.

### **COURSES TAKEN OUTSIDE OF THE REGULAR CURRICULUM**

There are four types of courses offered outside of the regular curriculum: dual enrollment course, dual credit courses, Mississippi Virtual Public School (MVPS) courses, and correspondence courses.

### **DUAL ENROLLMENT**

The dual enrollment program allows high school students to earn college or vocational credit toward a postsecondary diploma at a Mississippi public institution of higher learning while still in high school. Dually enrolled classes do not count toward the high school diploma. Eligibility requirements are available in the school counselor's office.

### **DUAL CREDIT**

The dual credit program allows high school students to simultaneously earn college or vocational credit toward a postsecondary diploma at a Mississippi public institution that will also count as a credit toward a high school diploma. All dual credit classes are weighted as regular courses. No dual credit courses will be offered that are tied to a Subject Area Test (Algebra I, Biology I, English II, or U.S. History). Seniors taking a dual credit course for graduation must have the grade in five (5) weeks before graduation. Eligibility requirements are available in the school counselor's office.

### **MISSISSIPPI VIRTUAL PUBLIC SCHOOL (MVPS)**

MVPS is a web-based educational service offered by the Mississippi Department of Education to provide Mississippi students and educators with access to a wider range of course work, more flexibility in scheduling, and the opportunity to develop their capacities as independent learners. Students in grades 9-12 have access to the program, but priority is given to juniors and seniors. No online courses will be offered that are tied to a Subject Area Test (Algebra I, Biology I, English II, or U.S. History).

Students may take non-core content courses for elective credit only. Students must complete the MVPS registration form with parent/guardian signature and submit it to the school counselor for approval and processing. MVPS registration forms are available

through the school counselor or by emailing the MVPS Help Desk at [mvssupport@mde.k12.ms.us](mailto:mvssupport@mde.k12.ms.us)

In the Harrison County School District, students may take only:

- Three (3) Carnegie units from MVPS or
- Two (2) MVPS units when combined with one (1) correspondence Carnegie unit.

The Harrison County School District guidelines for enrolling in a Mississippi Virtual Public School (MVPS) Course:

1. Students must have GPA of 2.5 or higher to enroll in a regular online course.
2. Students must have a GPA of 3.0 or higher to enroll in an AP online course.
3. Students must follow all policies and guidelines as set forth for each course by MVPS.
4. Students must have a working computer and the appropriate software at home before signing up for an MVPS course; specifications for each course may be accessed online at [www.mvps.mde.k12.ms.us](http://www.mvps.mde.k12.ms.us). Students who do not have adequate technology will not be successful in an MVPS course.
5. Students are solely responsible for arranging to take the supervised examinations with the director of the Career Center or the site coordinator.
6. Seniors taking a MVPS course for graduation must have the grade in five (5) weeks before graduation.
7. MVPS courses are weighted as regular courses.
8. The school counselor must approve all MVPS courses.

## **CORRESPONDENCE COURSES**

Principal's permission is required in order to take a correspondence course. You may earn only one Carnegie unit by correspondence toward your diploma. **No student will be allowed to take a required course early.** All correspondence courses are weighted as regular courses. No correspondence courses will be offered that are tied to a Subject Area Test (Algebra I, Biology I, English II, or U.S. History). Seniors taking a correspondence course for graduation must have the grade in five (5) weeks before graduation. Consult the counselor for details.

## **COLLEGE ENTRANCE EXAMS**

Students must acquaint themselves with the deadlines for the ACT or SAT. Colleges have deadlines for applying for admission and financial aid. It is essential that college-bound seniors test early enough to meet these deadlines. While the counselor will make every effort to furnish students with all pertinent information, it is each student's ultimate responsibility to become knowledgeable of each school's admissions policies and procedures. After all, you, the student will be the one affected if you allow a deadline to pass and are not admitted to a school as the result of oversight.

Some out-of-state colleges and universities require the Scholastic Aptitude Test (SAT). Counselors have information and application for these tests. It is the responsibility of the student to register for the test.

The American College Test (ACT) is required of all students who will attend a state-supported institution. The ACT is given in October, December, February, April, and June for a fee.

The P.S.A.T. National Merit Scholarship Qualifying Test is given and is available to first semester juniors for a fee.

### **SPECIAL PROGRAMS**

1. Title I – Provides extra resources for all students in kindergarten through eighth grade in designated schools.
2. G.E.D. – Provides a program of preparatory instruction for students 16 years or older who meet the requirements.
3. Special Education – Learning disability, educable mentally retarded, and emotionally handicapped classes are offered for all eligible students. Speech and hearing services are provided for students meeting requirements for services. The Harrison County Child Development Center provides quality education for students unable to attend regular public schools as a result of severe mental retardation or physical handicaps.
4. Health Services – District nurses provide school-based clinics at each of the schools on a regular basis.
5. Guidance Service – Guidance services are available through the district elementary guidance counselor/social worker. The counselor/social worker is available to students with special problems.
6. Guidance Service - Guidance services are available through the district elementary guidance counselor/social worker. The counselor/social worker is available to students with special problems.

### **GUIDANCE AND COUNSELING SERVICES**

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study guides, help with home, school and/or social concerns, or any question the student may feel he/she would like to discuss with the counselor. Guidance is concerned with helping students adjust to conditions and to plan for the future in line with special interests, abilities, and needs. This will include selecting courses of study, improving traits of personality, and suggestions on how best to study.

Students are urged to seek assistance from the teachers and the guidance counselor with any problem they have. It is especially important for you to feel free to approach the principal or assistant principal at any time.

Each university and scholarship has a different deadline for submission of information. Start early enough with the paperwork so you will meet all deadlines. Seniors will receive two (2) transcripts free of charge. Any transcript sent after that will have a \$1.00 charge.

### **ENGLISH LANGUAGE LEARNER PROGRAM (ELL)**

#### **Philosophy**

The Harrison County School District recognizes the need and the requirement to provide ELL students with linguistic and academic instruction and support services to develop English language proficiency such that, over time, they progress through school at a rate commensurate with their native-English speaking peers. To ensure educational efforts are consistent district-wide, the following requirements will be met:

- Language minority children will be allowed to attend school, regardless of their ability to produce a birth certificate, social security number, or immigration document.
- Language minority children will be placed within one year of their age– appropriate grade level.
- Language minority children will not fail a subject or be retained in a grade because they do not speak English.

**Identification**

The Home Language Survey will be completed at the time of school enrollment, and this will identify ELL students for ELL Program Services. Students determined on this survey to be in need of ELL services will be assessed for placement in the ELL Program.

**Assessment**

ELL students will be tested for English language proficiency within the first week to ten days following initial identification. This assessment will reveal individual student's strengths and weaknesses in order to plan the student's academic placement. This assessment will include four areas of language: understanding, speaking, reading, and writing in order to ensure the students' language needs are properly identified and addressed. Prior to placement, parents will be notified, through a form of communication they can understand, of the student's placement in the ELL program, the parent's right to visit the program, and the parent's right to withdraw the student from the program.

As a part of exiting the ELL program, students will be assessed on functional abilities in understanding, speaking, reading, and writing. Since no single instrument can provide all the information needed to place and exit students from ELL, multiple measures will be used.

**Programming**

Pullout programming services will be provided for ELL students. This service requires the student to be pulled out of the regular classroom for special instruction in English. An itinerant teacher will provide pullout instruction for individual students or small groups of students as is dictated by the number of students and scheduling feasibility. Programming will address the four areas of language: understanding, speaking, reading, and writing.

**Grading**

Strict adherence to a "letter" grading system is often inappropriate for ELL students. In order to ensure consistency of grading between teachers and/or schools and to ensure ELL students do not fail due to English proficiency, the policy for grading ELL students in the Harrison County School District will be " Pass" or "Fail". In grades 9-12, a "Pass" will be equal to a 65% for ELL students determined to be less than proficient in a subject or course due to English proficiency. These students must be ELL program students, and the teacher may award a "Pass" with approval of the principal only.

**PARENTS' RIGHT TO KNOW**

Parents of students in Title I schools are guaranteed annual notification of their "Right to Know" about the teacher qualifications of their children. Parents may request and receive from the school office the professional 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; and (d) whether or not the child receives services from a paraprofessional, and if so, his or her qualifications.

**PROCEDURES FOR ASSISTING STUDENTS WITH SPECIAL NEEDS  
TEACHER SUPPORT TEAMS (TST)**

Mississippi State Board Policy IEI requires that all school districts develop an instructional model designed to meet the needs of every student. The model shall consist of three tiers of instruction:

- Tier I: Quality classroom instruction based on MS Curriculum Frameworks
- Tier II: Focused supplemental instruction
- Tier III: Intensive interventions specifically designed to meet the individual needs of students.

On those occasions that the Teacher Student Team (TST) interventions are not successful, the procedures for assisting students considered at-risk of academic failure will be followed. This committee will recommend improvements and/or forward the referral to the LSC. This

Board of Education approved procedure is provided to principals, who chair the TST, and is published in the District Policies and Procedures Manual.

It is the policy of the Harrison County School District that the referral of a student to the Local Survey Committee (LSC) begins the State of Mississippi's process for determining the eligibility of a student for special services. Under the provisions of the Individuals with Disabilities Education Act (IDEA), students should only be considered after appropriate instructional variations and interventions have been implemented in the regular classroom and if the student continues to be "at risk," or if the student is obviously disabled.

### **PHOTO VIDEO RELEASE**

Harrison County School District reserves the right to film or photograph students, unless otherwise directed by parent. News media must obtain permission from the superintendent before interviewing, photographing or filming students or personnel. Please refer to perforated sheet, "Harrison County School District, Permission to Publish," in back of handbook.

### **TEXTBOOKS/WORKBOOKS**

Textbooks for pupils are furnished by the state. As soon as classes are organized, free textbooks are assigned to all pupils with the parents or guardian assuming all responsibility for the textbooks. Pupils should see that their books are not abused, as a fine will be charged for any state-owned textbooks that show unnecessary wear or damage of any kind. In case of a lost book, the list price of the book must be paid if the book is a new book. If the book isn't new, then 20% of the list price for each year's use will be deducted from the price. All textbooks must be returned prior to or during exam time. All fines collected for damaged books or lost books are remitted with the annual book report to the office of the County Superintendent of Education, who then turns in all fines to the State Textbook Commission.

No student will receive a transcript or credit from the office if all lost books or fines have not been paid. Neither will the student be issued books in this school or any public school without a card showing that they are clear on all books and fines.

Workbooks approved by the principal and teachers, as supplements to the textbooks, are to be furnished by the parent or guardian.

1. Only students who pay or whose parents sign an agreement to pay for workbooks will be issued workbooks.
2. Teachers will be expected to pay for workbooks issued for which the student has not paid.
3. The school will order no workbooks until teachers have turned in the money for the number of books ordered.

### **FEES**

**According to state statute 37-7-335, Fees; hardship waiver; confidentiality,**

- (1) The school board of any school district shall be authorized to charge reasonable fees, but not more than the actual cost for the following:
  - (a) Supplemental instructional materials and supplies, excluding textbooks;
  - (b) Any other fees designated by the local school board as fees related to a valid curriculum educational objective, including transportation; and
  - (c) Extracurricular activities and any other educational activities of the school district which are not designated by the local school board as valid curriculum educational objectives, such as band trips and athletic events.
- (2) All fees authorized to be charged under this section, except those fees authorized under subsection (1) (c) of this section, shall be charged only upon the condition that the school board of each school district shall adopt a financial

hardship waiver policy that shall be kept in the strictest of confidence with all files and personal disclosures restricted from review by the general public. The board shall insure that a pupil eligible to have any such fees waived as a result of an inability to pay for said fees, shall not be discriminated against nor shall there be any overt identification of any pupil who has received a financial hardship waiver by use of special tokens or tickets, announcements, posting or publication of names, physical separation, choice of materials, or by any other means in no case shall any school district's procedures expose any pupil receiving a hardship waiver to any type of stigma or ridicule by other pupils or district personnel.

- (a) The confidentiality of the financial hardship waiver policy adopted by such school board shall apply to any students who have an inability to pay any fees authorized under subsection (1) (c) of this section.
- (3) In no case shall the inability to pay the assessment of fees authorized under the provisions of this section result in a pupil being denied or deprived of any academic awards or standards, any class selection, grade, diploma, transcript, or the right to participate in any activity related to educational enhancement.
1. A driver education fee of \$12.50 must be paid to defray the cost of car insurance and registration of the car.
  2. An art fee of \$15.00 will be charged to defray part of the expense of this program.
  3. A fee of \$10.00 is charged for one-credit Science Lab courses.
  4. A fee of \$10.00 is charged for Advanced Computer Classes.
  5. A fee of \$5.00 will be charged for ½ unit computer courses.

## **LIBRARY**

The school library contains many volumes of books carefully selected by teachers and the librarian for general reading and reference work. The library also receives daily newspapers, current magazines, and other periodicals, which are helpful to students in successfully preparing for daily lessons, and in keeping abreast of current news and information. Students are encouraged to confer with the librarian regarding books and materials available and supplies needed to supplement the textbooks to use in preparing daily assignments. Certain rules and regulations are set by the librarian relative to checking books out, care of books, book fines, conduct, etc.

## **HARRISON COUNTY BREAKFAST AND LUNCH PROGRAM**

Harrison County Schools participate in the School Breakfast Program and The National School Lunch Program. For a student to be eligible for a free or reduced meal in the Harrison County School District Meal Program, a new meal form application **MUST** be completed each year. A child does not automatically qualify for a free/reduced meal just because he/she qualified the previous school year. A child is not approved until the meal form has been processed in the central office's Child Nutrition Department. At the time of approval, a letter will be sent informing parents of approval. Please include your address on the meal form application in order to receive a letter determining your lunch status.

In all schools, the cafeteria will accept advance meal payments for meals. Money left in the account follows that student to whatever school they attend within the school district.

Food Service Management Company provides **myLunchMoney** service that is easy-to-use, convenient, private and secure. Parents should go to the [www.myLunchMoney.com](http://www.myLunchMoney.com) website to enroll and to start using the site to deposit funds into a child's lunch account. Once an account is established, a parent can check balances and fund the account anytime from your home computer, phone or fax. Student information, personal and payment card information is protected by the most advanced Internet security. For

more information on this service, call 800-479-3531 or visit the [www.myLunchMoney.com](http://www.myLunchMoney.com) website.

Harrison County School District board policy does not allow for charging meals. If a student should incur \$15.00 of charges, the child at that time will be provided, out of courtesy, a sandwich with milk. Parents will be notified of any cafeteria charges incurred.

The School Lunch Program is a federally supervised program with specific guidelines for meals. Each student meal is to provide one-third ( $\frac{1}{3}$ ) of the daily nutritional requirements for that age group. The minimum daily meal pattern is to include a meat or meat alternate, two (2) or more servings of vegetables or fruit, bread, and milk.

For those students who may require a special diet or who have food allergies, the cafeteria managers will assist in providing the physician prescribed alternatives. The doctor's diet prescription must be on file in the Child Nutrition Director's office before this service can be provided. A doctor's request must be made each year.

K-12 Student Lunch Cost	\$2.25	K-12 Student Breakfast Cost	\$1.25
K-12 Reduced Lunch Cost	\$.40	K-12 Reduced Breakfast Cost	\$.30
Adult Employee Lunch Cost	\$3.00	Adult Employee Breakfast Cost	\$2.00
Adult Guest Lunch Cost	\$3.25	Adult Guest Breakfast Cost	\$2.75

\*\*Meal prices are subject to change due to increased food costs.\*\*

## **DISCIPLINE**

### **STUDENT CONDUCT-DISRUPTIVE BEHAVIOR**

In conformance with the Mississippi School Safety Law of 2001, this school district shall adhere to requirements governing student conduct.

Section Six (6) of the Law defines student "disruptive behavior" as conduct of a student that is so unruly, disruptive, or abusive that it seriously interferes with a school teacher's or school administrator's ability to communicate with the students in a classroom, with a student's ability to learn, or with the operation of a school or school-related activity, and which is not covered by other laws related to violence or possession of weapons or controlled substances on school property, school vehicles, or at school-related activities. Such behaviors include, but are not limited to: foul, profane, obscene, threatening, defiant or abusive language or action toward teachers or other school employees, defiance, ridicule or verbal attack of a teacher, and willful, deliberate and overt acts of disobedience of the directions of a teacher.

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

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

Ref: Mississippi School Safety Law of 2001, Section 6, MS Code of 1972, amended.

## **CODE OF CONDUCT-STUDENTS**

In conformance with the Mississippi School Safety Law of 2001 (Section 37-11-55, MS Code of 1972, amended), this School Board shall adopt and make available to all teachers, school personnel, students, and parents or guardians at the beginning of each school year, a code of student conduct developed in consultation with teachers, school personnel, students, and parents or guardians. The code shall be based on the rules governing student conduct and discipline adopted by the school board and shall be made available at the school level in the student handbook or similar publication. The code shall include, but not be limited to:

- (a) Specific grounds for disciplinary action under the school district's discipline plan, procedures to be followed for acts requiring discipline, including suspension and expulsion, which comply with due process requirements
- (b) An explanation of the responsibilities and rights of students with regard to attendance, respect for persons and property, knowledge and observation of rules of conduct, free speech and student publications, assembly, privacy, and participation in school programs and activities
- (c) Policies and procedures recognizing the teacher as the authority in classroom matters, and supporting that teacher in any decision in compliance with the written discipline code of conduct; such recognition shall include the right of the teacher to remove from the classroom any student who, in the professional judgment of the teacher, is disrupting the learning environment to the office of the principal or assistant principal. The principal or assistant principal shall determine the proper placement for the student, who may not be returned to the classroom until a conference of some kind has been held with the parent, guardian, or custodian during which the disrupting behavior is discussed, and agreements are reached that no further disruption will be tolerated. If the principal does not approve of the determination of the teacher to remove the student from the classroom, the student may not be removed from the classroom, and the principal, upon request from the teacher, must provide justification for his/her disapproval.
- (d) Policies and procedures for dealing with a student who causes a disruption in the classroom, on school property or vehicles, or a school-related activity
- (e) Procedures for the development of behavior modification plans by the school principal, reporting teacher, and student's parent for a student who causes a disruption in the classroom, on school property or vehicles, or at school-related activities for a second time during the school year
- (f) Policies and procedures specifically concerning gang-related activities in the school, on school property or vehicles; or at school-related activities.

Ref: Section 37-11-55, MS Code of 1972, amended

## **SCHOOL DISCIPLINE PLAN**

In conformance with the Mississippi School Safety Law of 2001 (Section 37-11-53, MS Code of 1972, amended), the following requirements shall be met by this school district:

(1) A copy of the school district's discipline plan shall be distributed to each student enrolled in the district, and the parents, guardian, or custodian of such student shall sign a statement verifying that they have been given notice of the discipline policies of the district. The school board shall have its official discipline and code of student conduct legally audited on an annual basis to insure that its policies and procedures are currently in compliance with applicable statutes, case law, and state and federal constitutional provisions. As part of the first legal audit occurring after July 1, 2001, the provisions of Section 37-11-55 and Section 6 of Senate Bill No. 2239, 2001 Regular Session, shall be fully incorporated into the school district's discipline plan and code of student conduct.

(2) The discipline plan of the schools of this district shall include, but not be limited to, the following: (a) a parent, guardian or custodian of a compulsory-school-age child enrolled in the school district shall be responsible financially for his/her minor child's disruptive acts against school property or persons; (b) a parent, guardian or custodian of a compulsory-school-age child enrolled in the school may be requested to appear at school by the school attendance officer or an appropriate school official for a conference regarding acts of the child specified in section a above or for any other discipline conference regarding the acts of the child; (c) any parent, guardian or custodian of a compulsory-school-age child enrolled in a school district who refuses or willfully fails to attend such discipline conference specified in section b above may be summoned by proper notification by the superintendent of schools or the school attendance officer and be required to attend such discipline conferences; and (d) a parent, guardian or custodian of a compulsory-school-age child enrolled in the district shall be responsible for any criminal fines brought against such student for unlawful activity occurring on school grounds or buses.

(3) Any parent, guardian or custodian of a compulsory-school-age child who (a) fails to attend a discipline conference to which such parent, guardian or custodian has been summoned under the provisions of this section, or (b) refuses or willfully fails to perform any other duties imposed upon him or her under the provisions of this section, shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed \$250.00.

(4) The school district shall be entitled to recover damages in an amount not to exceed \$20,000.00, plus necessary court costs, from the parents of any minor under the age of eighteen (18) years and over the age of six (6) years who maliciously and willfully damages or destroys property belonging to the school district. However, this section shall not apply to parents whose parental control of school child has been removed by court order or decree. The action authorized in this section shall be in addition to all other actions which the school district is entitled to maintain and nothing in this section shall preclude recovery in a greater amount from the minor or from a person, including the parents, for damages to which such minor or other person would otherwise be liable.

(5) The School District's discipline plan may provide that as an alternative to suspension, a student may remain in school by having the parent, guardian or custodian, with the consent of the student's teacher or teachers, attend class with the student for a period of time specifically agreed upon by the reporting teacher and school principal. If the parent, guardian, or custodian does not agree to attend class with the student or fails to attend class with the student, the student shall be suspended in accordance with the code of student conduct and discipline policies of the school district.

The Mississippi School Safety Act shall take effect and be in force from and after July 1, 2001. Ref: Sections 37-3-81; 37-3-83; 37-11-54; 37-11-55; 37-11-53, MS Code of 1972, amended.

In the education process, good discipline must be maintained. The school that fails to recognize the problem fails to meet the responsibility of this important phase of the education process. There is little or no learning when pupils are permitted to waste their own time and that of other pupils. Discipline should have the qualities of understanding, consistency, fairness, and firmness. Consideration should be given to the cause, nature, condition and frequency of misconduct. The small routine instances of misconduct inherent in every classroom are the responsibility of the teacher. Their cause and treatment should be fully investigated through faculty meetings and workshops where ideas may be freely exchanged as to the best solution for correction and prevention.

When unacceptable behavior becomes chronic and cannot be corrected by using lesser punishments or resources available to the schools, school board approved disciplinary options may be used as final efforts to influence the student's future behavior.

## **INTIMIDATIONS/THREATS/HARASSMENT**

Intimidation, threatening or coercion of students, is prohibited. It shall be unlawful for any person to intimidate, threaten or coerce, or attempt to intimidate, threaten or coerce, whether by illegal threats of force or by the distributions 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 causing him not to attend such classes.

Upon conviction of violation of any provision of this section, such individual shall be guilty of a misdemeanor and shall be subject to a fine not to exceed \$500.00, imprisonment in jail for a period not to exceed six (6) months, or both. Any person under the age of seventeen (17) years who violates any provision of this section shall be treated as delinquent within the jurisdiction of the youth court.

## **BULLYING**

Bullying or harassing behavior is any pattern of gestures or written communication, electronic or verbal, or any physical act of any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that takes place on school property, at any school-sponsored function, or on a school bus that:

- Places a student or school employee in actual and reasonable fear of harm to his/her person or damage to his/her property;
- Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits.

No student or school employee shall be subjected to bullying or harassing behavior by school employees or students. No person shall engage in an act of reprisal or retaliation against a victim, witness, or a person with reliable information about an act of bullying. A student who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying should report the incident to the appropriate school official.

Consequences for a student who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance and must be consistent with the Board of Education's approved code of student conduct.

## **GANG/GROUP ACTIVITY ASSOCIATION**

Gangs or groups which initiate, advocate, or promote activities which threaten the safety or well being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. Students who wear, carry, or display gang/group paraphernalia or exhibit behavior or gestures, which symbolize gang membership and/or participating in activities that intimidate or affect the attendance of another person, shall be subject to appropriate action. This behavior includes, but is not limited to the use of hand signals, graffiti on clothes, person, and notebooks, grooming, which by virtue of its color arrangement, trademark, or symbol, implies an affiliation with such a group.

## **UNLAWFUL ACTIVITY**

As directed by Mississippi Code, Section 37-11-29, the following policy is enacted in the Harrison County School District.

Any principal who has knowledge of any unlawful activity which occurred on educational property on or during a school related activity or which may have occurred shall report

such activity to the superintendent of the school district or his designee who shall notify the appropriate law enforcement officials as required by this section. In the event that the superintendent or his designee is unavailable, any principal may make a report required under this subsection.

The superintendent will notify youth courts and local law enforcement agencies of expulsions and crimes committed on school property or during school related events. Further, school officials and employees are required by law to report criminal activity of students to a law enforcement agency. Students may be subject to school discipline policies as well as arrest by law enforcement officials.

1. Any teacher or other school employee who has knowledge of any unlawful activity or violent acts which occurred or may have occurred on an educational property during a school-related activity is required by law to report such activity or acts to the principal or the school who shall notify the appropriate law enforcement official.
2. The superintendent shall notify, in writing, the parent, guardian, or custodian, the youth court, and local law enforcement of any expulsion of a student for unlawful activity as defined in Section 37-11-29. 37-11-29 defines unlawful activity as any crime other than ordinary traffic violations involving a penalty of less than \$50.00 and costs.
3. The superintendent shall notify the youth court and local law enforcement agencies, by affidavit, of the occurrence of any unlawful activity as defined by Section 37-11-29 committing the unlawful activity as defined by Section 37-11-29.
4. When the principal has a reasonable belief that an act has occurred on educational property or during a school related activity involving assault resulting in serious physical injury, sexual assault, sexual offense, rape, kidnapping, indecent liberties with a minor, assault involving the use of a weapon, possession of a firearm in violation of the law, or possession of a controlled substance in violation of the law, the principal shall immediately report the act to the appropriate local enforcement agency. School property shall include any public school building, bus, public school campus, grounds, recreational area, or athletic field in the charge of the principal.
5. Any superintendent, principal, teacher, or other school personnel participating in the making of a report as a result of this policy or participating in any judicial proceeding resulting from this policy shall be presumed to be acting in good faith and as a result shall be immune from any civil liability that might otherwise be incurred or imposed.

**“UNLAWFUL ACTIVITY” SHALL MEAN:**

- a. Aggravated assault, including but not limited to:
  - Assault resulting in serious physical injury or
  - Assault involving use of a weapon
- b. Assault on a school employee, simple or aggravated
- c. Indecent liberties with a minor
- d. Possession of a firearm or other weapon
- e. Possession, use or sale of any controlled substance
- f. Rape
- g. Sexual battery
- h. Other sexual offenses
- i. Murder or other homicide
- j. Kidnapping
- k. Other violent acts, such as fighting

**WEAPONS**

The Harrison County Board of Education recognizes that the possession of pistols, firearms or other weapons on school premises or at school functions by persons other than duly authorized law enforcement officials creates an unreasonable and unwarranted risk of injury or death to district employees, students, visitors, and guests. Because of such dangers, the board hereby prohibits the possession of pistols, firearms, explosive devices

(including fireworks) or weapons in any form by any person other than duly authorized law enforcement officials on school premises or at school functions, regardless of whether any such person possesses a valid permit to carry such pistols, firearms, or weapons.

**EXPLOSIVES/FALSE REPORTING SEC. 97-37-21**

It shall be unlawful for any person to report to another by any means that a bomb or other explosive has been, or is to be placed or secreted in any public place, knowing that such report is false. Any person who shall be convicted of a violation of this section shall be fined not more than \$5,000 or shall be committed to the custody of the Department of Corrections for not more than five (5) years, or both. Student will be recommended for an expulsion hearing.

**NON SCHOOL RELATED CONDUCT HOUSE BILL 776**

The school district shall have the authority to suspend, expel, or change the placement of students for misconduct while not on school property or at activities other than school sponsored events.

The local school board shall have the authority to expel a pupil or to change placement to an alternative school or a home bound program for misconduct in the school, on the road to and from school, or at any school related activity or event, or for misconduct on property other than school property or other than at a school related event when such conduct, in the determination of the superintendent or principal, renders the pupil's presence in the classroom a disruption to the education environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole.

**DEMERIT SYSTEM**

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 memoranda, bulletins, or notices published and distributed by the Superintendent and are subject, in particular, to the following controlling principles:

1. An accumulation of twelve (12) or more demerits will result in a letter, phone, or personal conference between the parent(s) and principal.
2. An accumulation of sixteen (16) or more demerits will result in the student being assigned one (1) day of suspension.
3. An accumulation of 24 demerits will result in the student being assigned two (2) days of suspension.
4. An accumulation of 36 demerits may result in the student being assigned three days of out-of-school suspension or an administrative hearing before a discipline committee. The committee will consist of three teachers, one guidance counselor, and one assistant principal. A county office administrative director or his/her representative may be substituted for a teacher. The committee will make a recommendation of probation or a district disciplinary hearing.

The principal may at his/her discretion, with just cause, suspend or recommend expulsion of a student with or without an accumulation of demerits.

Demerits will be assigned as follows:

<b>OFFENSE</b>	<b>DEMERITS</b>
1. Misconduct:	
a. Breaking lunch line .....	4
b. Cheating .....	8
Any student discovered receiving or giving aid on an examination will encounter the following policy: (1) parents will be notified, (2) a zero will be posted for that work, and (3) eight (8) demerits will be issued.	

c. Gambling .....	6-12
d. Improper dress (see Dress Code) .....	2-6
e. Improper gesture .....	2-16
f. Improper physical contact .....	6-16
g. Inciting .....	4-24
h. Misconduct and/or disrupting .....	2-16
i. Sagging/bagging pants, extremely short shorts, see-through clothing. ....	2-6
j. Indecent Exposure .....	6-36
k. Technology Violations .....	0-36
2. Disobedience to teacher and/or staff .....	4-8
3. Disrespectful to other students .....	1-4
4. Disrespectful to teacher and/or staff .....	4-8
5. Fighting (one on one) .....	12-36
6. Fighting (more than one-on-one) .....	12-36
7. Fighting on school bus .....	See School Transportation
8. Fighting with physical injury .....	36 and District Disciplinary Committee Hearing
9. Illegal Check-out & Check-in (Failure to sign in/out) .....	3
10. Illegal drugs, prescription drugs, and alcohol .....	36
This includes possession, selling, distributing, under the influence and use.	
In addition to the 36 demerits, the student will be referred for a DISTRICT DISCIPLINARY COMMITTEE HEARING.	
11. Illegal use of lunch ID/number .....	Cost of meal + 6
12. Improper driving on campus .....	1-8
13. Intimidation/Threats .....	6-36
14. Bullying (verbal/written) .....	6-36
15. Leaving campus without permission .....	8
16. Misconduct on school bus .....	See School Transportation
17. Off-limit zones .....	4
18. On campus but not in class .....	8
19. Possession or use of a weapon .....	36
demerits and District Disciplinary Committee Hearing. No fireworks, knives or guns allowed on campus.	
20. Possession of unauthorized chemicals, over the counter drugs, and/or paraphernalia (non-drugs) .....	6-36
21. Possession of Pornographic Content .....	6-36
22. Profanity	
Profanity directed to student .....	2-6
Profanity directed to teacher and/or staff .....	4-18
Use of profanity .....	2-6
Displaying obscene statements/decals on campus or at school events .....	6-12
23. Sexual harassment .....	6-36
24. Skipping school .....	12
25. Smoking, use or possession of tobacco products, lighters or matches	
a. First offense .....	8 demerits and call parents
b. Second offense and every offense thereafter .....	1 day OSS
26. Striking/threatening teacher and/or staff	
a. Intentional .....	36 and District Disciplinary Committee Hearing
b. Unintentional .....	6-16
27. Strong-arm tactics (monies or other valuables) .....	16-24
28. Theft, breaking and entering or possession of stolen goods .....	6-36
29. Vandalism	
a. Major (\$15.00 or more) .....	16-36
b. Minor (\$14.99 or less) .....	1-12
30. Use of Electronic Equipment (Cell phones, IPODS, Cameras.) .....	12
31. During school hours, all personal electronic equipment will be turned off and	

put away. Students violating this policy will receive a referral to the office and lose their privilege to carry their electronic device for nine (9) weeks. Students violating their probation will lose their privilege to carry their electronic device at school for the remainder of the school year. Students violating the school year probation will receive 12 demerits for each electronic device violation.

D'Iberville High School: 8:00 – 3:25

Harrison Central High School: 7:45 – 3:12

West Harrison High School 7:50—3:07

- 32. Disruption of Class Caused by Electronic Device (cell phones, IPODS, etc)....14
- 33. Tardy to Class: (1-5 minutes).....3
- 34. Misconduct/Disruption of any type during state testing....36 demerits and District Disciplinary Committee Hearing

**Principals may at their discretion set alternate school policies.**

### **VANDALISM**

The school district will not tolerate students' writing on or otherwise defacing school buildings, furniture, or other school property. Students guilty of this offense will be disciplined according to school policy and restitution will be required from the parents/guardians.

### **POSSESSION OF PORNOGRAPHY**

A student may not possess, view, send, or share pictures or text that has sexual content while the student is on school grounds, at school-sponsored events, or on school buses. This policy strictly prohibits sexual material in electronic or any other form and includes but is not limited to the sexual material contained in a cellular telephone, camera phone, or personal digital assistant and sexual material transmitted by text message, e-mail, or any electronic communication device.

### **STUDENT TRANSPORTATION**

School bus drivers are required to observe numerous laws and regulations safeguarding the lives of the students they transport. The driver is in charge of those riding on the bus. The law instructs drivers to keep order and holds the driver responsible. Drivers, with the approval of the principal, have the right to refuse to transport those guilty of misconduct. The bus schedule should be as regular as possible. Students are not permitted to get off the bus in town or in any location other than their official stop without prior permission.

To avoid keeping others from waiting, no school bus should be expected to wait for any student. Buses will leave the school grounds each afternoon as soon as all have come aboard or not later than five minutes after dismissal.

At the driver's discretion, students will be permitted to play I-Pods while riding on the school bus; however, the I-Pod must be turned off and put away once the student arrives on campus. Please keep in mind that the school and the school district assume no responsibility for lost or stolen valuables.

### **BUS REGULATIONS**

#### **Pupils Shall:**

- 1. Be ready in the morning at the scheduled time and place for the bus to arrive.
- 2. Always look in both directions and pass in front of bus, if necessary to cross road and street, to mount bus, or after dismounting bus.
- 3. Wait until the bus comes to a complete stop before trying to load or unload.
- 4. Be quiet when bus is nearing and crossing a railroad or highway.

#### **Pupils Shall Not:**

- 1. Play on the road while waiting for the bus.

2. Put head or hands out of windows.
3. Ride outside of bus.
4. Mar or deface bus.
5. Smoke or use intoxicants.
6. Fight or tussle.
7. Strike or threaten the bus driver.
8. Use profane language or make vulgar gestures.
9. Carry deadly weapons.
10. Make excessive noise.
11. Throw objects.
12. Commit any other act of improper conduct
13. Due to limited space and safety reasons, items carried on the bus must be no larger than a school book bag.

**Note:** The driver is empowered to enforce the regulations by reporting all violations to the principal or teacher. If any pupil persists in disobeying any of the regulations and rules of good conduct, school officials may expel such disobedient pupil.

Safety on school buses is of utmost importance in transporting students to and from school in the Harrison County School District. With this goal in mind, discipline on school buses will be handled according to the following rules:

#### **PENALTIES FOR INFRACTIONS**

- 1<sup>st</sup> offense - Parent contact – minimum.
- 2<sup>nd</sup> offense - Suspension from all buses – One (1) to three (3) days minimum.
- 3<sup>rd</sup> offense - Suspension from all buses – Three (3) to five (5) days minimum.
- 4<sup>th</sup> offense - Suspension from all buses – Ten (10) to fifteen (15) days minimum.
- 5<sup>th</sup> offense - Suspension from all buses – Thirty (30) school days.

**Demerits may also be given for any offense on a school bus. Principal discretion will determine severity of the punishment.**

#### **FIGHTING OR OTHER MAJOR INFRACTIONS:**

- 1<sup>st</sup> offense----- Suspension from all buses – Three (3) days minimum
- 2<sup>nd</sup> offense----- Suspension from all buses – Five (5) days minimum: Students will be subject to removal from all buses for the rest of the school year.
- 3<sup>rd</sup> offense----- Suspension from all buses the rest of the school year: If the fight or major infraction occurs toward the end of the school year, the suspension could carry over into the following school year.

**Students involved in a major school bus infraction including fighting may be subject to out of school suspension along with bus suspension at the discretion of the administrator administering the discipline.**

**PARENTS AND STUDENTS ARE REMINDED THAT WHILE BUSES ARE MOVING ANY INCIDENT THAT DISTRACTS THE DRIVER WILL BE CONSIDERED A MAJOR INFRACTION.**

The punishment listed is a minimum that may occur for each offense. Administrators may administer more severe punishment if they feel the situation or infraction requires such action.

Students suspended from the bus will not be permitted to ride the bus on the day the suspension occurred. The parent is responsible for transportation arrangements when the student is suspended from the bus.

**STUDENTS SUSPENDED FROM THE BUS MUST BE PICKED UP BY CHECK OUT TIME.**

**GENERAL PROVISIONS AND STATEMENT POLICY**

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

1. The severity of the punishment must vary directly with the gravity of the offense.
2. The punishment inflicted against any particular student should be consistent with the punishment inflicted 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.
3. Discrimination based upon race, color, creed and sex, handicap, and national origin and arbitrariness in the administration of the discipline is strictly prohibited, and charge of such discrimination or arbitrariness advanced by student, parent or guardian shall be carefully examined under these regulations.
4. Great care shall be taken to avoid any suggestion or implication that the race, sex or creed of a student will have any impact on the disciplinary measures ultimately taken.
5. As a general rule, no student shall be expelled without clear proof that:
  - a. He or she posed 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.
  - b. The parent or guardian of the student has been notified of the student's misconduct and the possibility of expulsion and has been offered opportunities to confer with the principal or other relevant faculty members regarding the student's misconduct. It is the firm policy of the school district to resort to expulsion only as a last resort.

**RELATED DISCIPLINE ITEMS**

**A. In School Detention / After School Detention**

1. Students will not be admitted to detention if they are tardy. He/she will be counted absent and will be suspended out of school for one (1) day.
2. Students absent from detention will be counted excused only with a doctor's note. **Please note: The detention date will be rescheduled.** Unexcused absentees will be suspended from school for one (1) day.
3. Each student assigned to detention must report to the detention classroom with all textbooks and other materials necessary for the completion of assigned work.
4. Disruptive and/or uncooperative students will be sent home and assigned one (1) day of out of school suspension (OSS).

**B. Suspension**

1. A short-term suspension is defined as denial of school for three (3) days or less. A short-term suspension may be imposed upon any student by the principal or assistant principal of the school in which the student is enrolled. A conference with the student's parent or guardian is required prior to the student's reinstatement.
2. A long-term suspension is defined as any denial of school attendance for five (5) days. A long-term suspension may be imposed upon any student by the principal of the school in which the student is enrolled. A conference with the student, the student's parent or guardian, and the assistant superintendent of education or his designee is required prior to the student's reinstatement.

3. Both long-term and short-term suspensions shall be governed by the following procedures:
  - a. A student may be suspended only one (1) time for each offense.
  - b. Students suspended during a term examination period shall be offered an opportunity to take any examination missed as a result at such time and under such conditions as may be determined by the principal of the school.
  - c. The principal of each school shall keep record of suspensions imposed during each school year. Such record shall contain the name, race, and sex of each student suspended, the dates of such suspensions, and a brief description of the incident or misconduct requiring the suspension.
  - d. A student may be suspended by the principal of the school in which the student is enrolled for any reason for which a student may be suspended, dismissed, or expelled by the Board of Education.
  - e. No student shall be suspended without affording each student the opportunity to express his or her version of the incident to the principal of the school after being fully advised of the charges lodged against the student unless there are reasons which make it inadvisable to do so, which reasons must be put in the record of the incident by the principal.
  - f. The principal of the school may, after completing the investigation as set forth above, suspend a student without further notice or proceeding. Promptly upon the suspension of a student, the principal of the school shall forthwith send to the parent/guardian of each student a "Notice of Suspension" and shall state the name of the student, the nature of the incident resulting in suspension, the length of the suspension, and the exact date the student should return to school. Such principal of the school and/or teacher(s) can be arranged to discuss the incident and disciplinary measures taken if the parent or guardian addresses the desire for it. A parent or guardian conference with the principal is required for reinstatement of students on short-term suspension. A conference with the assistant superintendent or his designee is required prior to reinstatement of students on long-term suspensions.
  - g. Concurrent with the mailing of the "Notice of Long-Term Suspension", the principal shall forward the name of the student, a statement of the infraction at issue, and the student's disciplinary record to the Assistant Superintendent of Education.
  - h. While not a requisite, it is desirable that the principal of the school afford the parent or guardian of the student an opportunity to confer with such principal concerning the student's behavior before suspending each student. The record maintained by the principal of the school shall show whether such conference was held with the parent or guardian of the student.

### **C. Corporal Punishment**

1. The principal, assistant principal, or teacher may administer corporal punishment. In all cases, the principal or assistant principal must be present along with a second certified person. One will administer the punishment; the second will serve as a witness. Corporal punishment is to be administered to the buttocks only and must not be excessive. Corporal punishment will not be administered in anger. Corporal punishment will not be administered in the presence of other students and will only be administered in the principal's office or in another private area designated by him. All paddles used in the Harrison County School District must be approved by the building principal, must be initialed by him/her, and must be kept in the office.
2. In all cases where the demerit system or corporal punishment is administered, a discipline form containing the following information must be completed:
  - a. Student's name
  - b. Date
  - c. Details of specific incident for which punishment was assigned

- d. Number of licks administered/number of demerits assigned
  - e. Signature of person administering punishment
  - f. Name of witness in the event corporal punishment is administered.
- 3 The office copy of the discipline form is to be filed in the principal's office. The parent's copy is to be brought home by the student. The teacher's copy is to be retained by the teacher.

### **MERIT SYSTEM**

This system applies to students that have accumulated demerits. If the student is present for 20 school days at his/her home school without any discipline referrals, he/she may have four (4) demerits removed.

### **SCHOOL ADMINISTRATIVE HEARING FOR STUDENT MISCONDUCT**

- I. PURPOSE: An administrative hearing is to be held to determine the placement status of the student. This committee is to have an option of two recommendations to be made by the principal.
  1. Allow student to stay at his or her present school on probationary status.
  2. Recommend that students be brought before the Harrison County School District Disciplinary Committee for a hearing.

#### COMPOSITION OF COMMITTEE

1. One assistant principal
2. One guidance counselor
3. Three teachers
  - a. The majority of the committee is to be composed of the same race as the student, if possible.
  - b. The committee chairman is to be a teacher.

#### II. NOTIFICATION OF HEARING

1. Student is to be told verbally.
2. Parents are to be told on phone if possible.
3. Parents are to be notified by first class mail. (The telephone contact does not eliminate the letter being sent.)
4. The time and date of the hearing are to be stated in the letter.
5. The parent is to report to the office for the hearing.
6. The recommendation of the committee is to be made to the principal within 24 hours.

### **DISTRICT DISCIPLINARY REVIEW COMMITTEE PROCEDURES**

The Harrison County School District Disciplinary Review Committee hearing is to be held at the Harrison County School District Office to determine placement status of the student. The committee has the option to recommend no action, probation, alternative placement, expulsion for the remainder of the school year, or expulsion for one calendar year. Federal and state regulations will be followed when disciplinary action is taken with students who have disabilities.

Note: Any student appearing before the District Disciplinary Review Committee in the last nine-week period of the school year will remain on probation for a period of one semester the following school year.

Note: If a student is suspended from school, it is the responsibility of the student or parent to request make-up work from the teacher.

### **DISTRICT DISCIPLINARY HEARING PROCEDURE**

The Harrison County School District Disciplinary Committee and Director of Student Services or other designee of the Superintendent will serve as convener and administrative officer for the committee. He/she shall have no vote and shall prepare a summary of the hearing to include conclusion and recommendations of the committee. He/she shall

transmit other letters or documents to proper persons following each hearing to bring each case to its proper conclusion.

The committee will be made up of three (3) district school administrators, one of who will be of the same race as the student appearing before the committee and excluding the principal of the student charged.

**I. EXPULSION**

- A. Expulsion is defined as any denial of school attendance beyond ten (10) days, which may be permanent or which may terminate at the beginning of the next school year provided sufficient rehabilitation can be demonstrated. The power to expel a student is vested in the Harrison County School District Disciplinary Review Committee subject to the review of the Superintendent and Board of Education of the district.
- B. Any principal who determines that a student has committed infractions justifying expulsion shall send a letter recommending such expulsion to the superintendent or his/her designee. The letter or recommendation shall contain the student's disciplinary record, and the principal's recommendation. Currently, the principal shall mail a "Notice of Recommendation for Expulsion" to the parent or guardian of the student.
- C. Upon receipt of the principal's recommendation, the superintendent or his/her designee shall notify by certified mail, return receipt requested, the parent or guardian of the student recommended for expulsion of the exact time and place for the hearing. This hearing shall be held within ten (10) school days of the principal's recommendation for expulsion.
- D. In case the student, his/her parent, legal guardian, or attorney request additional time, the student will remain out of school until the hearing occurs. School officials may exercise this same option with consent of student, parent, legal guardian, or their attorney.
- E. The Disciplinary Review Committee 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 have the right to:
  - 1. Have counsel present at hearing.
  - 2. Cross-examine or otherwise pose questions to persons giving statements adverse to student.
  - 3. Offer statements by the student and parent or guardian and any other person who has information relevant to the charges advanced by the principal.
  - 4. Request that the hearing be held in executive session.The conclusion of the committee will rest solely upon applicable school rules and law and only upon evidence admitted at the hearing. The Disciplinary Review Committee shall record all the facts considered before making a decision. If action of the board is required, the decision shall be rendered in writing (recorded) and presented at the next regular or recess meeting of the board with its recommendations. The designee of the superintendent shall advise the parent of the student and principal of the school of the committee's decision, verbally as soon as possible. The decision of the committee will be mailed within two (2) working days or otherwise transmitted in writing by the superintendent or his/her designee to the student and parent or guardian.
- F. Students who are expelled may apply for re-admission at the beginning of the next school year. Such students must show evidence of rehabilitation

and must appear before the Disciplinary Review Committee for possible reinstatement.

- G. Students who have completed the Harrison County Alternative School/ Behavior Modification Program shall be subject to the following controlling policy: When a student returns from the Alternative School, he/she will be placed on an eight (8) demerit probation, and misbehavior may result in the student being expelled. The principal shall notify the parents of the recommendation and the appropriate procedures for appealing the decision to the school board via first class mail. The recommendation shall contain the student's disciplinary record and the principal's recommendation.
- H. Students who are placed on district probation will be allowed to accumulate no more than eight (8) demerits while on probation. Any student accumulating more than eight (8) demerits will be referred to the school principal. The school principal shall determine whether the infractions committed by the student justify expulsion or alternative placement. Once the determination has been made, the principal shall submit his/ her recommendation to the Director of Student Services for approval. The parent or guardian will be notified of the recommendation and the appropriate procedures for appealing the decision to the school board via first class mail. The recommendation shall contain the student's disciplinary record and the principal's recommendations.
- I. A photocopy of all recommendations will be sent to the Director of Student Services.

### **Harrison County Alternative School/Behavior Modification**

The alternative education program for students enrolled in the Harrison County School District will provide educational opportunities for students who are not able to respond appropriately to regular education. The goal of the alternative education program shall be to assist the student to achieve successful learning experiences and modified social behavior that will entitle him/her to re-enter his/her home school.

Students enrolled in behavior modification or the alternative school can successfully complete the program in six (6) to nine (9) weeks. The length of time served will be determined by the following criteria:

- Objectives met by the Individualized Instructional Plan (IIP)
- Acceptable behavior
- Regular attendance
- Improvement in social skills
- Grades
- Parental involvement
- Community service (within the school)

The student review committee will evaluate the student's progress to determine his/her eligibility for returning to his/her home school.

### **STUDENT COMPLAINT/ GRIEVANCE PROCEDURE**

A "grievance" under this procedure shall mean a complaint by persons who believe they have been treated unfairly or otherwise discriminated against in their educational program. The following steps shall be used in processing such grievances.

#### **Step 1**

- A. The aggrieved person shall present his/her grievance in writing to the pertinent teacher or school person.

- B. If the grievance is sexual in nature and is directed toward the aggrieved person's teacher or school personnel, the grievance shall be presented in writing to the immediate supervisor of the individual toward whom the grievance is directed. The grievance process will then follow the steps as outlined.
- C. The aggrieved person, teacher, or school personnel may request a conference prior to the time a decision is rendered.
- D. The teacher or school personnel shall render a written decision to the aggrieved within five (5) days after receipt of the grievance.

**Step 2**

- A. If the aggrieved is not satisfied at Step One (1), he/she may within five (5) days, notify in writing, his/her teacher or school personnel of his/her intent to appeal to the appropriate authority.
- B. The aggrieved student shall appeal to the principal. The aggrieved shall include copies of all correspondence from Step One (1).
- C. The aggrieved person or principal may request a conference prior to the time a decision is rendered.

**Step 3**

- A. If the aggrieved is not satisfied at Step Two (2), he/she may within five (5) days notify in writing the principal of his/her intent to appeal to the appropriate central office administrator.
- B. The aggrieved person shall present his/her appeal in writing to the central office administrator and shall include copies of all correspondence from Steps One (1) and Two (2).
- C. The aggrieved person or the central office administrator may request a conference prior to the time a decision is rendered.
- D. The central office administrator shall render a written decision within ten (10) days after receipt of the appeal.

**Step 4**

- A. If the aggrieved is not satisfied at Step Three (3), he/she may submit his/her appeal in writing to the Superintendent of Education and shall include copies of all correspondence from Steps One (1), Two (2), and Three (3).
- B. The aggrieved student or Superintendent may request a conference prior to the time a decision is rendered.
- C. The Superintendent shall render a decision to the aggrieved student within twenty (20) days after receipt of the appeal.

**EMPLOYEE/STUDENT/or OTHER THIRD PARTY INJURY**

HCSD teachers or employees injured as a result of the actions of a student/parent or other third party under the state law workers compensation carrier can exercise their right to seek reimbursement. State Statute as it relates to section 71-3-71 'Compensation for injuries where third parties are liable'.

**HARRISON COUNTY SCHOOL SYSTEM DRESS CODE**

It is not the intention of the Harrison County School District to overly restrict the freedom of dress of the individual students attending the schools within the system, nor is it our intention to dictate policies, which may seem to be overly restrictive according to contemporary standards. It is, however, our duty and our objective to see that students attending the schools in the Harrison County School District are well groomed, particularly as to their physical appearance, and that their choice of dress and their style is not so different from the majority of the students so as to represent an individual or collective protest.

The Harrison County School Board, therefore, in cooperation with the Superintendent of Education and after consultation with parents, students, and teachers within the system, presents the following policy regarding student dress:

- a. Student dress in the Harrison County School District must conform to the principles of (1) good health and safety, (2) high moral standards, and (3) consistency with the instructional process.
- b. Students at school and those representing the school away on trips or in the local community shall dress appropriately for the occasion and in keeping with the above stated principles.

Specifically:

1. None of the following will be allowed: trench coats, pajamas, half-shirts, low-cut/revealing shirts, inappropriate dresses, blouses, house slippers, fish net stockings, and shirts advertising alcoholic beverages or tobacco advertising, or those with obscene or questionable printing on them.
2. Shorts of acceptable length are allowed.
3. Jeans/pants with holes that show skin or undergarments or cut above the acceptable length of shorts are not allowed.
4. Running shorts, short-shorts, gym-type shorts, and bicycle/spandex pants/shorts are not permitted.
5. Sagging and/or see-through pants are prohibited.
6. Drawstring pants are not permitted, unless part of a school or extra-curricular uniform.
7. Appropriate undergarments are to be worn and covered at all times.
8. No hats or head coverings will be allowed on campus, with the exception of ROTC.
9. Clothing without sleeves may be worn provided they fit snugly under the arms, are not cut low in the front or back, are not made of mesh or see-through material, and have shoulder straps of reasonable width - reasonable width is at least two (2) inches wide.
10. Sunshades, gloves, or bandanas, of any kind, are not permitted.
11. Dog collars or similar type ornaments shall not be worn about the neck.
12. Items of clothing/jewelry that contain a skull and crossbones are not permitted.
13. Pant liners/leggings will not be worn as pants with short sweaters or tops.
14. Students will not be allowed to wear clothing, caps or hats that advertise or promote groups, fraternities, sororities, outside clubs, or organizations not associated or approved by the Harrison County School Board.
15. Extremely tight-fitting or short clothing will not be allowed.
16. Clothing must not expose the midriff (with arms raised). Halter-tops are prohibited.
17. See-through clothing will not be allowed.
18. Chain(s) or other objects that may be used as a weapon (including wallet chains) are not permitted.
19. Earrings must be worn in earlobes only. For student safety, no other body piercing with rings or other jewelry is permitted. No tongue studs will be allowed.
20. Inappropriate application of make-up, hair color, or haircut that appears to be costume in nature is not permitted.
21. Tattoos deemed to be inappropriate by the administration must be covered.
22. Students not complying with the dress code will be sent home unexcused.

### **BOOK BAGS**

All book bags, backpacks, briefcases, etc. are prohibited unless made of clear plastic or see-through mesh.

### **HARRISON COUNTY BOARD OF EDUCATION POLICY REGARDING THE USE, POSSESSION, OR SALE OF PROHIBITED CONTROLLED SUBSTANCES**

It is hereby declared to be the policy of the Harrison County Board of Education that the use, possession or sale of any narcotic drug or substance which is falsely represented to be a controlled substance or which is falsely represented to be a counterfeit substance as defined in Section 41-29-105 and as reflected in Schedules I through V of Controlled Substances outlined in Sections 41-29-113 through 41-29-121 Mississippi Code 1972 Annotated and their amended supervision of the Harrison County Board of Education or any of its schools, shall be considered sufficient misconduct on the part of such student or

teacher for the expulsion of such student and suspension of such teacher from the school which said student is attending or in which school the teacher is teaching under contract.

In arriving at the decision of whether or not to expel said student or suspend said teacher, the Board of Education may consider the prior record of said student or teacher, his or her academic achievement, his or her general aptitude for learning or teaching, prior disciplinary problems and any other factors which the board may deem, in its judgment, to bear upon punishment or decisions to be reached in the particular case.

### **SEX EDUCATION**

In accordance with Section 37-13-171, Mississippi Code of 1972, the school district will provide instruction implementing an abstinence-plus curriculum which will include the social, psychological and health gains to be realized by abstaining from sexual activity and the likely negative psychological and physical effects of not abstaining. According to Mississippi law:

- Sex education instruction must be age and grade appropriate.
- Students must be separated by gender when teaching the sex education curriculum.

### **SEXUAL HARASSMENT**

Standards for defining conditions of a hostile environment or sexual harassment are based upon whether a "reasonable woman" would be offended by the alleged conduct. A "reasonable woman", according to the U.S. Court of Appeals for the 9<sup>th</sup> Circuit in *Ellison vs. Brady* (Appendix 1), 1991, "could be frightened and shocked by such things as a co-employee's professing love, his making repeated references to sex, and his stating that he was 'watching' and 'experiencing' the complainant." (Thompson Publishing Group, *Educator's Guide to Controlling Sexual Harassment*, 1993).

The Harrison County School District shall define sexual harassment as "unwanted sexual or gender-based behavior that occurs when one person has formal or informal power over the other." (Thompson Publishing Group, *Educator's Guide to Controlling Sexual Harassment*, 1993).

There are three major elements in this definition:

1. The behavior is unwanted or unwelcome.
2. The behavior is sexual or related to the sex or gender of the person.
3. The behavior occurs in the context of relationship where one person has more formal power than the other (such as a supervisor over an employee or a faculty member over a student) or more informal power (such as one peer to another)." (Thompson Publishing Group, *Educator's Guide to Controlling Sexual Harassment*. 1993).

Grievance procedures for sexual harassment are found within the Grievance Procedures in the Harrison County School District, published within the Teacher's Handbook, the Secondary School Handbook, and the Elementary School Handbook.

### **SEARCH AND SEIZURE**

When a principal or his designee has probable cause or reasonable suspicion that school official has a legal right and responsibility to search lockers, cell phones, desks, persons, and/or vehicles for any item specifically prohibited by school board policy. A witness should be present during any search. It is not necessary to give prior warning of a locker search.

The school official should seek cooperation from the student if a search is to be made of his person requesting, for instance, that the contents of a purse or pocket be placed on a table for inspection.

Students are permitted to park on school premises as a matter of privilege not of right. The interior of a vehicle driven by a student on the school premises may be searched if the school authority has reasonable suspicion to believe that illegal, unauthorized contraband items are contained inside.

### **STUDENT AUTOMOBILE REGULATIONS**

1. Students are to park in the designated student parking areas.
2. Only vehicles with parking decals affixed to the lower right-hand side of the windshield may be brought on campus.
3. A maximum speed of 10 mph will be observed while on campus.
4. Cars are to be parked in lined areas only.
5. Students may not go to their cars without a pass during the school day.
6. Students will leave their automobiles immediately after arriving on campus (no sitting in automobiles). Once students drive on campus, they can not drive off without administrative permission.
7. Students park at their own risk. The school is not responsible for theft or damages to your car.
8. The school reserves the right to search any student's car brought on campus. Searches will be conducted in the presence of the student.
9. Permits will be issued to licensed drivers only.
10. No obscene or questionable tags or decals may be displayed on automobiles.
11. Violations will result in the assigning of demerits and/or loss of privilege of bringing a car to school.

### **LOSS OF DRIVING PRIVILEGES**

Students may lose driving privileges for a minimum of 5 - 10 days in the event of the following:

1. Accumulation of 24 or more demerits.
2. 6 tardies in any class during any nine weeks
3. 10 unexcused absences in a semester ½ credit course.
4. 18 unexcused absences in full credit course.

### **CONDUCT IN CLASS**

- Enter quietly, be seated, and give teacher attention.
- Bring book and materials as required by the teacher.
- Talk only with permission.
- Do not write on desks.
- Do not litter floors.
- Leave windows alone except as directed by teacher.
- No gum chewing, food, or drinks.
- No sleeping in class.
- **DO NOT BE RESPONSIBLE FOR CLASS DISORDER.**

### **CONDUCT IN GENERAL ASSEMBLY**

Assembly in the gym is held for a purpose. Orderly conduct is expected, even at pep rallies. It is especially important that students extend courtesy to those conducting programs in the assemblies. Students may cause embarrassment to the school when discourteous to visitors in assemblies.

### **CONDUCT IN PHYSICAL EDUCATION**

The purpose of our physical education program is to help build stronger, better coordinated, and healthy bodies, while at the same time enabling such students to become more confident in themselves through individual and team play. Competition is a great part of the

American way. Wholesome and keen competition in physical activities helps to “keep us on our toes.”

Students should secure their valuables and respect the property of fellow students. Students must “dress out” for PE. Athletic attire must be presentable. Dressing out for PE conserves school clothing and enables students to participate more freely.

Students must wear gym or tennis shoes while participating in PE, and may not participate while barefoot.

## **ATHLETICS**

Every student is invited to participate in any or all of the inter-school sports. The district offers football, baseball, basketball, track, softball, golf, soccer, tennis, volleyball, and weightlifting.

There are certain standards to be met in order for the athletic program to succeed. Each player must feel it his/her personal responsibility to keep in the best physical condition and keep up the spirit of the team through cooperation with the coach and team members. Smoking, dipping, chewing tobacco, alcohol, drug use, misconduct, poor attitude, and poor health are grounds for dismissal from the teams.

Students may participate in the high school varsity program for only four (4) years upon entering the 9<sup>th</sup> grade.

## **CHILDREN FIRST ACT OF 2009**

A student who is enrolled in any grade higher than grade six (6) in a school district in this state must be suspended from participation in any extracurricular or athletic activity sponsored or sanctioned by the school district after a semester in which the student's cumulative grade point average is below a 2.0 on a 4.0 scale. The suspension from participation in extracurricular or athletic activities may not be removed until the student's cumulative grade point average in a succeeding semester is 2.0 or higher on a 4.0 scale. A student with a cumulative grade point average below a 2.0 on a 4.0 scale at the semester of an academic school year shall be suspended from participation in extracurricular or athletic activities in the succeeding academic school year until the student's cumulative grade point average is 2.0 on a 4.0 scale.

The Harrison County School District secondary program is on a 10-point grading scale. The letter grade determines the grade point average with an A being 4 points, a B being 3 points, a C being 2 points, a D being 1 point, and an F being 0 points. The cumulative total of the grade points for the courses required for graduation divided by the number of courses required for graduation that were attempted would determine the cumulative grade point average, which may range from 0.0 to 4.0.

A student's parents or legal guardian must live in the school district before being allowed to participate in sports. If a student moves into the school district and lives with a legal guardian, he/she may have to sit out one (1) year, depending upon eligibility requirements, before participating in any sport.

A student may not play in a game or practice with the team while in suspended status. After quitting or being expelled from a sport, a student may not practice or participate in another sport until the sport he/she has quit or has been expelled from has finished its season. Example: A girl basketball player will not be allowed to quit basketball and start softball practice until the basketball season ends. In order for an athlete to receive awards, he/she must be a member of the team the entire sport season. Questions may be referred to Mr. Mike Gavin, Athletic Director at 539-6508.

## **ATHLETIC EVENTS**

Athletic events at home are conducted on school property and are school functions to which the public is invited. Students are expected to conduct themselves properly at such events. Possession or use of alcoholic beverages at school functions is strictly prohibited. Law enforcement officials will deal with violators. All school rules and policies will be in force at all school activities both home and away.

## **ACTIVITIES**

Following are school-sponsored activities and the organization responsible for planning and carrying them out:

- Yearbook and Who's Who – Annual Staff
- Homecoming Events – Student Council
- Junior-Senior Prom or Banquet – Junior Class
- Pep Rallies – Student Council, Cheerleaders
- Hall of Fame – Annual Staff

Any ideas for special events must be first proposed to the student council, discussed with and approved by the principal.

The school sponsors only two dances a year, the Homecoming Dance and Junior-Senior Prom. Attendance at both these functions is limited to our students and one guest. These dances are school functions, therefore, misconduct on the part of students will be treated the same as if it occurs while school is in session. Students are responsible for their guests.

The principal is responsible for the planning, coordination, and supervision of all student activities. The president of the student body is responsible to the principal for all matters concerning student activities.

## **STUDENT COUNCIL/CLASS OFFICERS**

The student council will consist of representatives of each class in school. The president of the student council will be president of the student body. The vice-president will be vice-president of the student body. The council with their sponsors will help promote the general welfare of the school. The principal will work closely with the president in the area of student government and affairs.

The student council will consist of a president, vice-president, secretary, treasurer, and reporter. The president of the student body will be a senior. Nominees for all student body offices must have maintained a "C" average during their high school course of study.

## **ANNUAL STAFF**

The annual staff is responsible for the publication of the yearbook. Staff members are selected during the spring semester of each school year. Financing the yearbook is the responsibility of the staff members. All staff members are required to sell advertising space in the yearbook. The annual staff also sponsors the annual Who's Who contest.

## **CHEERLEADERS**

To be eligible to try-out for cheerleader, students will follow the same guidelines and grade requirements as other athletic teams operating under the auspices of the Mississippi High School Activities Association. The cheerleader squad should be selected from the entire student body rather than a selective grade level.

- To try out for Harrison Central High School, the student must be enrolled and attending Harrison Central High School or attending one of its feeder schools.

- To try out for cheerleader at D'Iberville High School, the student must be enrolled and attending D'Iberville High School or attending one of its feeder schools.
- To try out for cheerleader at West Harrison High School, the student must be enrolled and attending West Harrison High School, or attending one of its feeder schools.

In order for an athlete or cheerleader to receive awards, he/she must be a member of the team for the entire sport season.

Students may contact the cheerleader sponsor for a copy of the constitution, rules and regulations, and grade requirements, which shall be the exclusive rules and regulations for cheerleaders. There shall be no additional rules, individual school requirements or additional constitutions.

### **STUDENT VALUABLES**

Students should make every attempt to keep up with their own belongings. Students should refrain from bringing high value items or large sums of money to school. All items brought to school should be clearly marked with the owner's name. The school assumes no responsibility for lost valuables. Lost and Found items are kept in the office; unclaimed items are donated to charity at the end of the school year.

### **INSURANCE**

The school district does not provide insurance for students. Accident insurance is available at a nominal fee under two plans:

- a. A twenty-four hour coverage
- b. A coverage during school hours.

Information is available in the school office. Packets will be handed out by your 1<sup>st</sup> period teacher the first week of school. All students participating in the band or any sports activity are required to be covered by insurance.

### **CARE OF THE BUILDING AND GROUNDS**

Beauty and practical use of school property depends upon the care given them. Students should be taught responsibility for both private and public property. The care of furniture, books, playground equipment, school buses, and all other school properties must be considered a public responsibility.

Any student destroying, defacing, or marring school property will be expected to pay the cost of repairs or replacement. A student failing to pay these costs may be suspended or expelled until he or she does.

The custodial personnel strive to keep the grounds as nice as possible, but student cooperation is needed. After consuming soft drinks, milk, and other refreshments, students should place all trash in the trashcans.

Restrooms are prepared for student use. Paper towels and liquid soap are available. Experience has shown that loitering in restrooms leads to damage. Students should respect the rights of other students by following these rules:

- a. Do not put objects in lavatories.
- b. Put only toilet tissue in toilet bowls.
- c. Do not write on walls, dividers, or doors.
- d. Do not loiter, or push, in restrooms.

## **SCHOOL TELEPHONES**

Student's use of the school's telephones is limited. Students may use the phone only for emergency purposes and only with permission.

## **ANNOUNCEMENTS**

Announcements will only be made at the beginning and end of periods, except in emergencies. Announcements that need to be made should be submitted to the principal before 7:30 a.m.

## **EMERGENCY WEATHER PROCEDURES**

It may 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 formulated in case their child comes home to an empty house, making certain that the child knows what to do and where to go in the case that no one is at home. Announcements will be made over the local area radio stations should school be cancelled or released early due to weather or other emergencies.

## **FIRE AND SEVERE WEATHER DRILLS**

The district has planned procedures to ensure the safety of each student in the event of a fire or severe weather. Drills are held periodically during the year to insure speed and efficiency in getting children to their assigned places of safety.

Teachers will explain fire evacuation procedures to each child. Pupils must leave the classroom in orderly lines and march to an assigned place outside the building. Pupils are to move rapidly as good order will permit. Monitors will inspect all sections of the building to ascertain that all pupils have safely vacated the building.

## **CHANGING PERIODS**

No class is dismissed until the teacher gives students permission to leave the classroom. The bell is a reminder to the teacher that it is time to change classes. All students are expected to maintain orderly behavior and always move to the right in corridors.

## **LATE ARRIVAL/CHECK IN**

All students that arrive late must report to the office and sign in before going to class. Students that report to school more than five (5) minutes late will be "marked absent" for the remainder of the period. All students that arrive late must report to the attendance office. Demerits will be issued for improper check in.

## **CLASS INTERRUPTIONS**

Classes will not be interrupted except for important reasons as approved by the principal or assistant principal.

## **FUND-RAISING BY STUDENTS**

Fund-raising projects in which students sell candy or other materials to the public must be sponsored by a school-sponsored organization. All fund-raising must have the approval of the principal, and all funds shall be deposited and disbursed through school activity accounts. Fund-raisers that provide food on the school campus during the school day must include healthful foods. The sale of candy on the school campus as a fund-raiser is not permitted. **Fund-raising projects sponsored by parent organizations shall be governed by this policy when school district personnel coordinate student participation.**

**STUDENTS ARE NOT PERMITTED TO SELL ITEMS AT SCHOOL FOR PERSONAL GAIN.**

## **FOREIGN EXCHANGE STUDENTS**

The Foreign Exchange Visitor Program is designed to promote the interchange of young people to promote mutual understanding between the people of the United States and the people of other countries. The Council on Standards for International Educational Travel is a nonprofit organization committed to establishing standards for international educational travel. It monitors compliance with its standards and shares information about organizations operating international educational travel and exchange programs at the secondary school level. CSJET's standards apply to for-profit and no-profit programs, long and short duration experiences and travel programs for U.S. high school students going abroad and for high school students from foreign countries coming to the United States. Annually, CSJET publishes The Advisory List of International Educational Travel and Exchange Programs as a service to schools and prospective international high school students.

The Harrison County School District will accept exchange students from programs found to meet the CSJET standards and in good standing with the Harrison County School Board.

1. Exchange students will be admitted to school according to Harrison County School Board Policy.
2. Prior to placement with the Harrison County host family, the area representative of a participating Exchange Program must submit a letter requesting admission to the Harrison County School District Superintendent subject to school board approval.
3. Each organization requesting student admission will be allowed one position. Requests for placement of a second student by an organization will be assigned on available basis after March 1 of the preceding school year.
4. Application for enrollment and the student information packet from the exchange organization must also be completed and submitted prior to the school year.
5. The host parent, area representative, and exchange student must set up an appointment with the guidance counselor to register for classes and provide the following: two (2) proofs of residence of the host parents and a Mississippi Health Certification of Compliance before the first day of the school year.
6. The student and the host family must comply with all rules and regulations as outlined in the school student handbook and school board policy.

The following guidelines will be utilized when considering foreign students for admission in the Harrison County School District:

1. Applications for enrollment must be completed and submitted PRIOR TO the beginning of the school year.
2. As a general rule, no more than two exchange students from each exchange program sanctioned by NASSP will be accepted for admission during any school year. Procurement of legal guardianship by the host parents will not be accepted for the purpose of admission to Harrison County High School. Likewise, no more than two students from any one country should be accepted and a ratio of one exchange student per each 250 regular students should not be exceeded with the maximum being five.
3. Host parents of exchange students must be legal residents of the Harrison County School District.
4. Exchange students will be enrolled in courses on a space available basis and shall not jeopardize the enrollment of traditional students.
5. Exchange students will be expected to adhere to all program and local rules, policies, laws, etc. with regard to attendance, decorum, and achievement for the school, the state, and the nation, as well as being a resource to the schools and the community and to represent their homeland in an admirable fashion. However, the principal may waive certain attendance requirements if the student should be engaged in an educational travel or speaking experience.
6. Exchange students will be placed in the appropriate grade level based on age and level completed at his/her school in his/her home country.

7. Exchange students earning consideration for any academic award will receive a "Certificate of Academic Excellence," but will not compete with traditional students for academic awards.
8. It is the district's philosophy that such students are here, primarily, for the cultural experience, with scholastic and athletic competition carrying a lower priority. However, participation in extracurricular activities is encouraged although no elective office can be held and high academic achievement is expected.
9. The exchange student or their sponsor must provide an English Translation of Credits.
10. Exchange students will not graduate from a school in the Harrison County School District. As stated, foreign exchange students are admitted for the purposes of cultural exchange to be experienced among the foreign students, the traditional students, faculty, and community.
11. Student must demonstrate an acceptable degree of English proficiency.

### **STUDENT REGISTRATION**

All students entering the public schools of Mississippi for the first time must present a certified copy of their birth certificate, social security card, and two proofs of residency.

### **IMMUNIZATION REQUIREMENTS**

Students in grades K-12 are required to have the vaccinations required by Mississippi State Law (Senate Bill No. 2650).

Each child must be vaccinated against those diseases specified by the state health officials and may obtain the vaccinations from the Health Department or from a physician. In all cases, school officials will accept only certification of vaccination issued on specified forms by the State Board of Health.

Certification of exemption from vaccination for medical or religious reasons may be offered. Such certification will be accepted only if duly authorized officials have approved it. Students who presented certification of vaccination last school year will not be required to present another certification.

Each student that is eligible to attend school must have Form 121 on file in the office. This is an immunization compliance statement obtained from the Harrison County Health Department or family doctor.

### **COMMUNICABLE DISEASES**

Students with communicable diseases are required to remain at home until a physician certifies them able to return to school. Listed below is a guide for common illnesses to which children are most susceptible.

**Chicken Pox:** Onset is gradual with general run-down feeling. A rash follows (usually beginning on trunk) that is red and turning into white blisters. The sick child should remain at home for seven (7) days following appearance of rash or until all lesions are dry. Exposed children may attend school.

**Measles (Rubella):** Symptoms may include fever, hacking cough, and conjunctivitis. The sick child may not attend school until seven (7) days following the appearance of the rash. Exposed children may attend school.

**Measles (Rubella, also Roseola):** Child may feel ill and have low-grade temperature. When rash occurs, the child should remain at home for four (4) days. Exposed children may attend school.

**Mumps:** Pain in chewing or swallowing may be earliest symptom, followed by chills and headache. Child should not return to school until all swelling has disappeared, usually 9 days from onset.

**Conjunctivitis:** Symptoms usually include matting of the eye, inflammation and discharge from the eye. The child should be excluded from school until 24 hours after prescription medication has been started.

**Hepatitis:** Clearance by a physician.

**Mononucleosis:** Clearance by a physician.

#### **SKIN INFECTIONS:**

**Impetigo:** Return to school when under treatment.

**Staph:** Clearance by a physician.

**Ringworm:** Return to school when under treatment.

**Scabies:** Return to school when under treatment.

**Poison Ivy/Oak:** Not contagious person to person.

**Pediculosis:** See Policy on head lice.

**Meningococcal Meningitis:** – This illness is a rare but sometimes fatal infection affecting the membranes of the spinal cord and brain. It is spread through the exchange of respiratory droplets, which includes sharing a drink or utensils, kissing, coughing, and sneezing. Symptoms may include sudden high fever, headache, stiff neck, nausea, vomiting and exhaustion. Symptoms progress quickly, and prompt medical attention is critical. Immunization can reduce one’s risk and is strongly recommended for adolescents and young adults. Infected individuals may return to school after treatment with antibiotics and clearance by a physician.

#### **COMMUNICABLE DISEASE SPREAD BY NON-CASUAL CONTACT**

When reliable evidence or information from a qualified source confirms that a student/ staff member is known to have a communicable disease or infection that is known not to be spread by casual contact such as, HIV infection, Hepatitis B, and other like diseases, the decision as to whether the affected person will remain in the school setting will be addressed on a case by case basis in accordance with state and federal law.

#### **HARRISON COUNTY SCHOOLS HIV POLICY**

A student with HIV infection has the same right to attend school and receive services as any other student, and will be subject to the same rules and policies. School authorities will determine the educational placement of a student with HIV infection on a case-by-case basis following established policies and procedures for a student with chronic health problems or disabilities. The school authorities will consult with the student’s physician and parent (or guardian); respect the student’s and family’s right to privacy; and reassess the placement if there is a change in the student’s need for accommodation or services. The student’s parent or guardian will be requested to sign a release of information form to allow communication between the physician and the school system.

#### **HARRISON COUNTY SCHOOLS HEAD LICE POLICY**

##### **I. IDENTIFYING INFESTED CHILDREN**

- A. By Screening** – Early in the school year, schools will screen all students in grades K-12 for head lice and handle infested students as described in section 2, “HANDLING OF INFESTED CHILDREN”, below. Teachers or other school staff who have been instructed in the technique will do the screening.
- B. By Individual Case** -Throughout the year, any student suspected of having head lice will be examined by the teacher and, if evidence of infestation is seen, reexamined by the principal or other “confirming” examiner. If infested, the child will be handled as described in section 2, “HANDLING OF INFESTED CHILDREN,” below. If one child in a classroom is infested, the entire class will be screened as described above.

##### **II. HANDLING OF INFESTED CHILDREN**

- A. Removal** – An infested child will be removed from class, and the parent

will be called to take the child home for treatment as described in section 3, "TREATMENT," below. **Care will be taken not to embarrass the child and to assure that no stigma is attached to him/her.** Detailed guidelines for treatment will be sent home with the child. The teacher will keep a notebook of infestation dates and treatment.

- B. **Return to School** – The child may return to school as soon as the parent provides evidence of treatment, either a note from the parent describing the treatment, e.g., "Johnny was treated with XYZ shampoo according to package directions on 9/12/2011", or a box top or package label from the product used. At this time the child will be re-examined. A few nits (eggs) may still be seen even in an adequately treated child and are not evidence of continuing infestation if the child was properly treated. If the child has not been satisfactorily treated, admission will be refused and a second letter will be given.
- C. Upon the third incidence or notification of head lice within a school year, the principal or administrator will notify the county health department of the recurring problem of head lice with that student.

### III. TREATMENT

- A. **Individual** -- Several effective products are available. Kwell shampoo and Nix cream rinse both require a prescription. The pyrethrin/pyrinate products such as Rid, A-200, and R&C, are available over-the-counter at pharmacies. Treatment with any approved pediculocidal (louse-killing) product should be adequate.

An initial treatment will kill adult and larval lice, but **will not kill all the eggs.** A second treatment 7-10 days later (8 days is ideal), after the eggs left by the first treatment have all hatched, will kill the newly hatched lice before they mature and reproduce and complete the treatment process. A second treatment is required unless otherwise prescribed by a physician. If only one treatment is prescribed, the student will be re-checked within seven (7) days. Parents must furnish evidence of the second treatment no earlier than seven (7) Days and no longer than ten (10) days after the first. The same evidence, note from parent or box top/package label, is required. Students with nits after the second treatment or screening will not be allowed to remain in school.

A child should not miss more than one or two days because of treatment for head lice. If the child is absent more than three (3) days, the truant officer will be notified.

- B. **Family** – Household members of a child with head lice should be examined for lice (either by a family member who know how, or the family doctor, or someone else knowledgeable about lice), and any infested persons treated as described above. Persons that share a bed with the infested child should be examined and also may need treatment.

### IV. ENVIRONMENTAL CONTROL

- A. **School** – Children should not be allowed to share brushes or combs. Hats, coats, scarves, and the like should be hung or placed individually for each child, not stacked or hung on top of those belonging to other children. Wall hooks, if used, should be far enough apart that garments hung on adjacent hooks do not touch. Gym lockers used by more than one child should be assigned to the same users at each gym period to minimize the number of children using a locker. Headgear used for play by younger children should be removed from use if lice are present in the class. Carpeted areas in classrooms should be vacuumed frequently and thoroughly.

## **SCHOOL POLICY FOR THE ADMINISTRATION OF MEDICATION ADMINISTRATION OF MEDICATION**

Any student who requires medication to be given at school must comply with the school district policy for the administration of medication. **Students may not bring medication of any kind to school or take medications from school unless special arrangements have been made with the school nurse and principal.**

A Medication Authorization Form must be completed by the parent/guardian and placed on file at the school before any medication will be given at school. A new authorization form must be completed at the beginning of each year or whenever there is a change in the medication dosage or schedule. In accordance with state law, students who need to keep certain medications in their possession for emergencies will need a Medication Authorization for Self-Administration Form signed by the parent/guardian and the physician. Examples of these emergency medications include inhalers for asthma, epinephrine for allergic reactions, and medications for diabetes. All authorization forms are available in the school office or from the school nurse.

The school nurse, in accordance with Standing Orders written by the Harrison County School District Medical Director and with written authorization by the parent/guardian, may give a limited number of over-the-counter medications. If the school nurse is not available, the parent/guardian must bring the medication to school and administer it. Students will require a School Nurse Consent Form completed and signed by the parent/guardian to receive over-the-counter medications at school. These forms will be valid for one year and are available from the office or school clinic.

Prescription medications must be supplied and brought to school by the parent/guardian or authorized adult. The medication must be in the original labeled container. The label must have the student's name, name of the medication, dosage and time to be given, and the name of the prescribing physician. Parents should request the pharmacist to provide a container labeled for school use. Only the required number of doses needed at school should be brought in the container. It is the responsibility of the parent/guardian to insure that adequate medication is available at the school.

All medications will be kept in a secure area at school and administered only by designated personnel. All students' medications must be picked up by the parent/guardian at the end of the school year or when the medication is no longer needed. Medications left at school will be disposed of on the last workday of the year. The school reserves the right to refuse administration of any medication when circumstances warrant such action. This may include adverse reaction, incomplete instructions for administration, non-compliance by the parent or student with school policy, or other extenuating circumstances. The parent/guardian will be notified of these situations.

## **WELLNESS POLICY**

The Harrison County School District School Board has enacted a Wellness Policy to meet the health needs of our students and to comply with guidelines determined by the Mississippi Department of Education and the State Legislature. The Harrison County School District Wellness Policy can be found at [www.harrison.k12.ms.us](http://www.harrison.k12.ms.us).

In order to promote child health and reduce childhood obesity, fund-raisers that provide food on the school campus during the school day must include healthful foods. The sale of candy on the school campus as a fund-raiser is not permitted.

Any district parent who would like to offer suggestions or would be interested in being a participant on the district Wellness Committee or a local School Health Council Member should contact Wanda Salley, Child Nutrition Director at 228-539-7231.

### **COMPLIANCE POLICIES – CONFIDENTIALITY**

The Harrison County School District adheres to the requirements outlined in the Family Education Right to Privacy Act (FERPA). Copies of these regulations can be obtained from the principal or from the district's main office.

### **CHILD FIND**

It is the policy of the Harrison County School District that on-going children find process exists in each school. The purpose of this policy is to identify students who have a disability.

A referral for a child study process should be made to the student's teacher or to the school principal. If questions or conflicts arise during this initial process, contact the child's principal or the Special Education Director at 832-9344.

### **SECTION 504**

It is the policy of the Board of Education to provide a free and appropriate public education to each handicapped student within its jurisdiction, regardless of the nature or severity of the handicap.

It is the intent of the district to ensure that students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be handicapped under this policy even though they do not require services pursuant to the individuals with Disabilities Education Act (IDEA).

Due process rights of handicapped students and their parents under Section 504 will be enforced. The coordinator of Section 504 activities can be reached at 539-6500; 11072 Highway 49, Gulfport, MS 39503.

### **TITLE IX**

The Harrison County School District is in compliance with the requirements of Title IX of the Educational Amendments of 1972, which prohibits sex discrimination in federally assisted education programs. Title IX states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." Questions concerning Title IX may be directed to Mitchell King, the local Director of Compliance. Inquiries may be sent to: 11072 Highway 49, Gulfport, MS 39503, or call 539-6500.

### **TECHNOLOGY**

(See Verification and Release Forms in Back)

The vision of the Harrison County School District is to provide students with the tools and abilities needed to become successful citizens in the global information society. With students as the primary recipients of the technology, the district's mission of integrating technology in the classroom allows instruction to move from a teaching-centered environment to a learning-centered environment. This integration provides the tools to accomplish the National Educational Technology Standards for students.

All district schools and facilities are networked to form the Harrison County District Intranet. Through the extension of this network, Internet access is available in district classrooms, libraries, and administrative areas. Currently, most classrooms are equipped with multimedia

computers and a laser printer. The computer to student ratio of 1:5 provides Internet access, classroom access to the automated library circulation system, productivity software, and appropriate grade level and/or subject area software. Software for kindergarten through eighth grade is an integrated learning program. This type of program performs a diagnostic, prescriptive, and prognostic assessment for each student. Secondary software addresses a variety of required and elective courses with student access to productivity tools such as word processing, spreadsheets, and presentation applications. In addition, technology is integrated in Information Communication Technology (ICT) classes, STEM courses, and Robotics activities.

## **HARRISON COUNTY SCHOOL DISTRICT ELECTRONIC ACCESS/ACCEPTABLE USE POLICY**

Harrison County School District, referred to as the District, is providing employees and students with access to the District's electronic communication system, referred to as the District system, which includes Internet access. The District system has a limited educational purpose. The term "educational purpose" includes use of the system for classroom activities and professional development. The purpose of the District system is to assist in preparing students for responsible citizenship and success in life. The District system provides electronic access to a wide range of information and the ability to communicate with people throughout the world. In addition, the District system will enhance District intercommunication, productivity, and assist in upgrading of skills through greater exchange of information with peers and the worldwide community.

## **ACCEPTABLE USE GUIDELINES FOR TECHNOLOGY RESOURCES HARRISON COUNTY SCHOOL DISTRICT DEFINITION OF THE DISTRICT SYSTEM**

The District's computer systems and Intranet are any configuration of hardware and software. The systems and networks include, but are not limited to, all of the computer hardware (i.e. servers, laptops, probe-ware, presentation stations, and digital cameras), operating system software, application software, stored text, and data files. This includes, but is not limited to, electronic mail, local databases, and externally accessed databases, such as the Internet, CD-ROM, optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. The District reserves the right to monitor all technology resource activity. All electronic transmissions will be archived according to District policy.

## **PURPOSE**

Providing access to the District system promotes academic excellence in accordance with the District's educational objectives. This computer technology provides resource sharing, innovation, and communication that will help launch today's schools into the information age. The District system has a limited educational purpose, which includes use of the system for classroom activities, professional or career development, and limited, high-quality, self-discovery activities. Providing students and employees with access to the District system also includes Internet access. Users are expected to use Internet access through the District system to further educational and personal goals consistent with the mission of Harrison County School District and its policies.

## **GENERAL USER RESPONSIBILITIES**

Users are responsible for appropriate behavior on the District system just as they are in a classroom or on school grounds. Communications on the system are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with District standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user and/or his parent/guardian are personally responsible for his/her actions in accessing and utilizing the District system. The user is advised never to create, access, keep, or send anything that they would not want open to the general public.

## **DISTRICT RESPONSIBILITIES**

The District maintains and reserves the right to review any material on user accounts for the purpose of maintaining acceptable use of the system. The District will maintain the system properly and efficiently to allow full access to the user. The District will notify the parents about the District system and the policies governing its use. In accordance with the Children's Online Privacy Protection Act and the Children's Internet Privacy Act, the District will maintain Internet filtering software to limit access to certain sites and to monitor access to electronic resources. **The District will make training available to all users in the proper use of the system and will make copies of acceptable use guidelines available to all users. All training in the use of the District system will emphasize the ethical use of this resource.**

## **EDUCATOR RESPONSIBILITIES**

Educators are responsible for disseminating and enforcing the District Acceptable Use Policy. Teachers are responsible for teaching proper techniques, for guiding student access to educational use of the system, and for assuring that students understand that if they misuse the network they will lose their privilege to access the Internet from the classroom environment.

## **PARENT RESPONSIBILITIES**

Even though the District maintains a filtering system, it is not possible for the District to monitor and enforce a wide range of social values in student use of the Internet. Further, the District recognizes that parents/guardians bear primary responsibility for transmitting their particular set of family values to their children. This includes setting and conveying standards for appropriate and acceptable use when the student is using the District system, specifically the Internet. Therefore, it is ultimately a parental/guardian responsibility for the student's understanding of and compliance with the District Acceptable Use Policy including the consequences of non-compliance.

## **STUDENT RESPONSIBILITIES**

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on school grounds. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with district standards and the specific rules set forth in the Student Account Agreement. The use of the network is a privilege, not a right, and may be revoked if abused. The user and/or parent/guardian are personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to create, access, keep, or send anything that they would not want their parents/guardians or teachers to access.

## **CONDUCT OF BEHAVIOR**

Proper behavior, as it relates to the use of District system, is no different than proper behavior in all other aspects of Harrison County School District activities. All users are expected to use the District system in a responsible, ethical, and polite manner. Any use of the District system must be consistent with the education objectives and professional development of Harrison County School District.

## **CONSEQUENCES OF VIOLATING THE ACCEPTABLE USE POLICY**

The District may suspend or revoke a system user's access to the District system upon violation of the District Acceptable Use Policy and/or administrative regulations regarding acceptable use. Improper or unethical use may result in disciplinary actions consistent with the existing Student Discipline Policy and/or Employee Policy Handbook as adopted by the Harrison County School Board and published in the Student Handbook, as well as the Mississippi Penal Code or other state and Federal Laws. This may also require restitution for costs associated with system restoration, hardware, or software.

## **ACCEPTABLE USES**

The District system will be used only for learning, teaching, and administrative purposes consistent with the District's mission and goals.

## **UNACCEPTABLE USES**

1. Commercial use of the District's system is strictly prohibited.
2. Software may not be placed on any computer, whether stand-alone or networked to the District system, without permission from the school principal or District Technology department.
3. All users are expected to follow existing copyright laws, copies of which may be found in each campus library.
4. Student use of the District system is allowed only when the student is supervised and granted permission by a staff member.
5. Attempting to log on or logging on to a computer or email system by using another's password is prohibited. Assisting others in violating this rule by sharing information or passwords is unacceptable and may result in the revocation of access.
6. Improper use of any computer or the network is prohibited. This includes but is not limited to the following:
  - Using racist, profane, or obscene language or materials
  - Using the network for financial gain, political or commercial activity
  - Attempting to or harming equipment, materials or data, etc. associated with the system
  - Attempting to or sending anonymous messages of any kind
  - Using the network to access inappropriate material
  - Knowingly placing or creating a computer virus on a computer or the network
  - Using the network to provide addresses or other personal information
  - Accessing of information resources, files and documents of another user without their permission

## **RIGHTS OF ALL USERS**

The user has full rights within these guidelines and responsibilities to the instructional, networked system provided by the District. By authorizing use of the District system, the District does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the District system. Routine maintenance and monitoring of the District system may lead to a discovery that a user has violated this policy, another District policy, or the law. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.

Parents/guardians may request the termination of their child's individual student Internet access at any time. It is the student's responsibility to comply with their parent's/guardian's request for no individual Internet access. Parents/guardians should be aware that District teachers utilize Internet and electronic resources for classroom instructional purposes.

District employees should be aware that data and other materials in files maintained on the District system might be subject to review, disclosure or discovery under Mississippi Statutes and Federal Laws.

The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities and activities not in compliance with Harrison County School District policies conducted through the District system.

## **STATEMENT OF COMPLIANCE**

In compliance with the Harrison County School Board, The Children's Internet Protection Act, and the Children's Online Privacy Act of 1998, the District system is equipped with an

Internet filtering software program that limits access to “visual depictions” and material that may be harmful to minors. However, no filtering system is perfect, and the District does not guarantee that all objectionable content will be blocked.

### **DISCLAIMER OF DAMAGES**

The Harrison County School District assumes no liability, either expressed or implied, for network information services accessed on District system. The District shall not be responsible for any damages suffered while using the system. These damages include loss of data as a result of delays, non-deliveries, misdirected deliveries, or service interruptions caused by the system errors or errors committed by individual users. Use of any information obtained from the information system is at the user’s risk. The Harrison County School District specifically disclaims any responsibility for the accuracy of the information obtained through on-line information services. In addition, each user, and his or her parent or guardian, if a minor, voluntarily releases, holds harmless and indemnifies the Harrison County School District, its officers, board members, employees and agents, for and against all claims, actions, charges, losses, or damages which arise out of user’s use of the District system, including, but not limited to, negligence, personal injury, wrongful death, and property loss or damage, and those set forth under Disclaimers of Damages.

### **Harrison County School District Student Account Agreement**

So as to ensure that both students and parents understand what constitutes acceptable use of technology in the Harrison County School District, the District asks all students and their parents to review the following agreement and then sign it acknowledging that they agree to abide by the spirit of this agreement.

1. Do not share your password with anyone and do not try to obtain another person’s password.
2. Do not play games or participate in chat rooms, interactive bulletin boards, web-based email, or any other online real-time conversations unless given written permission by an adult in authority and supervised by a person in authority for each instance.
2. Do not enter any information about yourself, anyone else or the school. This includes name, address, telephone number, email address, or any other personal information. Also, do not impersonate or misrepresent yourself or others.
3. Do not access, send, promote, or print hate mail threats, harassing information derogatory remarks, material of a sexual nature, information that could be harmful to you or others, and other anti-social communications. Do not use impolite, abusive, or objectionable language.
4. Do not access, alter, or otherwise tamper with computer system files, network files, or other students’ files. Do not log onto, look at, or otherwise tamper with any directory or drive other than the one to which you are assigned.
5. Do not damage the computer, any of its parts, the printer, the network, or any other technologies available for use. This includes introducing any virus that may destroy files or disrupt service to other users.
6. Do not interfere with the operation of the District system by installing illegal software, shareware, or freeware, including games, but not limited to MP3’s, other music, or video.
7. Do not insert a personal diskette into any networked computer without specific permission from a person in authority.
8. Do not waste limited resources such as disk space, paper, ink cartridges, or printing capacity by printing unnecessarily or excessively.
9. Do not transmit any materials in violation of any U.S. or state regulation, including, but not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
10. Do not use the District system for commercial activities, product advertisement, or political lobbying.

11. Report any malfunction or repair needed on the District system or equipment to your teacher immediately.
12. Report any observed intentional abuse of technology equipment to your teacher immediately.
13. Be prepared to accept the consequences of your actions.
14. Keep food, drink, candy, gum, etc. completely away from all computer equipment and related technologies.
15. Because there can be no assurances that you will not encounter objectionable material while working on the Internet, you will immediately leave the Internet site if this occurs and report the incident to your teacher.
16. Do not have an expectation of privacy or confidentiality in the contents of electronic communications network or of files stored in your directory. Understand the District system is the property of the District and, at any time, the files you maintain can be reviewed, removed, if warranted, and any violation of rules will be reported to the proper authority.
17. Use of computer networks is a privilege, not a right. Violations of the rules described above will be dealt with per the student school handbook. I understand that the District may suspend or revoke my access to the District system upon violation of the District Acceptable Use Policy and/or administrative regulations regarding acceptable use. I understand that if I use the system improperly or unethically, this may result in disciplinary actions consistent with the existing Student Discipline Policy as adopted by the Harrison County School Board and published in the Student Handbook, as well as the Mississippi Penal Code or other state and Federal Laws. This unacceptable use may also require restitution for costs associated with system restoration, hardware, or software.

**Harrison County School District Student Account Agreement  
Student Section**

Student Name (printed) \_\_\_\_\_

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

Social Security Number \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_



**PARENT VERIFICATION FORM**

I have read the Harrison County School District Handbook and have reviewed the information with my child. I understand that he/she is responsible for all of the rules and policies contained in the handbook.

STUDENT NAME \_\_\_\_\_

PARENT SIGNATURE \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_