



**OCEAN  
SPRINGS  
MIDDLE  
SCHOOL**

3600 Hanshaw Rd. Ocean Springs, MS 39564 228-872-6210

Dear Parents and Students,

Welcome to the Ocean Springs Middle School! We know that you are very excited about all the activities, fun-filled events, and many opportunities for success this year brings. Together we can make 2011-2012 a great year.

Your Middle School Principals

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



**PLEASE NOTE:** The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

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# Welcome to OSMS

## *National Blue Ribbon School*

MDE High Performing School

Mississippi Blue Ribbon School

Accredited by Southern Association of Colleges and Schools

Mississippi Gold Medal Physical Education Award

Mississippi Exemplary Tech Prep Site

Mississippi Exemplary Inclusion Program Award

NASSP "100 Highly Effective Middle Schools in the United States"

### BOARD OF EDUCATION

\*Dr. Sharon Walker (President)

\*Mr. Tim Taranto

\*Dr. William Lee

\*Dr. Lena Melton (Secretary)

\*Mrs. Michelle Smith

### ADMINISTRATION

Dr. Robert Hirsch .....	Superintendent
Mrs. Deborah Fremin.....	Assistant Superintendent
Dr. Edna Waller .....	Assistant Superintendent
Dr. Scherrine Davenport -Gray.....	Assistant Superintendent
Dr. Teresa Callahan.....	Director of Student Services
Mrs. Donna Nester.....	Business Manager
Mrs. Gayle Schultz.....	Director of Child Nutrition
Mrs. Cindy Carpenter.....	Director of Technology
Mr. Greg Rigdon.....	Supervisor of Maintenance/ Transportation
Mr. Mark Hubbard.....	Athletic Director

### OCEAN SPRINGS MIDDLE SCHOOL FACULTY

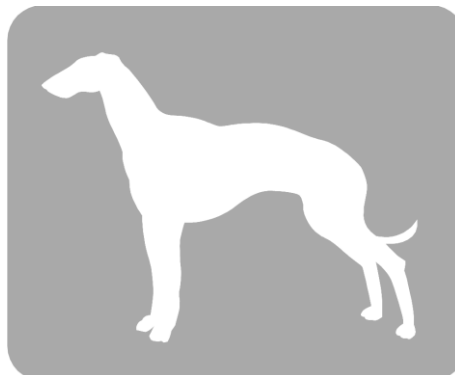
Principal.....	Mr. Jerry Twiggs
Assistant Principals.....	Mr. Chris LeBatard
Lead Teacher .....	Mr. Joey Lee
Counselors.....	Wendy Green, Kathryn Davids, Rebekah Pope
Art.....	Gloria Lancaster, Bertha Morgan
Vocal Arts.....	Kim Walley
Band.....	Chris Morgan, Nathan Mercer, Mindy Dudley
Language Arts Department.....	Krista Moak, Lee Fletcher, Traci Rivers, Leah Puz, Rene Dilorenzo, Cindy Lowery, Drona Gaunce, Monique Bosarge, Deborah Golden, Melissa Davis, Meredith Beal, Jane Campo
Social Studies Department.....	Jeff Garrett, Claudia Wolfe, Denise Bruno, John Ross, Marty Saucier, David Lapointe, Sue Lynn Weldon, Stephanie Griffin, Bridgette Whiting, Rickey Noland
Science Department.....	Rob Dees, Michelle Graham, Debbie Harvey, Kevin Dudiak, Suzanne Dudiak, Bree Sanders, Sheri Worley, Teri Jones, Deanne Bruno
Math Department.....	Herb Porter, Lindsay Daley, Brenda Kellams, Susan Jarvis, Kelly Robinson, Ann Bishop, Carolyn Browning, Roque Quezada
Connections.....	Angie Swan, Zina Dartez, Patrick Quinnelly, Kim Everett
Compensatory Classes.....	Margaret Morgan, James Newton, Terri Schoemann, Rick Griffey
Technology Assisted Education.....	Carolyn Clark, Amanda Bailey
Teen Leadership.....	Terri Schoemann, Margaret Morgan
Physical Education Department.....	Dave Gaunce, Brent Kendziorek, Kylie Hughes, Ashlee Scott
Foreign Language.....	Melanie Brewster, Catherine Melchi
Computer Discovery.....	Jack Pickering, Shanta Coaker, Rene Gara
Career Discovery.....	Ashley Collums, Juanita Prince, Danielle Miller
Special Education.....	B J. Murphree, Kim Somers, Becky Parker, Kim Jones, Angela Pickich, Becky Meadows, Becky Massengale, Ashley Allred, Michelle Seymour, Stacey Price
Library.....	Trish King, Susan Toche

**CLERICAL STAFF**

Attendance.....Dorothy Cannon  
Bookkeeper.....Teresa Menhel  
Secretary.....Wendy Schroader  
Secretary.....Pam Ferrill  
Receptionists.....Cheryl Williams  
Counselor’s Secretary/Records Clerk.....June Graham, Tonya Smith  
Data Management.....Cindy Crouch  
Media Clerk.....Pam Haney  
Maintenance.....Billy Hunt  
Cafeteria Manager.....Rita Young

**ATHLETICS AND COACHES**

Head 7<sup>th</sup> Grade Football ..... Scotty Nichols  
Head 8<sup>th</sup> Grade Football..... Dave Gaunce  
Assistant Football Coaches.....Brent Kendziorek, Jeff Garrett, Marty Saucier, Wade Vick,  
Rickey Nolan, Keith Carter  
Boys Basketball .....Dave Gaunce  
Girls Basketball.....Lindsay Daley  
Cheerleaders.....Ann Bishop and Juanita Prince  
Dance Team.....Samantha Switzer  
Boys Track/ Girls Track.....Wade Vick / Brent Kendziorek  
Girls Soccer/ Boys Soccer.....Natalie Collie/ Brad Troutman  
Boys Baseball.....Kiley Hughes/ Jeff Garrett



## POLICY CONCERNING THE RELEASE OF STUDENT INFORMATION

The Buckley Amendment Regulations of 1980, called the Privacy Rights of Parents and Students, formerly known as the Family Education Rights and Privacy Act (FERPA), 34 Code of Federal Regulations Part 99, permits school officials under certain conditions to disclose certain *directory information* about enrolled students. School officials have the right to release *directory information* unless the parent or eligible student informs the principal that any or all of the information designated below should not be released without prior consent. The following information is *directory information*:

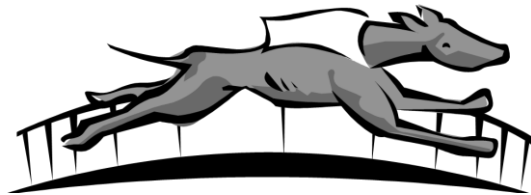
- The student's name, address, telephone listing, and date and place of birth;
- Parent or lawful custodian's name, address, and telephone listing;
- Major field of study and grade level classification;
- Student's participation in officially recognized activities or sports;
- Dates of attendance, dates of enrollment, withdrawal, re-entry;
- Certificates, awards, and honors received;
- Most recent educational agency or institution attended.

**Should a student or parent/guardian have objections to the release of *directory information* being included in press releases, directories, official school rosters, honor roll list, Award's Day programs, school publications, and the like, the parent/guardian must inform the principal in writing the first week of school or the first week after enrollment.**

### SCHOOL BOARD POLICIES

**The information contained in the Ocean Springs Middle School student handbook summarizes the policies of the Ocean Springs School District and should not be considered a substitute for the official policies of the district. All policies adopted by the Board of Trustees of the Ocean Springs School District are maintained in the office of the Superintendent and are available for inspection and review. Copies of School Board Policies can also be found online at [osdms.org](http://osdms.org).**

(Please detach and return the next page to OSMS)



**Dear Parent, Guardian or Custodian;**

Please read and discuss with your child the school discipline plan and attendance policies that are included in this Student Handbook. Then sign in the space provided below and return this Acknowledgement Notice.

**ACKNOWLEDGEMENT**

As a parent, guardian or custodian of \_\_\_\_\_

I do verify that I have read the school discipline plan and school attendance policies as printed in this Student Handbook and Code of Conduct which each student has received.

\_\_\_\_\_  
Parent, Guardian or Custodian Signature

\_\_\_\_\_  
Date





# OCEAN SPRINGS MIDDLE SCHOOL



## DISCIPLINE LOG INFORMATION PAGE

Dear Parent/Guardian,

School rules are established to secure the safety of your child and provide the ultimate learning experience. Although rules may fluctuate according to individual classroom environments, classroom disciplinary records are documented in the discipline log in the agenda as well as on the school-wide computer network.

**How the discipline log works:** Each student is given ample verbal warnings prior to a recording in the discipline log. Steps one through seven involve a direct infraction of rules. Once reaching step 7 a student is placed on a behavioral plan and will be referred to the office for each infraction thereafter. The second half of the discipline log involves school rules regarding punctuality, lack of preparedness and gum/candy/eating during a normal school day and will be added to the agenda when classes begin. In this section students are given three chances before a consequence is assigned in these categories; each set of three drawing a more stringent consequence. Dates, times and initials are recorded in the appropriate location. Please note that parent signature is requested in various places.

The OSMS agenda, with its discipline log, is a crucial element of communication for all of us to sustain a proper educational atmosphere, and preserve the personal safety of every child. Please review the pages of the discipline log with your child to verify both you and he/she understand the daily behavior expected at OSMS. We implore you to continue involvement with your child's "school life" through the agenda and the tools these pages provide. Communication is the key for both an operational and harmonious educational environment. We look forward to a wonderful school year and thank you for allowing us to share such an important aspect of your child's life.

*The Ocean Springs Middle School Administration and Faculty*

**I have reviewed the following discipline log with my child, and we have both established an understanding of what the log entails.**

---

Parent/Guardian Signature

Date

---

Student Signature

Date

Student \_\_\_\_\_

1st Nine Weeks

**OCEAN SPRINGS MIDDLE SCHOOL**

★ Student Discipline Log: Computerized copy kept on file at school

**Make This Year Your Best One Ever**

Reason for Discipline	Date/Initials	Consequences
1	/	Warning
2	/	Written work: _____ If student fails to turn in, he/she moves on to next step <b>Parent signature</b> _____
3	/	Lunch Detention _____ If student fails to show = + 2 <b>Parent contacted by Teacher</b> _____
4	/	Thirty Minute Teacher Detention _____ If student fails to show = Lunch Detention + Teacher Detention _____ <b>Parent contacted by Teacher</b> _____
5	/	Lunch Detention _____ Teacher Detention _____ Student/team/counselor/parent conference _____ <b>Parent contacted by Teacher</b> _____
6	/	Office Detention _____ <b>Parent contacted by Teacher</b> _____ No field trips/extracurricular activities for remainder of 9 wks <b>Parent Signature</b> _____
7	/	ISI (Office Referral) _____ <b>Parent contacted by Teacher</b> _____ <b>Offic</b>

**MATERIALS**

1	Agenda	Book	Notebook	Gum	Other
2	Agenda	Book	Notebook	Gum	Other
3	Agenda	Book	Notebook	Gum	Other

**LUNCH DETENTION:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_ **Parent Signature** \_\_\_\_\_

4	Agenda	Book	Notebook	Gum	Other
5	Agenda	Book	Notebook	Gum	Other
6	Agenda	Book	Notebook	Gum	Other

**TEACHER DETENTION:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_ **Parent Signature** \_\_\_\_\_

7	Agenda	Book	Notebook	Gum	Other
8	Agenda	Book	Notebook	Gum	Other
9	Agenda	Book	Notebook	Gum	Other

**OFFICE DETENTION: 2 HOURS AFTER SCHOOL** DATE \_\_\_\_\_ **Parent Signature** \_\_\_\_\_



**TARDIES**

1	Date: _____ Teacher: _____	4	Date: _____ Teacher: _____	7	Date: _____ Teacher: _____
2	Date: _____ Teacher: _____	5	Date: _____ Teacher: _____	8	Date: _____ Teacher: _____
3	Date: _____ Teacher: _____	6	Date: _____ Teacher: _____	9	Date: _____ Teacher: _____

**LUNCH DET:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_ **TEACH DET:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_ **OFFICE DETENTION DATE** \_\_\_\_\_

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

Student \_\_\_\_\_ 2nd Nine Weeks

 **OCEAN SPRINGS MIDDLE SCHOOL** 

★ Student Discipline Log: Computerized copy kept on file at school ★  
**Start over for 2nd nine weeks**

Reason for Discipline	Date/Initials	Consequences
1	/	Warning
2	/	Written work: _____ If student fails to turn in, he/she moves on to next step <b>Parent signature</b> _____
3	/	Lunch Detention _____ If student fails to show = + 2 <b>Parent contacted by Teacher</b> _____
4	/	Thirty Minute Teacher Detention _____ If student fails to show = Lunch Detention + Teacher Detention _____ <b>Parent contacted by Teacher</b> _____
5	/	Lunch Detention _____ Teacher Detention _____ Student/team/counselor/parent conference _____ <b>Parent contacted by Teacher</b> _____
6	/	Office Detention _____ <b>Parent contacted by Teacher</b> _____ No field trips/extracurricular activities for remainder of 9 wks <b>Parent Signature</b> _____
7	/	ISI (Office Referral) _____ <b>Parent contacted by Teacher</b> _____ <b>Offic</b>

<b>MATERIALS</b>				
1	Agenda	Book	Notebook	Gum
2	Agenda	Book	Notebook	Gum
3	Agenda	Book	Notebook	Gum

**LUNCH DETENTION:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_ **Parent Signature** \_\_\_\_\_

4	Agenda	Book	Notebook	Gum
5	Agenda	Book	Notebook	Gum
6	Agenda	Book	Notebook	Gum

**TEACHER DETENTION:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_ **Parent Signature** \_\_\_\_\_

7	Agenda	Book	Notebook	Gum
8	Agenda	Book	Notebook	Gum
9	Agenda	Book	Notebook	Gum

**OFFICE DETENTION: 2 HOURS AFTER SCHOOL** DATE \_\_\_\_\_ **Parent Signature** \_\_\_\_\_

<b>TARDIES</b>		
1 Date: _____ Teacher: _____	4 Date: _____ Teacher: _____	7 Date: _____ Teacher: _____
2 Date: _____ Teacher: _____	5 Date: _____ Teacher: _____	8 Date: _____ Teacher: _____
3 Date: _____ Teacher: _____	6 Date: _____ Teacher: _____	9 Date: _____ Teacher: _____

<b>LUNCH DET:</b> _____ <b>Teacher:</b> _____	<b>TEACH DET:</b> _____ <b>Teacher:</b> _____	<b>OFFICE DETENTION DATE</b> _____
Parent Signature _____	Parent Signature _____	Parent Signature _____

Student \_\_\_\_\_

3rd Nine Weeks

**OCEAN SPRINGS MIDDLE SCHOOL**

★ Student Discipline Log: Computerized copy kept on file at school ★  
**Make this semester a good one with no discipline referrals**

Reason for Discipline	Date/Initials	Consequences
1	/	Warning
2	/	Written work: _____ If student fails to turn in, he/she moves on to next step <b>Parent signature</b> _____
3	/	Lunch Detention _____ If student fails to show = + 2 <b>Parent contacted by Teacher</b> _____
4	/	Thirty Minute Teacher Detention _____ If student fails to show = Lunch Detention + Teacher Detention _____ <b>Parent contacted by Teacher</b> _____
5	/	Lunch Detention _____ Teacher Detention _____ Student/team/counselor/parent conference _____ <b>Parent contacted by Teacher</b> _____
6	/	Office Detention _____ <b>Parent contacted by Teacher</b> _____ No field trips/extracurricular activities for remainder of 9 wks <b>Parent Signature</b> _____
7	/	ISI (Office Referral) _____ <b>Parent contacted by Teacher</b> _____ <b>Offic</b>

**MATERIALS**

1	Agenda Book Notebook Gum Other	
2	Agenda Book Notebook Gum Other	
3	Agenda Book Notebook Gum Other	

**LUNCH DETENTION:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_ **Parent Signature** \_\_\_\_\_

4	Agenda Book Notebook Gum Other	
5	Agenda Book Notebook Gum Other	
6	Agenda Book Notebook Gum Other	

**TEACHER DETENTION:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_ **Parent Signature** \_\_\_\_\_

7	Agenda Book Notebook Gum Other	
8	Agenda Book Notebook Gum Other	
9	Agenda Book Notebook Gum Other	

**OFFICE DETENTION: 2 HOURS AFTER SCHOOL** DATE \_\_\_\_\_ **Parent Signature** \_\_\_\_\_

**TARDIES**

1	Date: _____ Teacher: _____	4	Date: _____ Teacher: _____	7	Date: _____ Teacher: _____
2	Date: _____ Teacher: _____	5	Date: _____ Teacher: _____	8	Date: _____ Teacher: _____
3	Date: _____ Teacher: _____	6	Date: _____ Teacher: _____	9	Date: _____ Teacher: _____

**LUNCH DET:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_   
 **TEACH DET:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_   
 **OFFICE DETENTION DATE** \_\_\_\_\_  
 Parent Signature \_\_\_\_\_   
 Parent Signature \_\_\_\_\_   
 Parent Signature \_\_\_\_\_

Student \_\_\_\_\_

4th Nine Weeks

**OCEAN SPRINGS MIDDLE SCHOOL**

★ Student Discipline Log: Computerized copy kept on file at school ★

**Finish strong with no discipline**

Reason for Discipline	Date/Initials	Consequences
1	/	Warning
2	/	Written work: _____ If student fails to turn in, he/she moves on to next step <b>Parent signature</b> _____
3	/	Lunch Detention _____ If student fails to show = + 2 <b>Parent contacted by Teacher</b> _____
4	/	Thirty Minute Teacher Detention _____ If student fails to show = Lunch Detention + Teacher Detention _____ <b>Parent contacted by Teacher</b> _____
5	/	Lunch Detention _____ Teacher Detention _____ Student/team/counselor/parent conference _____ <b>Parent contacted by Teacher</b> _____
6	/	Office Detention _____ <b>Parent contacted by Teacher</b> _____ No field trips/extracurricular activities for remainder of 9 wks <b>Parent Signature</b> _____
7	/	ISI (Office Referral) _____ <b>Parent contacted by Teacher</b> _____ <b>Offic</b>

**MATERIALS**

1 Agenda Book Notebook Gum Other

2 Agenda Book Notebook Gum Other

3 Agenda Book Notebook Gum Other

**LUNCH DETENTION:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_ **Parent Signature** \_\_\_\_\_

4 Agenda Book Notebook Gum Other

5 Agenda Book Notebook Gum Other

6 Agenda Book Notebook Gum Other

**TEACHER DETENTION:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_ **Parent Signature** \_\_\_\_\_

7 Agenda Book Notebook Gum Other

8 Agenda Book Notebook Gum Other

9 Agenda Book Notebook Gum Other

**OFFICE DETENTION: 2 HOURS AFTER SCHOOL** DATE \_\_\_\_\_ **Parent Signature** \_\_\_\_\_

**TARDIES**

1 Date: \_\_\_\_\_ Teacher: \_\_\_\_\_      4 Date: \_\_\_\_\_ Teacher: \_\_\_\_\_      7 Date: \_\_\_\_\_ Teacher: \_\_\_\_\_

2 Date: \_\_\_\_\_ Teacher: \_\_\_\_\_      5 Date: \_\_\_\_\_ Teacher: \_\_\_\_\_      8 Date: \_\_\_\_\_ Teacher: \_\_\_\_\_

3 Date: \_\_\_\_\_ Teacher: \_\_\_\_\_      6 Date: \_\_\_\_\_ Teacher: \_\_\_\_\_      9 Date: \_\_\_\_\_ Teacher: \_\_\_\_\_

**LUNCH DET:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_      **TEACH DET:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_      **OFFICE DETENTION DATE** \_\_\_\_\_

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

**OCEAN SPRINGS MIDDLE SCHOOL  
2011-2012 CALENDAR**

**First Semester**

Monday	August 1	Teacher Work Day
Tuesday	August 2	Teacher Work Day
Wednesday	August 3	Teacher Work Day
Thursday	August 4	First Day of School for Students
<b>Monday</b>	<b>September 5</b>	<b>Labor Day Holiday</b>
Tuesday-Wednesday	September 13-14	Progress Reports
Monday-Friday	September 19-23	Subject Area Test Program/Re-testers
Thursday	October 6	Last Day of 1 <sup>st</sup> Quarter
Friday	October 7	First Day of 2 <sup>nd</sup> Quarter
<b>Monday</b>	<b>October 10</b>	<b>Fall Holidays/Weather Make-up Days</b>
Tuesday-Wednesday	October 18-19	Report Cards
Tuesday-Wednesday	November 8-9	Progress Reports
<b>Monday - Friday</b>	<b>November 21-25</b>	<b>Thanksgiving Holidays</b>
Friday	December 16	Last Day of 2 <sup>nd</sup> Quarter 60% Day
<b>Monday-Saturday</b>	<b>December 19-31</b>	<b>Christmas Holidays</b>



**Second Semester**

<b>Sunday- Monday</b>	<b>January 1-2</b>	<b>New Year Holidays</b>
Tuesday	January 3	Teacher Work Day
Wednesday	January 4	Teacher Work Day
Thursday	January 5	Classes Resume First Day of 3 <sup>rd</sup> Quarter
<b>Monday</b>	<b>January 16</b>	<b>Winter Holiday/Martin Luther King Day</b>
Tuesday-Wednesday	January 17- 18	Report Cards
Tuesday-Wednesday	February 7-8	Progress Reports
<b>Monday - Wednesday</b>	<b>February 20-22</b>	<b>Mardi Gras Holidays</b>
<b>Thursday- Friday</b>	<b>March 1- 2</b>	<b>GLTP/Writing Assessment (Grade 7)</b>
Tuesday	March 13	Last Day of 3 <sup>rd</sup> Quarter
Wednesday	March 14	First Day of 4 <sup>th</sup> Quarter
Tuesday-Wednesday	March 27-28	Report Cards
<b>Monday - Monday</b>	<b>April 2-9</b>	<b>Spring Break and Easter Holiday</b>
Tuesday-Wednesday	April 24- 25	Progress Reports
Tuesday- Wednesday	May 1 -2	GLTP/MS Science Test (Grade 8)
Wednesday	May 2	Algebra State Test
<b>Tuesday-Friday</b>	<b>May 8-11</b>	<b>Grade Level Testing Program MCT2</b>
Wednesday	May 23	Last day for students / 60% Day
Thursday	May 24	Teacher Work Day/ <b>Graduation 7:00 P.M.</b>
Friday	May 25	Teacher Work Day
<b>Monday</b>	<b>May 28</b>	<b>Memorial Day Holiday</b>
Thursday	May 31	Report Card pick-up

**Student Holidays**

**School Board Meeting Dates**

Independence Day	July 4	July	12
Labor Day	September 5	August	9
Fall Holiday	October 10	September	13
Thanksgiving	November 21-25	October	11
Christmas	December 19- 31	November	8
New Years	January 1 - 4	December	13
Martin Luther King, Jr. Holiday	January 16	January	10
Mardi Gras	February 20-22	February	14
Spring Break/ Easter Holiday	April 2-9	March	13
		April	10
		May	8
		June	12, 29

## MASTER BELL SCHEDULE

The students of Ocean Springs Middle School follow a modified/rotating block schedule. The schedule runs for a ten-day cycle and then repeats. Fifth period meets every day and is considered the student's TA (Teacher Advisor class) or homeroom except if noted on the student's schedule.

### Times for each period

8 <sup>th</sup> Grade		7 <sup>th</sup> Grade		6 <sup>th</sup> Grade	
1 <sup>st</sup> Block	8:25-10:00	1 <sup>st</sup> Block	8:25-10:00	1 <sup>st</sup> Block	8:25-10:00
2 <sup>nd</sup> Block	10:05-11:40	2 <sup>nd</sup> Block	10:05-11:40	2 <sup>nd</sup> Block	10:05-11:40 (snack)
L1/L2	11:40-12:24	TA	11:45-12:24	5 <sup>th</sup> TA	11:45-12:45 12:45-1:08
TA	12:29- 1:00	L1/L2	12:24- 1:08	L1/L2	1:08- 1:52
5 <sup>th</sup>	1:00-1:55	5 <sup>th</sup> Period	1:11-1:55	5 <sup>th</sup>	1:55
4 <sup>th</sup> Block	2:00-3:35	4 <sup>th</sup> Block	2:00-3:35	4 <sup>th</sup> Block	2:00-3:35

### Rotating Blocks

Blocks	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10
	ODD	EVEN	ODD	EVEN	ODD	EVEN	ODD	EVEN	ODD	EVEN
1 <sup>st</sup>	1	6	7	2	1	2	7	6	1	2
2 <sup>nd</sup>	3	4	3	4	3	4	3	4	3	4
5 <sup>th</sup> Period	5	5	5	5	5	5	5	5	5	5
4 <sup>th</sup>	7	2	1	6	7	6	1	2	7	6

### Activity Schedule

8 <sup>th</sup> Grade		7 <sup>th</sup> Grade		6 <sup>th</sup> Grade	
1 <sup>st</sup> Block	8:25-9:50	1 <sup>st</sup> Block	8:25-9:50	1 <sup>st</sup> Block	8:25-9:50
2 <sup>nd</sup> Block	9:55-11:20	2 <sup>nd</sup> Block	9:55-11:20	2 <sup>nd</sup> Block	9:55-11:20 (snack)
L1/L2	11:20-12:00	TA	11:25-12:00	5 <sup>th</sup>	11:25-12:10
TA	12:05-12:35	L1/L2	12:00- 12:40	TA	12:10-12:40
5 <sup>th</sup> Period	12:35-1:20	5 <sup>th</sup> Period	12:45-1:20	L1/L2	12:40- 1:20
4 <sup>th</sup> Block	1:25-2:45	4 <sup>th</sup> Block	1:25-2:45	4 <sup>th</sup> Block	1:25-2:45
<b>Activity</b>	2:50 – 3:35	<b>Activity</b>	2:50 – 3:35	<b>Activity</b>	2:50 – 3:35









### **MISSION STATEMENT**

**The mission of Ocean Springs School District is to teach our students essential content, skills, and core values to enable them to transfer knowledge between educational accomplishments and the larger life issues and to have a positive impact on society.**

### **BELIEFS**

- **All students can learn.**
- **Each student is a valued individual with unique physical, social, emotional and intellectual needs.**
- **Students learn best when they are actively engaged in the learning process with a focus on transfer of learning.**
- **Curriculum and instructional practices should incorporate a variety of differentiated learning activities to accommodate differences in learning styles.**
- **A safe and physically comfortable environment promotes student learning.**
- **Teachers, administrators, parents, school board members and the community share the responsibility for advancing the school's mission.**

### **STATEMENT OF POLICY**

It is the intent of the Ocean Springs School District to ensure that students will not be excluded from participation in, or denied the benefits of, or be subject to discrimination, based on sex, in any course of school activity, as put forth under Title IX of the Education Amendments of 1972. Due process rights of students and their parents will be enforced as set forth in Title IX.

Assistant Superintendent-Personnel  
Title IX Coordinator, Phone 875-7707

### **POLICY FOR COMPLIANCE WITH SECTION 504, AMERICANS WITH DISABILITIES ACT (ADA) AND INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)**

It is the policy of the Ocean Springs School District to provide a free, appropriate public education to students with disabilities as defined in Section 504 of the Rehabilitation Act of 1973, the American with Disabilities Act and Individuals with Disabilities Education Act. It is the intent of the district to ensure that students with disabilities are identified, evaluated and provided with appropriate educational services. Due process rights of the students with disabilities and their parents, as set forth under Section 504, The American Disabilities Act and Individuals with Disabilities Education Act, will be enforced. Inquires regarding compliance with Section 504 may be directed to Alyson Creel, Director of Student Services for the Ocean Springs School District (875-5782).

### **ACADEMIC-REQUIREMENTS**

Students entering the Ocean Springs Middle School must have successfully completed the preceding grade in an accredited school. Grade placement for students transferring from non-accredited schools must be determined by examination using a standardized achievement test and/or special subject test. (See House Bill No. 41, First Extraordinary Section, 1964).

### **SCHOOL COUNSELING SERVICES**

Three counselors are available throughout the school day to talk with students about problems and help them resolve conflicts. Please feel free to seek the help of a counselor if you have difficulty in adjusting to a classroom situation or if you have problems or conflict in your individual class schedule. The counseling department has a number of booklets designed to help middle school students cope with the problems faced in the world today. There are also a number of pamphlets, briefs, and other career information to which students have access. Please be assured that all conferences are held in strict confidence.

### **GRADES**

Grades shall be issued four times each year in all classes in all school. The following reporting code is to be used:  
A..... 90 - 100    B.....80 - 89    C..... 70 - 79    D..... 60 - 69    F.....0 - 59

### MID-TERM PROGRESS REPORTS/REPORT CARDS

Midway through each 9-week term, progress reports in each subject taken will be sent to parents or guardians indicating the quality of work being done by the student. Report cards are of automated form. These report sheets will be given out at the end of each nine week period as shown on the school calendar in the student handbook.

### PROMOTION, RETENTION AND PERFORMANCE-BASED GRADUATION STANDARDS

The Ocean Springs Instructional Management Program has sequential, planned instructions for all subject/grade levels. Minimum proficiency requirements are necessary for students to progress to the next higher level/grade.

A. Considerations for promotion are:

1. A minimum numeric average of 60 in current subject/grade level.
2. Potential for doing work in the next higher grade level.
3. Attendance
4. Willingness to complete work.
5. Mastery of the Ocean Springs Instructional Management Program at 60% mastery after re-teaching, re-testing.
6. Students must pass at least four major academic subjects; i.e. Math, English Science, Social Studies and Reading in 6<sup>th</sup> grade and Tech Prep in 7<sup>th</sup> and 8<sup>th</sup> grade.

The final decision to promote (or retain) a student will be a joint decision made by the teacher and principal based on the considerations listed above.

### TRANSFER OF RECORDS

A student's educational record will be forwarded upon request to any school in which the student enrolls. Permanent and cumulative records for individual students contain academic achievement and other required data and are collected, maintained, and disseminated in compliance with Mississippi Codes 37-3-49, 37-15-3, and the Family Educational Rights and Privacy Act of 1974 (see Appendix F). Student records will be transferred upon completion of all requirements set forth by Ocean Springs Middle School, including payment of outstanding fines.

### FEES

ALL STUDENTS.....AGENDA/DAILY PLANNERS.....\$6.00

The following schedule has been approved for Laboratory Fees: (Fees may be required for field trips)

Art.....\$8.00 (per semester)	Science 6, 7, 8.....\$8.00 per year
Physical Education....\$12.00 (uniform fee)	Locker Rental.....\$1.00 per year
PE Activity Fee (see P. 9). ....\$ 7.00	Replacement Lock.....\$4.50
GT Lab fee.....\$10.00	Band Maint. .... \$50.00

### CREDIT RECOVERY/SUMMER SCHOOL/EXTENDED SCHOOL

Extended school year/summer school/ Credit Recovery may be offered each year at Ocean Springs Middle School. These programs in the Ocean Springs Municipal School District are operated on a tuition basis, which must be paid for before attendance is permitted.

### PERMISSION TO LEAVE SCHOOL

Once a student arrives at school, the student is to remain throughout the entire day unless the student's parents, guardians or adults designated on the emergency procedure card personally sign the student out in the school's office for a designated time for that school day. This may not be done over the phone.

### CAFETERIA

The cafeteria in our school is for your benefit. The cafeteria is operated on a non-profit plan in cooperation with the State and Federal lunchroom programs. No fast food lunches are allowed in or outside of the cafeteria. Students will pay for their lunch and breakfast at one of four serving lines. **STUDENTS ARE NOT ALLOWED TO CHARGE.** Lunch or breakfast credits may be purchased in weekly, monthly, or yearly allotments either in person or at [www.myLunchMoney.com](http://www.myLunchMoney.com).



## HEALTH POLICIES REGARDING IMMUNIZATIONS

According to Mississippi State Law (Senate Bill #2650), it is now unlawful for any child to attend any public or private school including kindergarten unless the child has first been vaccinated against the diseases specified by the State Health Officials. This law is applicable to all children up through grade 12.

These vaccinations may be obtained at the Jackson County Health Department or at the office of your family physician. In all cases only certificates of vaccination issued on forms specified by the Mississippi State Board of Health will be acceptable by school officials for showing compliance with the Immunization requirements.

When a child enrolls at a school without having completed the required vaccinations, the local health officials (not school officials) may grant a period of time up to ninety (90) days for such completion, when in the opinion of the health officials such delay will not cause undue risk to the child, the school or the community. Under no circumstances shall a child be enrolled without first having had at least one (1) dose of each specified vaccine.

Any child not in compliance at the end of the ninety (90) days from the opening of the fall term of school must be suspended until in compliance, unless the health officials shall attribute the delay to lack of supply of vaccine or some other factor making compliance impossible.

A certificate of exemption from vaccination for medical reasons may be offered on behalf of a child by a duty licensed physician and may be accepted by the local health officer when in his opinion such exemption will not cause undue risk to the community. A certificate of religious exemptions will be offered on behalf of a child by an officer of a church or a recognized denomination. This certificate shall certify that parents or guardians of the child are bona fide members of a recognized denomination whose religious teachings require reliance on prayer or spiritual means of healing.

Parents whose children have previously been vaccinated at the County Health Department or at a physician's office still must obtain a certificate of vaccination for their children.

## SCHOOL HOURS

School opens at 8:05 a.m. and closes at 3:35 p.m. Tardy bells ring at 8:25 a.m. as well as five minutes after each class is dismissed. Only students that are detained in detention are to remain after 3:35 p.m. Students are not to be in the building after 3:45 p.m. unless they are participating in a school sponsored activity. **No unauthorized students are allowed on campus before 8:05 AM.**

## ATTENDANCE-ABSENCES FROM SCHOOL

Regular school attendance is important to the individual student, to the class or classes of which the student is a member, and to the entire school and community. Obviously, a student must be present for the teacher to teach him or her, but there are other reasons also. Regular attendance promotes a sense of identity and belonging for the individual student, helps the student experience success as pace is maintained with his or her classmates, and helps the student understand the important role education plays in preparing one for life. Regular attendance on the part of students prevents the teacher from having to take time that would be devoted to moving the entire class forward to help a student who has been absent "catch up". Attendance is important to the entire school and the community in that it is the measure by which state funds are allocated to the schools. No matter how many students are enrolled, it is the average daily attendance which is used to determine the number of teacher units and other support services which will be provided to individual school districts. Thus, the higher the average daily attendance, the greater the amount of funds which will be received from the state and the better the quality of programs that can be provided all students.

**A student is allowed two parental absences per nine week grading period.** Prior to or on the day of the absence, the parent must notify the Attendance Office by phone, in writing, or in person for the absence to be considered a parental excuse. If notification is not received prior to or on the day of the absence, the absence is considered unexcused.

All other absences require medical or legal documentation to be submitted to the School Attendance Office. Documentation must be submitted on the day the student returns to school for the absence to be considered excused.

If parental, legal, or medical documentation is not presented as required, the absence shall be considered unexcused. **The student will receive a grade of "0" for any graded work missed on the day of the unexcused absence.**

If a student is going to be absent for an extended period of time due to extenuating circumstances, the parent/guardian is required to notify the school in advance.

Notification of the school does not insure that the absences will be excused. If the parent/guardian does not contact the school prior to the absences, and the days missed exceed the allowed two parental excuses, the days exceeding the limit of two will be unexcused.

## Make-up Work

For excused absences, a student shall have two (2) days for each day's absence to complete missed assignments. It is the student's responsibility to initiate the necessary process with the teacher for making up missed assignments. (Example: A student is absent on Monday and returns to school Tuesday. Tuesday is the first day in which make-up work is to be done. The make-up work is due on Thursday when the student comes to class.)

## Unexcused Absences

The Ocean Springs School District follows the Compulsory School Attendance Law in reporting unexcused absences to the County Attendance Officer and the Department of Human Services.

An accumulation of unexcused absences may be one factor in determining promotion/retention of a student.

Refer to the Compulsory School Attendance section.

### MAKE-UP ASSIGNMENTS

During the course of the school year, students may become sick and unable to attend class. Regular class attendance is extremely important for the academic well being of students. If your child cannot attend school, learning should continue (to the degree possible under the circumstances) during his or her absence. If your child is absent from school for one day, you should check your child's agenda for class assignments that were made by the teacher. If your child is absent from school for two consecutive days, please call the Counselor's Office by 9:00 a.m. on the second day and request the assignments. We will send a note to the teachers, ask for updates to the assignments, and have that information ready for you to pick up by the end of that school day.

Absences from class that happen as part of official, school sponsored events (such as field trips) are not counted as absences. In these cases, *students should coordinate with their teachers in advance* to ensure that assignments are obtained, work is completed, and learning continues.

### REPORTING OF ABSENCES

If a student is absent, the parent or guardian must phone or personally go by the Attendance office to report the reason for the absence. The phone number for reporting attendance problems is **872-6214**. The office is equipped with an answering machine 24 hours a day.

**Documentation for illness (i.e., Dr. Appointments) is necessary.**

### TARDINESS CHECKIN AND CHECKOUT

The school opens at 8:05 a.m. daily with classes commencing at 8:25 a.m. Any late student must obtain a tardy slip from the Attendance Office. To be excused, a student must bring an appointment slip from a doctor or dentist. **Tardiness may result in disciplinary action by the teacher or principal.** Excess checkins or checkouts may result in disciplinary action.

### LOCKERS

Lockers with combination locks are provided. There is a lease fee of \$1.00 per lock per school year. The combination for the lock will be furnished to the student. If for any reason a student should be unable to open his/her lock, he/she should report to the office, and it will be opened for them. All students are urged not to reveal the combination of their locks to anyone. No one should at any time tamper with another's lock or locker.

All locker doors should be properly closed and the lock properly locked on said door at all times when depositing books and supplies. The school does not accept any responsibility for lost or damaged articles in lockers. In the event a lock is lost or stolen, the full replacement cost will be charged.

The lease fee of \$1.00 per lock is used for replacement of worn out locks and additional locks for lockers with the student enrollment increase. If a student loses a lock he/she must pay the full purchase price for the lock, which is \$4.50.

### CARE OF SCHOOL PROPERTY

As good citizens, students are expected to do their individual part in caring for the building and school grounds. This can be accomplished by each student using garbage cans, refraining from marking on walls, desks and tables, or on other property, picking up paper and other materials around campus. Open containers of food and/or drink shall not be permitted in the hallways or in the outside areas. Students should realize that littering, vandalism and maintenance due to abuse is a burden on the school district and that they are responsible for any damages they incur and will be required to pay for any damages they intentionally inflict.

### PARENTAL RESPONSIBILITIES: FINES AND PENALTIES, RECOVERY OF DAMAGES

#### PUBLIC LAW 37-11-53

- (1) All discipline plans of school districts shall include, but not be limited to, the following:
  - (a) A parent, guardian or custodian of a compulsory-school-age child enrolled in public school district shall be responsible financially for his or her minor child's destructive acts against school property or persons;
  - (b) A parent, guardian or custodian of a compulsory-school-age child enrolled in a public school district may be requested to appear at school by an appropriate school official for a conference regarding acts of the child specified in paragraph (a) of this subsection; and
  - (c) A parent, guardian, or custodian of compulsory-school-age child enrolled in a school district who has been summoned by proper notification by an appropriate school official shall be required under this provision to attend such discipline conference specified in paragraph (b) of this subsection.
- (2) Any parent, guardian or custodian of a compulsory-school-age child subject to the provisions of this section who refuses or willfully fails to perform any of the 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 Two Thousand Dollars (\$2,000.000).
- (3) Any public school district shall be entitled to recover damages in an amount not to exceed Twenty Thousand Dollars (\$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), who maliciously and willfully damages or destroys property belonging to such school district. However, this section shall not apply to parents whose parental control of such 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.
- (4) The provisions of this section shall apply only to acts committed on or after July 1, 1992.

### RESIDENCY VERIFICATION

This policy is adopted by the Ocean Springs School District based on the State Board of Education Policy on Verification of Residence as such was adopted on April 20, 1990. Definition of residence: The student physically resides full time, weekdays/nights and weekends, at a place of abode located within the limits of the school district.

### **STUDENTS LIVING WITH PARENTS OR GUARDIAN**

The parent or legal guardian of a student seeking to enroll must provide the school district with at least two of the items numbered 1 through 9 below as verification of their residence, except that any document with a post office box as an address will not be accepted. The parent/guardian must also provide custody paperwork in the form of a divorce decree, guardianship document, and/or other legal documents establishing custody for educational purposes if such paperwork exists.

1. Filed Homestead Exemption Application Form;
2. Mortgage Documents or Property Deed;
3. Apartment or Home Lease;
4. Utility Bills;
5. Driver's License;
6. Voter Precinct Identification;
7. Automobile Registration;
8. Food Stamp or Medicare Card
9. Affidavit and/or Personal Visit by a Designated School District Official;
10. Any other documentation that will objectively and unequivocally establish that the parent or guardian resides within the school district. In the case of a student living with a legal guardian who is a bona fide resident of the school district; Certified copy of filed Petition for Guardianship if pending and final when granted.

The Ocean Springs School District intends to enroll only those children who are qualified to be enrolled in the school district and to either deny enrollment or dismiss those students who have not qualified for failure to meet the conditions set out in the policy. In the event that good faith questions are raised about any student's eligibility to attend the Ocean Springs School district, the administrative designee to verify residency shall attempt to establish the student's residency and shall request additional documentation as may be required to satisfy the questions raised. If the verification of residency, as set forth in the policy, is not established, a notice of noncompliance will be sent to the home of the student giving notice that the student will be dismissed from school if proper verification of residency is not completed.

### **OUT-OF-DISTRICT STUDENTS**

The School Board's policy pertaining to out-of-district students is as follows:

1. Children of teachers and administrators who live out of district are accepted as long as said teacher or administrator teaches or supervises in the Ocean Springs Municipal School District.
2. No other student who lives out of district will be permitted to attend the Ocean Springs schools.
3. Students who move out of the Ocean Springs School District will not be eligible to attend the Ocean Springs schools.
4. Any student found to be in violation of this policy will be removed from school immediately.

### **MISSISSIPPI COMPULSORY SCHOOL ATTENDANCE LAW**

Mississippi Code 37-13-91

The School Board is committed to providing the students of the Ocean Springs School District a performance based educational program. The School Board believes that all children can learn and that their daily attendance enhances the educational process. Therefore, in accordance with Mississippi Code 37-13-91, the Ocean Springs School District is directed to enforce the Mississippi Compulsory School Attendance Law and shall apply the same standards to all students.

"Compulsory-school-age children" means a child who has attained or will attain the age of six (6) years on or before September 1 of the calendar year.

An "unlawful absence" is an absence during a school day by a compulsory-school-age child and is not due to a valid excuse for temporary nonattendance.

Each of the following shall constitute a valid excuse for temporary non-attendance of a compulsory-school-age child enrolled in school, provided satisfactory evidence of the excuse is provided to the superintendent of the school district or his/her designee.

1. An absence is excused when the absence results from the compulsory-school-age child's attendance of an authorized school activity with the prior approval of the superintendent of the school district or his/her designee. Such activities may include field trips, athletic contests, student conventions, musical festivals and any similar activity.
2. 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.
3. An absence is excused when isolation of a compulsory-school-age child is ordered by the county health officer or by the State Board of Health.
4. 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 member of a compulsory-school-age child shall include children, spouse, grandparents, parents, brothers and sisters, including step-brothers and step-sisters.
5. 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/her designee is gained prior to the absence, except in the case of emergency.
6. An absence is excused when it results from the attendance of a compulsory-school-age child at the proceedings of a court of administrative tribunal if such a child is a party to the action or under subpoena as a witness.
7. An absence may be excused if the religion, to which the compulsory-school-age child or such child's parents adheres, requires or suggests the observance of a religious event. The approval of such absence is within the discretion of the superintendent or his/her designee, but approval should be granted unless the religion's observance is of such duration as to interfere with the education of the child.
8. An absence may be excused when it is demonstrated to the satisfaction of the superintendent or his/her designee that the purpose of the absence is to take advantage of a valid educational opportunity such as travel including vacations or other family travel. Approval of such absence must be gained from the superintendent of the school district or his/her designee prior to the absence but such approval shall not be unreasonably withheld.
9. An absence may be excused when it is demonstrated to the satisfaction of the superintendent or his/her designee that conditions are sufficient to warrant the compulsory-school-age child's nonattendance.

Any parent, guardian or custodian of a compulsory-school-age child subject to the provisions of this policy who refuses or willfully fails to perform any of the duties imposed upon him or her under the provisions of this policy 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 the provisions of MS Code 97-5-39.

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 such child is eligible to attend or such child has accumulated ten (10) unlawful absences during a semester, the principal or school superintendent shall report such absences to the school attendance officer of the youth court or family court.

Mississippi Compulsory School Attendance Law requires that every child who has not reached the age of 17 prior to Sept. 1 shall be enrolled and regularly attend school for that school year. All unexcused absences will be reported to the Jackson County Youth Court, as required by law.

#### **RADIOS, TAPE PLAYERS, BEEPERS, AND OTHER ELECTRONIC DEVICES**

Radios, tape players, recorders, video games, CD player, MP3 players, etc. will not be allowed on school property during school hours. **These items will be confiscated. The student will be allowed to pick them up at the end of the day and will receive disciplinary action. Consequences will follow the usual discipline ladder procedures starting with a 2-hour after school detention.**

#### **CELLULAR PHONES**

**Cell phones are not to be used upon arrival on OSMS campus through dismissal.** If a cell phone causes a disruption within the school, it will be confiscated. The student will be allowed to pick up the cell phone at the end of the day and will receive disciplinary action. Consequences for cell phone use will follow the usual discipline ladder procedures starting with a 2-hour after school detention.

#### **BICYCLES/SKATEBOARDS/ROLLERBLADES/RIPSTICKS**

Students who ride bicycles to school must park them in the designated place that will be made known during orientation. One of the reasons for this is to aid you in protecting your property although the school cannot assume responsibility for lost, damaged, or stolen bicycles. You are also advised to lock your bicycle upon parking it.

**No skateboards, Ripsticks, skating, or rollerblading allowed on campus. Skateboards/Ripsticks will be confiscated and returned only to parents.**

#### **STUDENT VISITORS**

Due to class size, liability issues and school safety, it is the policy of the school to have no student visitors.

#### **VEHICLES ON CAMPUS**

Middle school students are not allowed to bring motor powered vehicles to school.

#### **ATHLETIC ELIGIBILITY RULES AND REGULATIONS**

The Mississippi State Activities Association does not allow 6<sup>th</sup> grade students to participate in interschool athletic events.

1. A student must be a 7<sup>th</sup> or 8<sup>th</sup> grade student before participating in middle school athletics.
2. All athletes must pass the previous year before being eligible to participate.
3. A student cannot participate more than 1 year on the same grade level.
4. A student cannot be 15 years old before September 1 of the year of participation.
5. A student must have 4 years of high school eligibility after his/her final years of participation in middle school.
6. Social promotion is not considered passing in so far as interscholastic athletics eligibility is concerned.
7. All coaches will present eligibility lists to the Principal and the Athletic Director 1 week prior to the first event.
8. Once a player participates with the highest team level he/she cannot return to a lower level.
9. Coaches must designate prior to the first game of participation what team level a participant will participate on. A player cannot be switched from one team to another after the first game of the season.
10. These rules and regulations are subject to conformity to the rules and regulations of the Middle School District IV Athletic Association.

#### **PHYSICAL EDUCATION REGULATIONS**

Physical Education students are required to purchase and use OSMS P.E. uniforms. Students should mark uniforms in order for them to be readily identifiable. Gym shoes will be worn at all times for health and safety reasons. Physical Education apparel, including shoes, will be left in the student's locker except when it becomes necessary for them to be carried home for laundering. Uniforms are required and must be purchased prior to classes starting. Limited rental uniforms are available at a price to be determined by the Physical Education Department. The activity fee is based on a minimum of seven (7) trips to the bowling alley and skating rink. This fee includes all expenses necessary to participate in these activities and transportation.

#### **LOST AND FOUND**

All articles found about the building and school grounds should be turned in to Lost and Found in the Office. If a student has lost an article, he/she should check Lost and Found for the article. Items remaining unclaimed will be donated to local charities.

### **TEXTBOOKS AND LIBRARY BOOKS**

Textbooks are furnished to each student free of charge by the state and local district. The state and local district own the textbooks, and the textbooks are furnished to the student for his/her use. Students should care for textbooks more carefully than they would their own, since they are furnished to them without charge. If a student loses a book, he/she must pay for it before he/she can receive another. If the lost book is found, the student will be refunded the cost of the book. The state law requires that teachers collect for damages to a book. A student is not eligible to receive a report card until all outstanding fines (textbooks, library, book/fines, fees) are cleared through the office. If a student loses a library book, he/she must pay replacement cost for the book. If the book is found, he/she will be refunded the cost of the book. The librarian will collect damages on library books if the books are damaged when returned.

### **FIRE DRILLS/SEVERE WEATHER DRILLS/SHELTER IN PLACE/LOCK DOWN**

Drills are held regularly during the school year to maintain order and efficiency. Teachers will serve as drill monitors for each period of the day. Emergency exit routes and drill procedures are posted in all corridors and classrooms. All students must remain with the group during the entire length of the drill. It is important that students remain orderly and follow any emergency exercise. A bell or intercom announcement will signal the end of the drill. Tornado or other severe weather drills will be announced over the intercom. Practice makes perfect! This may save lives later.

### **ADMINISTERING ORAL MEDICATIONS REGULATION**

Any student who is required to take **prescription** or **non-prescription** medication during regular school hours must comply with school regulations. Students may not carry medication, unless they have prior approval from the administration.

1. Written permission is to be provided by the parent or guardian requesting that the school district comply with the physician's order for all prescribed medication. The medication permission request form is to be filled out stating; name of medication, dosage to be given, time medication is to be given, number of days to be given, and any special instructions.
2. Long-term medication (longer than two weeks) is to be given to the student by the principal or designee, provided that the prescribing physician submits medication permission in writing.
3. Medication is to be brought to the school in a container appropriately labeled by the pharmacy or physician by the parent or guardian.
4. The principal will designate the staff member(s) to administer the prescribed medicine to the student.
5. A locked cabinet or drawer is to be provided for the storage of all prescribed medication.
6. Communication between the parent, school personnel and physician regarding the effectiveness of the medication administered during school hours is encouraged.
7. The principal or designee of the school will notify the parent or guardian as quickly as possible when the student taking the prescribed medication shows signs of having an adverse reaction to the medication. (The parent's current telephone number(s) should be available on the student's emergency procedure card which is located in the school office).
8. Asthma inhalers may be carried by students after documentation and approval by the office.

### **STUDENT ELECTION PROCEDURES**

All school elections will be conducted so that each student has the opportunity to cast a secret ballot. Challenges to elections must be filed with the principal in writing, specifying the questions of the results, within one week of the announcement of winners. Only the questioning candidate is eligible to file a challenge to an election. After a challenge has been filed, if the principal deems the challenge to be valid, the principal may order a recount. If a recount is granted, the recount will be done in the presence of the principal, the challenging candidate and the declared winning candidate. The final decision to determine the recount remains with the principal.

### **PURCHASES**

No organization, club, activity or student will make a purchase in the name of the school or for the school. Request for purchases must be made to the administration. The purchase will be made by school officials when the administration has given permission for such a purchase. **At no time shall students buy/sell items to /from other students on campus for non-school related purposes.**

### **FUND RAISING**

Individuals, classes, clubs or groups will not be allowed to sell or solicit funds, services, or items without the approval of the principal. Any request of this nature must be presented to the principal through the sponsoring teacher in writing stating for what the funds will be used, and when and where the solicitation will transact. All fund raising must be properly chaperoned and supervised by a member of the teaching staff. Parents or guardians are responsible for products or money that is lost, stolen, or unaccounted for.

### **CLUBS**

All school clubs are authorized to function after receiving permission from the Principal, Superintendent and School Board. Applications for charters should be delivered to the principal's office. This application should state the purpose and mission statement of the club.



## Teacher Support Teams

The primary purpose of the Teacher Support Team (TST) is to assess students' needs and design instructional interventions and strategies for those students who demonstrate learning and/or behavior problems that interfere with their success in the classroom and in the school environment.

The TST process is supported by the Mississippi Department of Education (MDE) State Board Policy Code 4300 entitled Intervention Process. MDE requires an instructional model designed to meet the needs of every student. The model is to 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.

Teachers use progress monitoring information to (a) determine if students are making adequate progress, (b) identify students as soon as they begin to fall behind, and (c) modify instruction early enough to ensure each and every student gains essential skills. Monitoring of student progress is an ongoing process that may be measured through informal classroom assessment, benchmark assessment instruments and large-scale assessments.

This process requires a broad range of competencies and shared responsibilities for educational planning so that all persons who have an interest in the student's success (teacher, administrator, parent and/or guardian) can cooperate and coordinate their efforts. It increases the clarity of teacher, staff, and home communication. The SAT process should be utilized throughout the school year to resolve issues, problems, or concerns related to the performance of students as identified by teachers, administrators, parents and/or guardians.

**It is important to note that the referral of a student for a child study to begin the State of Mississippi's process for consideration of a student for special services under the provisions of the Individuals with Disabilities Education Act (IDEA) should only be considered after all other appropriate instructional interventions and strategies have been implemented and the student continues to be "at risk" or if the student is obviously disabled.**

## SCHOOL BUSES TRANSPORTATION OF STUDENTS

As provided by law and local School Board Policy, transportation of pupils shall be provided for all pupils who reside one (1) mile or more from the school to which they are assigned. Transportation schedules and routes shall be established at the direction of the Superintendent and the Transportation Supervisor. State law mandated that students must ride to and from school on the same bus and enter and exit from the same bus stop. Exceptions to this rule may only be granted by the principal in writing after parental contact has been made and for emergency purposes only.

### SCHOOL BUS CONDUCT

While the law requires Ocean Springs School District to furnish transportation, it does not relieve parents/guardians of the responsibility for child's/children's conduct. In view of the fact that a bus is an extension of the classroom, the School Board shall require students to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. In cases when a child does not conduct himself/herself properly according to the bus discipline plan, such behavior/conduct will be brought to the attention of the building principal by the bus driver through the issuance of a bus conduct report. At this point, the student may be placed on the bus discipline ladder for his/her school. **OSMS bus discipline ladder: 1<sup>st</sup> offense –Written warning, 2<sup>nd</sup> offense -1 day bus suspension, 3<sup>rd</sup> offense – 3 day bus suspension, 4<sup>th</sup> offense – 5 day bus suspension.** If the student is a serious disciplinary problem, or a danger to himself/herself or to the safety of the other students, **he/she may have his/her riding privileges suspended immediately.** If a student exceeds three (3) bus suspensions, he/she may appear before the School Board for possible expulsion. In such cases, the parent(s)/guardian(s) of the child will be responsible for seeing that their child is provided transportation to and from school. The building principal will inform the parent(s)/guardian(s) of the misconduct and request their cooperation in the control of the child's behavior.

## OCEAN SPRINGS MIDDLE SCHOOL DISCIPLINE PROGRAM

Each teacher has developed and will explain to you their particular class rules and consequences for failure to follow these rules. The following is a list of severe disruptions and consequences which include being put on the discipline ladder.

### DISRUPTION OF CLASSROOMS

Students are encouraged to make sure they have all necessary items for the school day before leaving home. This includes lunch money, gym clothes, homework, textbooks, school projects, etc. It is disruptive to classes to call students to the office for these items. Therefore, we will only call students at designated times during the day when announcements have to be made pertaining to the entire student body. Students should refrain from visiting the classrooms of teachers not on the student's current schedule.

### SOCIAL BEHAVIOR

It is felt that a more academic atmosphere is created if students do not: escort boy or girl friends to and from classes; pair off and sit about the campus or in classes; hold hands or exhibit other acts of affection in public; or loiter in the yards or hallways between classes. Breaches of this policy may result in suspension from school.

# MISSISSIPPI SCHOOL SAFETY ACT OF 2001

## Summary

The Mississippi School Safety Act of 2001 is cumulative and in addition to the school district's existing authority regarding discipline of students. The Act recognizes the teacher as the authority in classroom matters regarding the school district's code of conduct. Pursuant to the Mississippi School Safety Act of 2001, a teacher may remove a student who, in the professional judgment of the teacher, is disrupting the learning environment. **If the removal is approved by the principal or assistant principal, the student may not be returned to the classroom until a conference has been held with the student's parent, guardian, or custodian.** During the conference, the disruptive behavior will be discussed and an agreement will be reached that no further disruption will be tolerated. The conference may be in person, by telephone, by e-mail, or other written communication.

Among other provisions, this act provides that a student 13 years of age or older may be subject to automatic expulsion on the third occurrence of habitually disruptive behavior during a school year. (Students under age 13 may be subject to expulsion for such conduct pursuant to other school policies and procedures.) For children under the age of 13, the district is now authorized to have a psychological evaluation performed on the child following a second act of disruptive behavior.

The term "**disruptive behavior**" means conduct of a student that is so unruly, disruptive or abusive that it seriously interferes with a teacher's or 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. The law defines such behaviors to include, but 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 the teacher.

The term "**disruptive behavior**" in the law refers to actions by a student which cause disruption in a classroom, on school property or vehicles, or at a school-related activity on more than two occasions during a school year, and to disruptive behavior that was initiated, willful, and overt on the part of the student and which required the attention of school personnel to deal with the disruption. After the third instance of such behavior, the child may be expelled.

After the second instance of behavior that is determined by the principal or designated administrator to have seriously interfered with the school environment, the parents/guardians will be contacted to help develop a behavior modification plan for the student.

The Mississippi School Safety Act of 2001 authorizes the district to use audio/visual monitoring equipment in classrooms, hallways, buildings, grounds, and buses for the purpose of monitoring disciplinary problems

Requirements imposed by federal law such as IDEA, Section 504, or the Protection of Pupil Rights Amendment (PRPA) supersedes any state statutory provisions.

## SEXUAL HARASSMENT

The policy of Ocean Springs School District is to promote and ensure a work environment where our employees and students are free from all forms of discrimination including sexual harassment. Conduct that is harassing to other employees or students will not be tolerated. Such conduct, whether committed by supervisors, non-supervisory personnel, school contractors, volunteers, or students is prohibited and is grounds for severe disciplinary action including termination or expulsion.

Every employee and every student, according to age appropriateness, of the Ocean Springs School District must be informed of this policy and information of the policy shall be made available to the parent or guardian of each student through the student handbook or other school notification. Administrators, supervisors, and teachers are responsible for helping to prevent and eliminate sexual harassment within the areas they oversee. If an administrator, supervisor, or teacher knows sexual harassment is or may be occurring, he or she must take immediate steps to see that the matter is addressed, even if the problem is not within their area of oversight. Supervisors must also ensure that no retaliation occurs against persons who complain of sexual harassment or who cooperate with sexual harassment investigations.

Sexual harassment is verbal, visual or physical unwanted sexual or gender-based behavior that occurs when one person has formal or informal power over the other when the behavior interferes with learning opportunities or creates and intimidating, hostile or offensive environment.

The fact that someone did not intend to sexually harass an individual is generally not considered a defense to a complaint of sexual harassment. In most cases it is the effect and characteristics of the behavior, not the intent of the person who is alleged to have harassed, that determines whether the behavior constitutes sexual harassment.

Sanctions: Sanctions for sexual harassment are consistent with Ocean Springs School District employment and student policies. Sanctions may include any of the following:

- ◆ Loss of school privileges
- ◆ Suspensions, probation, termination, or expulsion
- ◆ Change of class assignment
- ◆ Advice and counseling
- ◆ Required attendance at a sexual harassment training program
- ◆ Police involvement



## **POLICY JCA: STUDENT CONDUCT**

The term "minor" when used in any statute, shall include any person, male or female, under twenty-one years of age. MS Code Section 1-3-27

A student code of conduct, developed under the leadership of the district administration, and in cooperation with staff, will be made available and distributed to parents and students outlining student conduct expectations and possible disciplinary actions, including consequences for disorderly conduct, as required by the No Child Left Behind Act of 2001 (NCLBA). In addition, each school publishes a student/parent handbook detailing additional rules specific to that school.

Students in violation of Board policy, administrative regulation and/or code of conduct provisions will be subject to discipline up to and including expulsion. Students may be denied participation in extracurricular activities. Titles and/or privileges available to or granted to students may also be denied and/or revoked (e.g., valedictorian, salutatorian, student body, class or club office positions, senior trip, prom, etc.). A referral to law enforcement may also be made.

### **SECONDARY SCHOOLS**

The administration of the Ocean Springs School District is based on the theory that secondary students are young ladies and young gentlemen and, as such, should be capable of conducting themselves in accordance with accepted standards of conduct. Every student is expected at all times to keep in mind that his/her conduct should not interfere with others, rather that it should be an example to others.

The primary emphasis of the schools is to provide the best quality education for the boys and girls of the district. The school system feels strongly that a basic prerequisite for any successful instructional program is that a clear understanding of the operation is based upon the policies and resulting rules. Therefore, it is imperative that policies and resulting rules be understood and followed without exception.

### **HARASSMENT PROHIBITED**

The Ocean Springs School District affirms employee protection provided under Title VII, and therefore "shall not tolerate verbal or physical conduct by any employee, male or female, which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment."

The District's administrators may also take disciplinary action against a student for off-campus conduct occurring at any time that would have a detrimental impact on school discipline, the educational environment, or the welfare of the students and/or staff including but not limited to cyber-bullying, defamation, intimidation or other threatening behavior.

"Cyber-bullying" includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs through the District's computer network and the Internet, whether accessed on campus or off campus, during or after schools hours. In the situation that cyber-bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary actions shall be based on whether the conduct is determined to be disruptive of the educational environment or a detriment to students and staff. Administration may, in its discretion, contact law enforcement or other appropriate authorities.

### **SPECIAL EDUCATION STUDENTS**

Special education students are responsible for adhering to the same rules of conduct as non-disabled students. All special education students are entitled to a free appropriate public education, even those who have been suspended or expelled. Whenever a special education student is removed for disciplinary reasons from his/her current education setting and placed in an interim alternative setting, the setting must be one which enables the student to continue to participate in the general curriculum, to continue to receive those services and modifications described in the student's current IEP, and to receive services and modifications designed to address the student's behavior. The Director of Student Services or his/her designee should be contacted immediately when a special education student commits a violation of the rules of conduct which may result in the removal from the classroom by suspension or expulsion. All procedural safeguards described in the IDEA shall be followed whenever a special education student is disciplined.

As provided under Section 2 of Senate Bill 2506 (1999 Legislative Session), "Educational services for children with disabilities who have been suspended or expelled from school shall be provided based on the requirements of IDEA, applicable federal regulations and state regulations."

## **CODE OF STUDENT CONDUCT**

In compliance with MS Code 37-11-55, the Ocean Springs School Board has adopted the following code of student conduct. The code of conduct will be made available to all teachers, school personnel, students and parents of guardians at the beginning of each school year. Code of conduct includes grounds for disciplinary action; procedures to be followed for acts requiring discipline; and explanation of the responsibilities and rights of students with regard to attendance, respect for person and property, knowledge and observation of rules of conduct, the right to learn, free speech and student publications, assembly, privacy and participation in school programs and activities.

You are encouraged to read and develop a thorough understanding of the details presented in this document. In order to deter and minimize violations of the code of conduct, there is a need for cooperative relationships between student, parent, and school. The responsibilities of each are listed below:

### **PARENTS/GUARDIANS**

Keep in regular communication with the school concerning their child's conduct and progress.

Make efforts to ensure that their child is in daily attendance; report and explain any absence to the school.

Provide their child with the resources needed to complete class work. Assist their child in being well-groomed and in compliance with personal appearance regulations. Bring to the attention of school authorities any problem or condition which affects their child in the school community. Discuss report cards and work assignments with their child. Care for their child's physical well-being.

### **STUDENTS**

Attend all classes daily and on time. Be prepared for class with proper materials. Be respectful to all individuals and property. Conduct themselves in a safe and responsible manner. Be well-groomed and in compliance with personal appearance regulations. Abide by the rules and regulations set forth by the school and individual classroom teacher.

### **SCHOOLS**

Maintain an atmosphere conducive to learning. Exhibit an attitude of respect for students and parents.

Plan a flexible curriculum to meet the needs of all students. Keep an open line of communication between themselves, students, and parents.

**The Ocean Springs School District Discipline Program shall include:**

1. Rules for students who ride school buses, rules for the classroom and overall school behavior that are developed collaboratively among students, parents, teachers, administrators, and policy makers appropriate for each age group.
2. Student behavior objectives which will be consistent throughout the District.
3. Disciplinary rules and the consequences for disobeying them which are publicized via school bulletins, school assemblies, parent groups, and community organizations.
4. Special arrangements to advise new students and their parents of disciplinary rules.
5. Special awards and/or recognition for good citizenship.
6. Consistent enforcement of school rules with all due process provisions being implemented.
7. Records of disciplinary actions which affect individual students.
8. A procedure for notifying parents when their child is involved in serious or recurring disciplinary problems.

To this end, the School Board mandates each school to develop and implement the Ocean Springs School District Discipline Program as appropriate for each age group. To be included in each school's program shall be a discipline ladder with specific, progressive steps of consequences. Each step shall include contacting the child's parents or guardian to inform them of the infraction committed and how the child will be dealt with. The contact should include an explanation of the student's right to due process. Each step shall also include a period of probation after which, if no further infractions have occurred, the student is removed from the ladder. The final step of each discipline ladder shall be recommendation for expulsion by the School Board. Consequences at each step may include, but not be limited to: loss of privileges, detention, corporal punishment, in-school suspension, in-school suspension (Elementary K-8 only), out-of-school suspension, or recommendation for expulsion. Each school shall develop a list of infractions with the step that each infraction shall warrant.

Another aspect of the Ocean Springs School District Discipline Program that shall be implemented is the formation and display of classroom rules and consequences. A copy of these rules and consequences shall be sent home with every child to read by the parent or guardian of the child. Each set of classroom rules and consequences must be approved by the building principal and a copy kept on file the office. Any change in the rules of consequences during the school year must be sent home to the parent or guardian.

The Ocean Springs School District believes that a reward system is an integral part of the discipline plan. Rewards are positive reinforcements of good behavior that elevate citizenship to a higher level. Therefore, teachers will reward/award students in a meaningful manner when desirable behavior/citizenship is exhibited. Grievances are handled through normal channels of communications according to Board Policy (G).

**EXPECTATION OF BEHAVIOR**

**School in General:** Respect constituted authority and abide by school regulations. Avoid loud talking, whistling, running, pushing. Be in the correct area for appropriate grade level. Be a lady or gentleman at all times.

**Field Trips:** Behavior in class, at school, and on field trips will determine if students are allowed to participate in field trip activities.

**In the Cafeteria:** Enter the cafeteria as you would a restaurant in town. Do not run or push. Be as refined in your cafeteria table manners as you are in your own home. When you have finished throw all trash in the appropriate container. Excessive noise is not permitted in the cafeteria. No cafeteria products are allowed outside the cafeteria. No fast food lunches are allowed in or outside of the cafeteria.

**In the Media Center:** Develop an appreciation and respect for books. If this is done, you will naturally handle them with care. Be considerate of others by being silent for those who are reading. Follow the requests of the media specialists and cooperate with them.

**In the Corridors:** Do not run through the corridors or in or out of doorways. Do not stop traffic by stopping to talk with a group of friends. Do not push, but move through the corridors in an orderly manner like ladies and gentlemen. Do not make excessive noise in the halls during or between classes.

**SUSPENSIONS**

Students and parents may be required to appear before the School Board after the third suspension and/or twelfth day of suspension for review and possible expulsion from school. Parents may be required to attend an Administrative conference with their student upon completion of any suspension or isolation.

**IN-SCHOOL SUSPENSION PROGRAM (ISS)**

The In-School Suspension Program will be in a setting of isolation from all other school programs. Students in ISS during regular school hours are not to be in contact with any other students as long as they are in the Program. A contract is signed by the student informing them of the ISS rules prior to the placement. Students serving ISS may not attend the next school dance.

**OUT-OF-SCHOOL SUSPENSION (OSS)**

Students suspended out of school will receive credit for work missed during the suspension if they complete all of their make-up work.

**Parents may pick up assignments from the office after 3:00 pm on the first full day of suspension.** Make-up quizzes or other classwork will be made up at the teacher's convenience in a timely manner. Students suspended out of school are not allowed to participate in any school activity during the time of the suspension. Students suspended out of school will forfeit the right to attend field trips for the remaining days of the semester in which the suspension occurs.

**TOBACCO**

Any student who shall possess (either actual or constructive), use, carry, or sell cigars, cigarettes, chewing tobacco, skoal or any other form of tobacco product or tobacco paraphernalia while in school, on campus, on school grounds, upon school buses, on the road to and from school or during participation in or attendance at or travel to and from school sponsored events, activities, events and ceremonies shall be subject to the following disciplinary action:

- A. For a first offense, the student shall receive three (3) days ISI-In School Suspension or one (1) day OSS – Out of School Suspension.
- B. For a second offense, the student shall receive three (3) days OSS – Out of School Suspension.
- C. For a third offense, the student shall receive five (5) days to ten (10) days OSS – Out of School Suspension and may be recommended for expulsion.

**OCEAN SPRINGS MIDDLE SCHOOL DISCIPLINE LADDER**

- Step 1
  - a. Contact parents
  - b. Lunch duty, After School Detention (until 5:30), or punishment deemed appropriate by Administrator
  - c. Administrative Probation for 10 days
  
- Step 2
  - a. Contact parents
  - b. 1-2 days In-School-Suspension, or punishment deemed appropriate by Administrator
  - c. Administrative Probation for 20 days
  
- Step 3
  - a. Contact parents
  - b. 3-5 days In-School-Suspension or 1-2 days Out-of-School Suspension
  - c. Administrative Probation for 30 days
  
- Step 4
  - a. Contact parents
  - b. 3-5 days Out-of-School Suspension
  - c. Administrative Probation for 45 days
  
- Step 5
  - a. Contact Parents
  - b. Contact Proper Authorities
  - c. 5-10 days Out-of-School Suspension and/or Expulsion to Alternative Education Center

**SEVERE DISRUPTIONS**

Offense

Consequences Discipline Ladder

- 1. Open defiance of a staff member. . . . . Step 2-3-4-5
- 2. Profanity, or vulgarity (to include acts, gestures or symbols) directed at another person . . . . . Step 2-3-4-5
- 3. Use or possession of tobacco or tobacco related products at school-includes matches, pipes, lighters . . . . . See tobacco policy
- 4. Use, sale or possession of drugs or alcohol on school grounds or a facsimile thereof. . . . . See Drug/Alcohol Policy
- 5. Defacing or otherwise injuring property that belongs to the school district or other students plus restitution for damages . . . Step 2-3-4-5
- 6. Fighting at school or at school activities.....See fighting policy
- 7. Instigation of a fight or situation that results in harm or danger to other students.....Step 3-4-5
- 8. Use or possession of dangerous objects . . . . . Step 3-4-5
- 9. Use or possession of fireworks . . . . . Step 3-4-5
- 10. Improper behavior in the cafeteria or on the campus . . . . . Step 1-2-3
- 11. Improper behavior at assemblies or other school activities . . . . . Step 1-2-3
- 12. Stealing or possession of stolen property . . . . . Step 2-3-4
- 13. Cutting classes /Truancy. . . . . Step 2-3
- 14. Leaving campus without authorization . . . . . Step 3-4
- 15. Bullying, harassment, or intimidation of other students. . . . . Step 2-3-4-5
- 16. Action resulting in injury or endangerment of other students. . . . . Step 2-3-4-5
- 17. Threatening remarks toward students/teachers/staff could result in suspension/expulsion and a psychological evaluation may be administered before re-entry into the school system . . . . . Step 2-3-4-5
- 18. Other behaviors as designated by the administration . . . . . Step 1-2-3-4-5
- 19. Inappropriate use of a school computer..... Step 2-5

**DRUG AND ALCOHOL USE**

The Board of Education in recognizing the potential for increased use of alcohol, illegal or controlled drugs, or possession of drugs by students, approved the administrative inclusion of information in school curriculum that will assure that students are made aware of the physical and psychological dangers incurred through improper use of alcohol and drugs.

The administration will cooperate with the local, state, and federal agencies in the detection, prevention and prosecution of any and all possible violations. Unannounced visits and inspections by law enforcement officers and agencies for the detection of drugs and alcohol on school property is approved by the Board of Trustees.

For purposes of determining whether a pupil is under the influence of alcohol, school personnel shall have the discretion of making such determination by considering all circumstances. Legal intoxication as determined by blood alcohol content and as defined in Mississippi Code Annotated §63-11-1 et.seq., is not requisite to finding that a pupil is under the influence of alcohol. Upon reasonable suspicion of alcohol consumption, breathalyzer tests may be administered

Any student found to be in possession, under the influence, distributing or selling alcoholic beverages or illegal controlled and/or illegal prescription drugs shall be suspended out-of-school for 10 days and the principal may recommend the student for expulsion and charges may be filed with the local law enforcement agency.

**POSSESSION AND/OR USE OF WEAPONS**

No student shall have in his/her possession a knife, gun or other object which could inflict harm to persons, the building or equipment. If found guilty, after due process, violation of this policy shall result in suspension of a student. The principal shall suspend the student for a period up to 10 days and shall recommend the student for expulsion.

**FIREWORKS**

Possession or use of fireworks, stink bombs or smoke bombs constitutes endangerment of other students and will result in suspension or expulsion.

## **SEARCHES**

The right of inspection of students' school lockers is inherent in the authority granted school boards and administrators and should be exercised to assure that the school will exercise every safeguard to protect the well-being of all students. In an attempt to protect students from exposure to illegal drugs and dangerous materials, school lockers and other school property are subject to searches by the administration where there is a reasonable suspicion to believe that illegal and dangerous materials are present. If the principal of a building or his/her designee has reasonable suspicion to believe that a student has illegal substances and/or dangerous items or weapons in his/her locker, desk or automobile, or on his/her person, said principal or his/her designee has the authority to make a search of the appropriate object in order to discover the presence of said contraband.

When a search based on reasonable suspicion is conducted, the Administrator shall record all the reason(s) for believing a search is justified. The search should, when possible, be conducted in front of an adult witness and both the witness and the searcher should briefly record, in writing, what was: (a) said, (b) done, (c) found, and (d) at what time the search took place.

While it is not necessary, the student's consent to the "reasonable suspicion" search should be obtained, if possible, and the search conducted in the presence of the student.

In the event that illegal drugs or dangerous materials are present, the parents of the student, the police and the Superintendent shall be immediately notified.

## **FIGHTING-DISCIPLINARY ACTION**

Physical violence or fighting will not be tolerated on the school grounds, buses or at any school activity. Any physical struggle that includes an act of violence by one participant toward another will result in immediate disciplinary action. Also, any student who instigates or encourages a fight will be subject to disciplinary action. In the event there is an exchange of physical violence between two or more participants, all participating will receive disciplinary action.

The disciplinary action for fighting or physical violence, with the exception of the use of dangerous or destructive weapons, will be an automatic suspension of the student or students involved for five (5) days. The school principal will determine, based on the circumstances of the individual cases, whether suspension will be in-school or out-of-school suspension. Any student that fails to disperse during a fight is also subject to disciplinary action.

## **Policy Code: JDDA – BULLYING**

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

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

#### **I. DEFINITIONS**

Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits.

A "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, or on a school bus, or when it takes place off school property when such conduct, in the determination of the school superintendent or principal, renders the offending person's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole.

The Ocean Springs School District discipline policies and procedures recognize the fundamental right of every student to take "reasonable actions" as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassing. Furthermore, the Ocean Springs School District defines "reasonable action" as promptly reporting the behavior to a teacher, principal, counselor, or other school employee when subjected to bullying or harassing behavior.

## PERSONAL APPEARANCE PHILOSOPHY AND REGULATIONS

Dress and grooming codes are based upon certain sound foundations, not just arbitrarily selected and dictatorially enforced for no cause. Laws surrounding indecent exposure, conditions necessitating safety and personal well-being, health and sanitation are some of the basic fundamentals. Conditions conducive to learning must not be impaired because of temporary and individual fads. In order for students to be able to cope with even larger restrictions and responsibilities, they must learn while still in school to observe basic regulations set for the group as a whole. Keeping this total concept in mind and realizing a need to satisfy peer group desires for current fashion, the Board will make an effort periodically to restructure the dress and grooming code according to current conditions.

1. Any style of clothing tending toward immodesty in dress (to include spaghetti straps, bare midriffs, halter tops, etc.) will be prohibited. This includes T-shirts or jewelry of a suggestive nature which includes advertising cigarettes, alcohol, drugs and racial statements. Sleeveless shirts must have all shoulder areas at least 3" wide. Appropriate undergarments are to be worn at all times. Pajamas, bathing suits (tops and bottoms), and scrub suits are prohibited.
2. Shoes must be worn. Taps, rubber cleats and spikes are not permitted. Slippers are not acceptable.
3. Basketball jerseys and muscle shirts will not be permitted unless an undershirt is worn underneath them.
4. Shorts or skirts may be worn if the length is equal to the tip of the fingertips when the arm is fully extended downward. Pants and shorts must be worn above the hips, on your waist line, no sagging. Pants/ shorts must completely cover undergarments at all times.
5. Head-coverings, hats or bandannas are not to be worn on school property during normal school hours and may be confiscated.
6. Facial hair must be neatly trimmed.
7. Gang-related apparel is strictly prohibited because it interferes with the learning environment and conveys a message of violence, fear and intimidation. Spike necklaces or any other necklace that could harm the wearer or someone else are not acceptable. Necklace links must not exceed 1/4". Chains on wallets are prohibited.
8. Trench coats are prohibited due to safety concerns.
9. Any apparel conveying racial, sexual or inappropriate overtones may result in immediate removal from the classroom setting and possible suspension.
10. Outlandish hair color or style, face/body paint, lipstick, decorative chains, body piercing, tattoos, etc. will not be allowed.
11. Any jewelry, chains, body piercing that is deemed inappropriate, unsafe or distracting is prohibited and could result in suspension.
12. Book bags/ backpacks are to be placed in the student's locker when entering the school. The book bag/ backpack may be retrieved from the locker upon dismissal, unless otherwise indicated by the administration.
13. Anything not covered in the above regulations that are distracting to either a teacher or student should be brought to the attention of the administration. Students are allowed to dress in modest apparel; however, in order to ensure the personal appearance regulations are not exceeded, the administration will be asked to monitor these regulations and make necessary determinations concerning the inappropriateness of all jewelry, clothes and hair.





