

FOREWORD

It is the responsibility of parents and students to familiarize themselves with this Student Handbook, approved by the School Board, including official district policies with which you should be acquainted.

The handbook has been prepared by the staff of the Biloxi Public Schools as a guideline to procedures, policies, and practices governing the operation of our schools and the behavior of our students. Biloxi administrators and instructional staff members believe that it will help both parents and students to be properly informed about matters that concern all of us. Academic and extracurricular opportunities, routine day-to-day events and activities, disciplinary rules and consequences of misbehavior, accreditation requirements and special programs and services – all are part of this handbook, together with many other concerns which are clearly explained in the publication.

The School Board and the administration of the Biloxi Public School District work closely together to establish sound and reasonable goals for our schools, to anticipate district needs, and to provide an environment conducive to learning. The primary purpose of providing this handbook is to help make your school experiences in this environment more satisfying, because it will tell you what you need to know and what you need to do in order to make this year both pleasant and successful.

Biloxi Public Schools Strategic Plan "Excellence from all, for all."

- Goal 1: Ensure an understanding of and commitment to the Biloxi Public Schools vision of excellence.
- Goal 2: Provide consistent, quality instruction
- Goal 3: Communicate openly and honestly.
- Goal 4: Increase parental involvement in educational issues
- Goal 5: Provide permanent school facilities that support optimal student learning and development.

SPECIAL NOTES

A Letter to Parents/Guardians

The Biloxi Public School District has and intends to continue a zero tolerance policy for weapons and drugs on campus. This policy has been very effective in curtailing inappropriate behavior on campus and maintaining a safe atmosphere. In order that you may understand how serious the District is about this issue, this letter is being written to all parents/guardians to be discussed with their children.

"Zero tolerance" means that any child with a weapon will be recommended by the principal for expulsion by the School Board. A weapon is any item which can inflict harm, no matter how minor. Therefore, it does not matter that the knife is small or that it can inflict harm only with force. The word weapon may also include fake guns, toy guns, or knives, because fear of injury in a school is simply unacceptable. "Zero Tolerance" also applies to drugs as covered in pages 36-37 in the student handbook. (See "Student Conduct.")

Zero tolerance applies to everyone. It does not matter that your child is in elementary school or has other special circumstances. It does not matter that the weapon was mistakenly brought to school or something the child found on the way to school. It does not matter that it was never intended to do harm. This policy is very important to your child's education. Therefore, if you suspect that your child is unable to understand this rule, then you should check his/her book bags and pockets before leaving for school.

The Biloxi School District is proud of its students and their behavior; however, it believes that even one referral for a weapon is one too many. We know that with your help we can continue to provide an excellent and safe environment for all children in this district.

Prevention of School Violence Act - Copies of the Prevention of School Violence Act of 1994 are included in this handbook. The Act provides for penalties as specified related to weapons, assaults, drugs, and other matters of particular concern to parents, students, school employees, or other persons. Parents and students are responsible for compliance with the law and for familiarizing themselves with the consequences of violation of the law.

Students and News Media - The school district will publish the name and/or picture of a student in school publications or school-related articles or include students in other school-related news media programs unless prior requests have been made by a student's parent/guardian for exclusion of his/her child's name or picture from such publications or news media programs.

Emergency Operations - Because there are a number of school districts in Harrison County, parents and students need to be aware that announcements related to the dismissal or closing of the Biloxi Public Schools should not be confused with announcements related to the Harrison County Schools, which are in a separate district. Parents should listen to the local radio or television stations for announcements from the superintendent's office.

Absences/Tardies - It is extremely important for every student and parent to read the district's policies related to absences (see "Attendance" policy and "Tardies," pages 11 - 12). Students should make every effort to be present every day and not to be tardy to school or to class. Any questions related to absences or tardies should be referred to the principal immediately following enrollment. Excessive absences, tardies, and early check-outs will be reported to the school attendance officer.

Harassment - Harassment of or by employees in person or through written, telephone, or other communications, including but not limited to those acts which are sexual in nature, attempts to intimidate or harangue teachers or other employees, abusive, vulgar, or profane language directed toward an employee, physical threat or assault, etc., will not be tolerated by the Biloxi Public School District. In the event that such harassment occurs, the district will take appropriate action, including but not limited to filing of official complaints, seeking legal and law enforcement assistance, pursuing prosecution to the fullest extent permissible under the law, and termination of employment. This policy similarly applies to non-employee volunteers who work subject to the control of school authorities.

Bullying – The discipline policies and procedures must recognize the fundamental right of every student to take “reasonable actions” as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassing. Furthermore, the Biloxi School District defines “reasonable action” as promptly reporting the behavior to a teacher, principal, counselor, or other school employee when subjected to bullying or harassing behavior. Ref: SB1015; Miss. Code Ann. § 37-7-301 (e)

ANNUAL REPORT TO ALL PARENTS

The Federal Environmental Protection Agency (EPA) requires that on an annual basis each school district notify every parent and employee of the status of any asbestos in the school.

The Biloxi Public Schools completed the required re-inspection report. There was no major change in the report. A copy of this report is on file in the school administration office and is available to the public for review. This report will serve as the annual notification by the Biloxi Public School District.

BILOXI SCHOOL BOARD

Allison Buchanan	President
Keith Anderson	Vice-President
Loyce Searight	Secretary
Kenny Holloway	Member
Gavin Schmidt	Member
Gerry Cross	KAFB Liaison

SUPERINTENDENT OF EDUCATION

Arthur McMillan

DIRECTORY OF SCHOOLS

School	Address	Phone
<i>Grade Levels K-5</i>		
Gorenflo	771 Elder Street	436-5145
Jeff Davis	340 St. Mary Blvd.	436-5110
North Bay	1825 Popp's Ferry Road	435-6166
Popp's Ferry	364 Nelson Road	436-5135
<i>Grade Levels 6-8</i>		
Biloxi Junior High	1424 Father Ryan Avenue	435-1421
Pupil Accounting		435-2751
<i>Grade Levels 9-12</i>		
Biloxi High	1845 Richard Drive	435-6105
Pupil Accounting		435-6176
Athletic Department		435-6310
Career Technology Center		435-6318
<i>Alternative Education Grade Levels K-12</i>		
Lopez School	140 St. John Avenue	432-7783

Administration Office

160 St. Peters Avenue
Biloxi, MS 39530
Phone: 374-1810
Fax: 435-6289

DuKate Building

1445 Father Ryan Avenue
Biloxi, MS 39530
Phone: 436-5126
Fax: 435-6327

Biloxi Schools Website:
<http://www.biloxischools.net>

GENERAL INFORMATION

TERM I	August 6 – October 4
TERM II	October 7 - December 20
TERM III	January 7 - March 14
TERM IV	March 17- May 23
Labor Day	September 2
Columbus Day	October 14
Professional Development	October 15 (No Students)
Thanksgiving	November 25 - 29
Christmas	December 20 (end of school day) – January 7 (resume classes)
Martin Luther King Jr. Day	January 20
Mardi Gras	March 3 - 5
Professional Development	April 11 (No Students)
Spring Break	April 14 - 18

<u>Schools</u>	<u>Begin the School Day</u>	<u>End the School Day</u>
Biloxi High	7:10 a.m.	2:15 p.m.
Biloxi Junior High	7:45 a.m.	3:07 p.m.
Gorenflo Elementary	7:25 a.m.	2:25 p.m.
Jeff Davis Elementary	8:30 a.m.	3:30 p.m.
Lopez School (Alternative Education)	8:00 a.m.	2:15 p.m.
North Bay Elementary	8:30 a.m.	3:30 p.m.
Popp's Ferry Elementary	7:25 a.m.	2:25 p.m.

INFORMATION NOW (INOW)

Information NOW allows you to go online at any time and track your child's grades, attendance, and disciplinary history on a daily basis.

Login

To Obtain a login and the Web site to access your child's information, contact your child's school. When you have the login information:

- Open a Web browser window.
- Go the web site URL given by the school.
- Enter the User Name and Password. If you forgot your password, click the **Forgot your password?** link and follow instructions provided.
- Click **Login**.

The first time you log in, you may need to reset your password for security purposes. If so, enter the old password. Then enter the new password and retype it in the space provided. Click **OK** to save the changes.

STUDENT ARRIVAL AND DEPARTURE TIME

Students are not to arrive on the school campus prior to 30 minutes before the beginning of the school day, when teachers report for duty. The school will not assume responsibility for any students arriving on school grounds prior to stated time unless they are transported by school bus. Continuous disregard for this procedure may be reported to the Biloxi Police Department. Students are to leave the school campus at the end of the school day unless they are participating in a supervised school activity and under the direct supervision of a teacher. The school will not assume responsibility for any child remaining on campus after the end of the school day without approval. Parents should not leave or pick up students at the classroom door without a pass from the office, including the opening and closing of the school day.

VISITORS AND PARENT CONFERENCES

Parents and other visitors are always welcome but must first visit the office and receive a visitor's pass. Classes must not be disturbed. Parent-teacher conferences should be arranged by appointment for the time set aside each day immediately following the close of school or during a teacher's consultation period. Appropriate attire for parents is required.

Visitors may be permitted to visit the classroom with permission from the principal. Visitors who fail to do so may be referred to police officials.

Small children shall not be brought to school during classroom observation. Please disengage or mute all electronic devices, including cellular phones and pagers, in school buildings.

After the first week of school, parents cannot walk students to class in the morning (safety issue).

LEAVING THE CAMPUS

A student who leaves the school campus at any time must obtain permission from the principal and meet the requirements established under the check-out policy.

ADMISSIONS

1. In accordance with the laws of the State of Mississippi, in order to be admitted to kindergarten, students must be 5 years of age on or before September 1 of the current school year. First grade students must be 6 years of age on or before September 1 of the current school year. Certificates of Immunization and Vaccination are required upon entering school. (See Section on Immunizations and Vaccinations.) This affects all students in grades K-12.

"Compulsory-school-age child" means a child who has attained or will attain the age of six (6) years on or before September 1 of the calendar year and who has not attained the age of seventeen (17) years on or before September 1 of the calendar year; and shall include any child who has attained or will attain the age of five (5) years on or before September 1 and has enrolled in a full-day public school kindergarten program. Provided, however, that the parent or guardian of any child enrolled in a full-day public school kindergarten program shall be allowed to disenroll the child from the program on a one-time basis, and such child shall not be deemed a compulsory-school-age child until the child attains the age of six (6) years.

2. Kindergarten students must be potty trained before entering unless medical documentation is presented.
3. **A certified birth certificate** or documentation as permitted by law must be presented upon admission. The birth certificate must be from the Bureau of Vital Statistics or from the State Department for students born overseas. Hospital records, baptismal records, etc., will not be acceptable. The principal or his/her designee must verify the birth certificate. Telephone calls are not acceptable.

The principal shall require that a U.S. postal money order to the Bureau of Vital Statistics in the required amount be deposited for students who are unable to present a certified birth certificate upon admission, and the student will be enrolled on a temporary basis until the certified birth certificate is received by the school. Temporary enrollment will preclude official recording or release of grades.

4. Student must present an up-to-date immunization record. (See statement about Immunizations and Vaccinations following.)
5. If a student is transferring into a Biloxi school from a school accredited by a state or regional accrediting agency, an official transcript mailed directly from the office of the school previously attended will be required. A report card or transfer papers from the previous school attended will be used for temporary class placement.
6. Students transferring into a Biloxi school from a non-accredited school or home schooling must be given appropriate placement tests (grades K-8) as determined by school officials.
7. The student's Social Security number is required.
8. Upon completion of the registration process, the student may begin attendance the following day. (Note: Students are not permitted to register for school two days prior to the first day of school nor the very first day of school.)
9. Students moving into Biloxi who have already completed the current school year at another school will not be permitted to enroll for the remainder of Biloxi's current school year.
10. Students will not be permitted to enroll in the Biloxi Public Schools during the last ten (10) days of school.

Questions may be directed to the Director of Student Services, Biloxi Public Schools (228) 374-1810.

VERIFICATION OF RESIDENCE - REQUIREMENTS

As a result of the Residency Verification Procedure adopted as a policy of the Mississippi Board of Education on April 20, 1990, each parent or legal guardian or other adult with whom a student lives must provide to the school administration the following documents:

1. A copy of two of the following items of verification of residence. Two forms of verification of residency are required. One must be a current utility bill. No post office box address will be acceptable. These items must reflect a street address or designated road address. All documents must be for present residence only; documents for rental or other commercial property will not be acceptable. Documents must be approved by the Director of Student Services.
 - a. Current Driver's License
 - b. Apartment or home lease agreement
 - c. Mortgage documents or property deed
 - d. Affidavit of residence/home visit required
 - e. Current Voter Identification/address required
 - f. Keesler Air Force Base Housing assignment
 - g. Current Utility bills
 - h. Automobile Registration

All documents must be for current residence only. Your child may not attend school until your residence has been verified.

Should the school district receive a complaint regarding the residence of the student, it may take further steps to verify your resident including, but not limited to, follow up visits by school officials or the school attendance officer.

2. If you are the legal guardian/custodian of the student, you must also provide document titled "Letters of Guardianship" or a custodial court order issued by a judge appointing you as guardian.

NOTE: Any legal guardianship formed for the purpose of establishing residency for school district purposes shall not be recognized by the Board. (Legal reference: Mississippi Code Ann. Section 37-15-31.)

3. If you fail to provide the necessary documentation, your children will not be allowed to attend schools in the Biloxi Public School District. If you cannot meet the requirements for residency, you must meet with the superintendent or his designee to determine whether your children will be eligible for enrollment. No temporary enrollment will be processed.
4. If the Biloxi Public School District receives a complaint regarding the residence of a student, the district is required to take action to further verify residence, including but not limited to follow-up visits to the resident's address by school officials.

CONTACTING PARENTS

It is the parent's/guardian's responsibility to provide accurate and current telephone numbers which will permit school personnel to reach a responsible adult at all times. **The school must be informed of any changes in telephone numbers and addresses. Parents/guardians are advised that if a responsible adult cannot be reached after good faith efforts by school personnel, Harrison County Social Services and/or the District's Security Officer will be contacted.** All transportation (walkers, riders, and buses) changes must be made in writing by parent or guardian.

IMMUNIZATIONS AND VACCINATIONS

It is unlawful for any child to attend school without first meeting the State of Mississippi's vaccination requirements for diphtheria, whooping cough, tetanus, measles, mumps, rubella, polio, hepatitis B and varicella and completing the entire series within ninety (90) days. Every student in Kindergarten through Grade 12 must present a certificate of immunization compliance from his/her doctor or from the health department. This certificate of compliance must be presented in order to attend school, even though all shot records are now up-to-date on school records.

In order to secure this certificate of compliance, it will be necessary for the student to go to the Harrison County Health Department, the office of his/her family physician, or Keesler Hospital (for military dependents), taking with him/her all official shot records. Before a child can register, the CERTIFICATE OF COMPLIANCE must be presented. The validation of this certificate will become a permanent part of the student's records and will be valid through grade 12. REMEMBER: No student may register or attend school until this certificate of compliance has been received by the school. If the doctor signs the certificate indicating that other doses are necessary, the student will be given ninety (90) days to complete the required immunizations; if they are not completed at the end of ninety (90) days, the child by law must be suspended until compliance is achieved (suspension will begin immediately after the 90-day period).

Parents with primary custody shall complete the student locator card. In the event that the parent with primary custody and those on the locator card cannot be found in an emergency, the District may call the non-custodial parent.

MS SCHOOL ENTRY IMMUNIZATION REQUIREMENTS 2009-2010^a

The list of immunizations required is specified by the State Health Officer and is promulgated at least annually as directed by state statute. All vaccines are to be given at the appropriate age and intervals according to ACIP recommendations. The required vaccines are listed below.

Vaccine/antigen	No. of doses
Diphtheria, Tetanus, Pertussis (DTaP) ^b	5 ^c
Polio (IPV)	4 ^d
Hepatitis B	3
Measles, Mumps, Rubella (MMR)	2 ^e
Varicella (chickenpox)	2 ^f

- a – All children entering a Mississippi school (any grade) for the first time will be required to have the above listed immunizations. (This includes Pre-K 4 – 12th grade.)
- b – Children entering a Mississippi school after their 7th birthday not meeting the above DTaP requirements will need at least three (3) total doses of diphtheria/tetanus containing vaccine (Td). Tdap should be used as one of the three (3) diphtheria/tetanus containing vaccines, preferably as the first of the three (3) doses for children age ten (10) years and older.
- c – If the 4th dose is received on or after the 4th birthday, a 5th dose is not required.
- d – If the 3rd dose is given on or after the 4th birthday, a 4th dose is not required.
- e – With documented physician's diagnosis of previous infection with measles, mumps and rubella disease or serological confirmation of immunity to measles, mumps and rubella, the vaccine is not required.
- f – Beginning 2009-2010 school year, all children entering school for the first time will be required to have two (2) doses of the varicella-containing vaccine or a history of typical varicella. If there is a history of chickenpox, the vaccine is not required.

COMMUNICABLE DISEASES

<u>DISEASE</u>	<u>EXCLUSION FROM SCHOOL</u>
Chicken Pox	7 days after eruption appears or until vesicle becomes dry
German Measles	4 days after onset of rash
Red Measles	7 to 10 days after onset of rash
Mumps	9 days after glands swell
Hepatitis	Clearance by Physician
Mononucleosis	Clearance by Physician
Conjunctivitis (Pink eye)	Until under proper treatment
Impetigo	Until under proper treatment
Pediculosis (Lice)	Until nits are gone
Ringworm	Until under proper treatment
Scabies	Until under proper treatment

***NOTE:** The principal may require a written note from the student's family doctor or public health department for a student returning to school after having a communicable or infectious disease.*

**No student will be allowed to bring medicine to school
(please see "Medication" in the student handbook).**

ATTENDANCE, GRADES K-5

1. 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 if a compulsory-school-age child has accumulated five (5) absences during the school year, the principal or superintendent is required to report such absences to the Mississippi Office of Compulsory School Attendance and Enforcement.
2. Parents of a compulsory-school-age child who has not been enrolled in school within thirty (30) calendar days after the first day of the school year of the public school which such child is eligible to attend are subject to prosecution under the Mississippi Compulsory School Attendance Law.
3. Parents are responsible for calling the school when a student is absent. Upon the student's return to school, a written statement should be presented to the teacher. After a student has been absent for more than five (5) school days per term or a cumulative total of ten (10) school days per semester, written verification from a physician regarding an illness or injury or a substantiating statement regarding a death or other required written verification must be presented within five (5) days of the absence. Additional verification may be required if it is deemed appropriate.
4. After a student has been absent from school for five (5) consecutive school days, the child may be dropped from the rolls unless the school has been notified by the parent or legal guardian as to the cause of absence.

5. Absences from school may be excused provided the parent or legal guardian provides the school with a written note or Doctor's excuse. The parent's note verifies and excuses the student's absence (only three per semester are allowed anything beyond that will be unexcused). The parent's note must be provided within five (5) school days of the absence and include: student's name (printed), date of the absence, parent/guardian's name, phone number, reason for absence, parents/guardian's signature. IF THE NOTE IS NOT RECEIVED WITHIN FIVE (5) DAYS OF THE ABSENCE, THE ABSENCE WILL BE CONSIDERED UNEXCUSED.
6. Family or organized trips (i.e., non-school-related, athletic, vacations, reunions, business trips) that cause a student to exceed ten (10) school days in a semester are not considered lawful absences.
7. When claiming the death of a family member as a lawful absence, the family member must be a close family member. Close family would be father, mother, sister, brother, legal guardian, legal foster parent, grandfather, grandmother, stepfather, stepmother.
8. School is required by law to report a child's attendance when he/she reaches five (5) unlawful absences.
9. Twelve (12) unlawful absences in a school year can result in charges being filed against a parent for educational neglect and/or truancy charges against the student. The following reasons for absences are permitted by law: medical appointments, documented legal reason, death or serious illness in the immediate family, observance of religious event, injury or physical illness, and authorized school activities. Acceptable documentation by a doctor, school nurse, dentist, court official, or clergy will be required and must be written on that individual's stationery. An obituary documenting the death of a close family member is acceptable. (See #6 above.)
10. School districts are required by law to report these excessive absences to the State Attendance Officer. Out-of-school suspensions will be reported to the school attendance officer.
11. A child who arrives after the scheduled beginning time for the morning or afternoon session will be counted tardy.
12. A student shall be subject to retention if he/she misses twenty (20) days or more during the school year.
13. When a child arrives after school begins, he/she must be accompanied by a parent, legal guardian, or parent's designee to sign in student.
14. Failure to comply may result in appropriate disciplinary action and referral to the District's Security Officer.
15. Recognition for attendance shall be determined by individual schools.
16. Appeal Committee for Excused Absences - The duties of this district-level committee will be to review requests made in regards to school absences for specific events related to scholarships, academics, leadership. Parents/guardians will be required to present information to the committee that justifies this request. If the request qualifies, documentation must be submitted after the event for final approval.
17. An absence is excused when it results from the attendance of a compulsory-school-age child participating in official organized events approved by the superintendent or his designee. The official organized event must be provided in writing to the superintendent or his designee prior to the event for approval. Contact school principal for official organized event list.

18. An "unlawful absence" is an absence for an entire school day or during part of a school day by a compulsory-school-age child, which absence is not due to a valid excuse for temporary nonattendance. For purposes of reporting absenteeism, if a compulsory-school-age child has an absence that is more than thirty-seven percent (37%) of his/her instructional day, as fixed by the school board for the school at which the compulsory-school-age child is enrolled, the child must be considered absent the entire school day. Days missed from school due to disciplinary suspension shall not be considered an "excused" absence under this section.

TARDIES/CHECK-OUTS

Excessive absences, tardies, and early check-outs will be reported to the school attendance officer and may result in disciplinary action, which shall be determined by individual schools.

HOMEBOUND PROGRAM -- PROCEDURES FOR PLACEMENT

The Homebound Program is an instructional program for students who because of severe disabilities or chronic illnesses are unable to attend school for extended, long-term periods or for other reasons as approved by the Board of Trustees for the education of students not in the normal academic program. Only the superintendent, his/her designee, or the Board of Trustees may determine the student's eligibility for homebound services. No principal or teacher or any other staff person shall have the authority to place a student in the Homebound Program. For application and information on homebound services, contact Student Services (228-374-1810).

LATE ENTRANCE

A student residing in the Biloxi Public School District at the beginning of the school year who is not attending another school and who enrolls after the first day of the school year in the Biloxi Public Schools must make up all work missed because of late enrollment. All make-up work due to late enrollment must be completed by the end of the current term.

STUDENT CHECK-OUT POLICY Grade Levels K-5

In order to provide for the best welfare of each student and the school, the following check-out policy has been adopted:

When a student becomes ill or an emergency arises during the regular school day which may warrant early dismissal, the student must report to the office. Before the student may be released from school, a parent, legal guardian, or person authorized by a parent must come to the school office and sign the student out.

A student will be released for a doctor's appointment, dental appointment, or other just reason when the parent, legal guardian or person authorized by the parent comes to the school and signs the student out.

For the safety of students, check-outs must be made 30 minutes prior to dismissal. Students will be released only to authorized persons. Those individuals that are authorized to pick up the student will be the only ones allowed to do so and they will be asked for picture identification. A picture ID is required for all checkouts.

COMPLIANCE POLICIES

The Biloxi Public School District is in compliance with Title VI of the Civil Rights Act of 1962, including regulations to vocational education, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Family Educational Rights and Privacy Act of 1974.

District's policy assures that no one shall, on the grounds of race, color, age, religion, national origin, sex, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the school. The vocational department encourages males and females to enroll in nontraditional classes and to train for nontraditional jobs. Copies of the Title IX policy of the Educational Amendments of 1972 and the Family Educational Rights and Privacy Act of 1974 are available in the principal's office in each school building upon request.

The name and address of the local Title IX Coordinator is Mr. Eddy Pierce, P.O. Box 168, 160 St. Peters Avenue, Biloxi, MS 39533; telephone 374-1810.

It is the policy of the Biloxi Public School District not to discriminate against any otherwise qualified individual with disability, solely by reason of his/her disability, in admission or access to, or treatment or employment in, any program or activity sponsored by this school corporation.

Inquiries regarding compliance with this policy should be directed to the Section 504/ADA Coordinator or to the Office for Civil Rights, U.S. Department of Education, Washington, D.C.

The name and address of the Coordinator of Section 504 of the Rehabilitation Act of 1973 is Mr. Steve Huckaby, P.O. Box 168, 160 St. Peters Avenue, Biloxi, MS 39533; telephone 435-4600.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
NOTIFICATION OF RIGHTS UNDER FERPA

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

- (1) The right to inspect and review the student's education records within forty-five (45) days of the day the school principal receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school principal will make arrangements for access and notify the parent or eligible student of the time and place where the record may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when the school is notified of the request for a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school system to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

DIRECTORY INFORMATION NOTICE

The school may disclose certain information, known as directory information, in its discretion without consent. Directory information is generally not considered harmful or an invasion of privacy if released. Directory information may be disclosed to entities such as outside organizations that manufacture class rings or publish yearbooks. In addition, two federal laws require schools receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings – unless the parents or students have advised the school that they do not want the student's information disclosed without their prior written consent.

Parents or eligible student may refuse to let the school release any or all of this information. If you do not want this information released, you must send written notice annually to the principal within thirty (30) days of the first official school day of the year. If a student registers after the first official school day, the notice must be sent within thirty (30) days of the student's registration. The following information regarding students is considered directory information: (1) name, (2) photo, (3) e-mail address, (4) home address, (5) telephone number, (6) date and place of birth, (7) major field of study, (8) participation in officially recognized activities and sports, (9) weight and height of members of athletic teams, (10) dates of attendance, (11) degrees and awards received, and (12) the most recent previous education agency or institution attended by the student.

In the event you have a question or concern about student records or the law, please contact the Special Education office at 435-4600.

CUSTODIAL PARENTS

If you are the legal guardian of the student through the courts, you must provide documentation officially appointing you guardian/primary physical custodian or a copy of your most recent divorce decree for examination by school officials. The Biloxi Public Schools will be responsible for issuing report cards, progress reports, and other necessary reports only to the custodial parent (defined as the parent with whom the student resides during the school year). Copies of report cards will be given to non-custodial parents upon written request to the principal, accompanied by a self-addressed envelope.

FREE SPEECH

The District recognizes a student's right to free speech provided it is exercised in a manner which is not prohibited by law nor disrupts the educational process.

TRANSFERS, CHANGES OF ADDRESS

1. The principal may release Biloxi Public Schools education reports or records when an official written request is received from the school district to which the student is transferred.
2. A parent or legal guardian has the right to review his/her child's school records.
3. A student leaving the Biloxi system may obtain a record of the student's work to date for the current term. Reports may be held if the student has any indebtedness to the school (lunchroom, workbooks, library, textbooks, damages, etc.).
4. In-District: A student who moves from one school zone to another in the Biloxi Public School District shall not be permitted to continue attendance in his/her present school after the semester ends. Zone exceptions requested by parents for child care reasons (before and/or after school) will be considered on an individual basis. Because circumstances and needs vary from family to family, those interested in requesting a zone exception for child care reasons should contact the Director of Student Services at 228-374-1810, extension 1125, for further information.
5. Out-of-District: All students enrolled in the Biloxi Public Schools after the beginning of the school session who move outside the district at any time during the school year must withdraw from the Biloxi Public Schools immediately or apply for tuition status. Under some circumstances, tuition status may not be granted.
6. Any student who moves during the school year must record the change of address with the principal in the main office. Any change of telephone number must be corrected in the same manner. **In order to be able to contact or locate parents/guardians in a timely manner, it is the responsibility of the parent/guardian to be sure that addresses and telephone numbers on student locator cards are accurate and up-to-date.** (Also see page 9, "Contacting Parents.")

WITHDRAWALS

In grades K-12, if a student withdraws during the last two weeks of the school year and moves out of the district, the student will receive grades in progress to be presented to his/her new school. **No examinations will be given ahead of time.** School officials should be notified one school day prior to the withdrawal of any student. A parent must come to the principal's office and officially withdraw the student. All books and fines must be cleared before official withdrawal is completed and the academic record is cleared.

PARTIES

In the elementary schools, K-5, parties are permitted only at Christmas and Valentine's Day. (policy JHD)

CAFETERIA

Breakfasts and lunches are served each day in all Biloxi schools. Prices for breakfasts and lunches will be subject to change during the school year.

At a time designated by the principal, a snack will be provided for all kindergarten students. The snack will be provided free-of-charge.

Free and reduced price breakfasts and lunches are available for those who apply and qualify.

All students will be required to pay full price for meals until written notification is received.

Milk may be purchased by any student in the cafeteria.

Students will not be permitted to take food out of the designated eating areas. Students who bring their lunches to school may eat in the cafeteria.

Please note that glass containers are not permitted on the school campus.

No credit will be extended for breakfasts or lunches by the Food Service Department.

The system used in identifying student meal status will be the number system. The concept of the number system requires that all students be assigned a certain coded number for the school year enabling each student to eat breakfast and lunch in the school cafeteria.

Students may pay in advance for lunch at a place and at times designated by the principal for this purpose. Students may also pay in advance on a weekly, bi-weekly, and monthly basis.

In accordance with federal regulations, the "Offer vs. Serve" policy is in effect for all students. This policy allows students to select three different food items of the five food items offered on the menu. Students may choose to select three, four or five of the items offered. Students must choose at least three different items of the five food items offered. Selecting fewer than the five items offered does not relieve the student from paying the full price of the meal.

In compliance with federal regulations and State Board of Education rulings and the Biloxi Public School District's Wellness Program, efforts will be made to aid students in developing healthy nutritional habits, assure that sanitary food practices are maintained, and support a sound financial status in the school feeding program. The following regulations will be observed.

No food items will be sold on campus one hour before the beginning of any meal service period and until the end of the last meal service period.

No food deliveries from fast food commercial establishments will be received or consumed in the cafeteria dining room during serving periods.

Food items offered for extra food sales by the Child Nutrition Program shall be only those foods which are components of the federally approved meal patterns. The only exceptions to this regulation are milk products.

With the exception of milk products, a student may purchase individual meal components (extras) only after the full meal unit has been purchased.

Foods of minimal nutritional value are not allowed in the cafeteria during meal service periods. These foods include, but are not limited to, carbonated drinks and frozen desserts that contain less than 50% full strength fruit juice.

Vending machines are allowed on school campuses at the discretion of the school principal, provided the contents of the machines are not in competition with the Child Nutrition Program and are operating in compliance with federal, state, local regulations and the District's Wellness policy. At no time are students permitted to use vending machines in teachers' workroom.

SNACKS

The Biloxi Public School District will provide and accept snacks in compliance with the district's wellness program.

APPEARANCE OF BUILDINGS AND CAMPUS

Taking pride in one's surroundings is good training in citizenship. The school buildings and the campus can be kept attractive with the cooperation of students and all school personnel. Trash and empty paper cups should be deposited in containers, and rest rooms should be kept clean.

PURCHASES

All purchases for school district purposes will observe the purchase order process. Before a purchase order can be issued, prior approval must be secured by means of a requisition being signed by the principal/supervisor and the appropriate administrator designated by the Superintendent. Only authorized (budgeted) staff members may originate requisitions for school purchases.

A purchase order signed by the purchasing agent will be issued once requisitions have completed the approval process. A copy will be sent to the vendor, the district warehouse, the accounts payable department and the purchasing department. All purchases will be received through the warehouse. Purchases made without an approved purchase order or purchases received without processing through the warehouse will become the personal obligation of the purchaser.

SUPERVISION-TELEPHONE

Students will be called from class only in cases of emergency as determined by school officials. School telephones are for school business only, and students will not be permitted to use school telephones without permission.

Telephone messages shall not be delivered to students in classrooms. Students are not allowed to use classroom telephones during the school day.

PARENT-TEACHER ASSOCIATIONS/PARENT-TEACHER ORGANIZATIONS

Close cooperation between home and school is fostered by the Parent-Teacher Associations which are active in every Biloxi school. Parents are encouraged to join the P.T.A./P.T.O. and to attend meetings.

FLORAL DELIVERIES/GIFTS, ETC.

If floral arrangements or other gifts are delivered to the school they will not be accepted.

INSTRUCTIONAL PROGRAM

ACCREDITATION

Biloxi schools hold advanced accreditation by the Mississippi Commission on School Accreditation. The Biloxi Public School District is a member in good standing of the Southern Association of Colleges and Schools (AdvancED), an international accrediting commission. Biloxi High School holds membership in the National College Boards.

MISSISSIPPI CURRICULUM CONTENT ASSESSMENT SYSTEM

- I. K - 2 Assessment
 - Informal, developmentally-appropriate diagnostic assessments
 - Individually administered by classroom teacher
- II. Grade Level Testing Program (GLTP)
 - Mississippi Curriculum Test (MCT-2)
 - Grades 3 - 8
 - Criterion-referenced tests
 - Language Arts, and mathematics
 - Science assessments in grades 5 and 8
- III. Subject Area Testing Program (SATP)
 - Algebra I, Biology I, U.S. History from 1877, and English II multiple choice
 - All students entering the 9th grade for the first time must pass all four tests in order to earn a regular high school diploma.
- IV. Mississippi Career Planning and Assessment System (MS-CPAS)
 - Vocational testing
 - Workplace readiness (ACT WorkKeys)
 - Occupation-specific
- V. National Assessment of Educational Progress (NAEP)
 - Required every two years for Title I funding
 - Assessment for grades 4, 8, and 12 in reading, mathematics, science, and foreign language.
 - School sampling

TEXTBOOKS

Textbooks are supplied by the school to the student on a loan basis. Since these books remain the property of the school district, defacement or abuse of books will result in the assessment of a damage fee. If textbooks are not returned or paid for, grades will be withheld, and students may not be allowed to register for attendance during the coming school year.

In cases where books are lost or damaged to a degree that will prevent further use, the student will be charged as established under district policy.

END-OF-YEAR RESPONSIBILITIES

It is imperative that every student meet all end-of-the-school-year responsibilities, including all classroom assignments and return of all textbooks.

In addition, the student must also ensure that his/her record is clear of any deficiencies. Library, cafeteria, and textbook fines must be paid, and all funds raised by students participating in school support groups, including P.T.A./P.T.O. fundraisers, must be turned in. Failure to clear the student's record will result in his/her not being permitted to receive report cards or have his/her records processed for promotion or registration for the coming year.

GRADING REQUIREMENTS

In grades 1-5, a minimum of three (3) major grades per term in reading and three (3) major grades per term in math must be recorded in the grade book records. A single language arts grade will be comprised of English, spelling and writing (composition). The language arts grade will consist of a minimum of three (3) major test grades per term in the grade book records for each of the subcategories: English (3 test grades), spelling (3 test grades), and writing/composition (3 test grades). In grades 3-5, a minimum of three (3) major grades per term in science and three (3) major grades per term in social studies must be recorded in the grade book records. These grades must reflect performance in major units /special projects/unit tests. A minimum of three (3) activity grades must be recorded each term in all subject areas: reading, math, English, spelling, writing/composition, science, and social studies.

COMMON TERM ASSESSMENTS (CTAs)

At the end of each term, Common Term Assessments (CTAs) are administered. CTAs are comprehensive exams that cover the objectives taught that particular term. CTAs count as 10% of the overall grade for students in grades 6-12 and 5% for students in 2nd through 5th grades.

RETEACHING/RETESTING

A student will be allowed to retest within 10 days of receiving his or her test grade. Students must be given the opportunity to retest on major/unit tests provided by the teacher. Term tests will not be retested. Students will be required to meet with teachers before or after school or during designated times throughout the school day. The meeting times will be left to the discretion of the classroom teacher. Students must complete tutorial sessions that cover skill assignments within that 10-day period.

The number of times a student is permitted to retest will be limited in order to avoid complacency about studying/paying attention the first time. Students that fall into tier/Sped/504 categories would be an exception.

TEACHER SUPPORT TEAMS

The Biloxi Public School District shall require an instructional model designed to meet the needs of every student. The model shall consist of three tiers of instruction.

Tier 1: Quality classroom instruction based on MS Curriculum Frameworks.

Tier 2: Focused supplemental instruction

Tier 3: Intensive interventions specifically designed to meet the individual needs of students

Teachers should 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.

If strategies at Tiers 1 and 2 are unsuccessful, the students must be referred to the Teacher Support Team (TST). The TST is the problem-solving unit responsible for interventions developed at Tier 3. Each school must have a Teacher Support Team implemented in accordance with the process developed by the Mississippi Department of Education. The chairperson of the TST shall be the school principal as the school's instructional leader or the principal's designee. The designee may not be an individual whose primary responsibility is special education. Interventions will be:

- Designed to address the deficit areas:
- Research-based
- Implemented as designed by the TST;
- Supported by data regarding the effectiveness of interventions.

After a referral is made, the TST must develop and begin implementation of an intervention(s) within two weeks. No later than eight weeks after implementation of the intervention(s) the TST must conduct a documented review of the intervention(s) to determine success of the intervention(s). No later than 16 weeks after implementation of the intervention(s), a second review must be conducted to determine whether the intervention(s) is successful. If the intervention(s) is determined to be unsuccessful, then the student will be referred for a comprehensive assessment.

In addition to failure to make adequate progress following Tiers 1 and 2, students will be referred to the TST for interventions as specified in guidelines developed by Mississippi Department of Education if any of the following events occur.

- A. Grades 1-3: A student has failed one (1) grade;
- B. Grades 4-12: A student has failed two (2) grades;
- C. A student failed either of the preceding two grades and has been suspended or expelled for more than twenty (20) days in the current school year, OR
- D. A student scores at the Minimal level on any part of the Grade 3 or Grade 7 Mississippi Curriculum Test.

Referrals to the Teacher Support Team must be made within the first twenty (20) school days of a school year if the student meets any of the criteria A-D stated above.

REPORT CARDS

Report cards will be issued following the end of each nine-week term. Grades will be recorded for academic work, and written comments will be made for school behavior. Grades will be awarded on the basis of student performance.

- A. The Biloxi Public School District will accept transfer students and award credit for grades earned during the school year if the student is enrolled in the Biloxi schools for at least twenty (20) school days. A student enrolled in a Biloxi school for less than twenty (20) school days will receive an Incomplete grade, except for those students transferring into the Biloxi school system whose grades in progress at a previous school are sent to the principal's office. Grades in progress will be averaged with grades received while in attendance in the Biloxi Public Schools.
- B. A student shall not be permitted to enroll in the Biloxi Public Schools during the last ten (10) school days of the school year.
- C. When claiming the death of a family member as a lawful absence, the family member must be a close family member. Close family would be father, mother, sister, brother, legal guardian, legal foster parent, grandfather, grandmother, stepfather, stepmother.

- D. When course work is not completed due to absences, an incomplete grade will be recorded on the report card. Make-up work must begin at a time arranged by the teacher.
- E. A student withdrawing from school prior to the last day of the grading period will not receive a final grade, but will receive grades in progress for that term. (See "Withdrawals.")
- F. Examinations will not be administered prior to the regularly scheduled time.
- G. In order for students to receive term, semester, or yearly grades, all course or grade level requirements must be met.
- H. Students will be required to take report cards home and to have parents or legal guardians sign the report cards, which must be returned to teachers on the following day.
- I. A checklist will be used to record the progress of kindergarten students

GRADES 1-5	RUBRIC
A 90 - 100	1 - Unsatisfactory
B 80 - 89	2 - Needs Improvement
C 70 - 79	3 - Satisfactory
D 69 - 65	4 - Excellent
F Below 65	(Includes art, music, and
I Incomplete	P.E. - grades 3 - 5)

GRADING ENGLISH LANGUAGE LEARNERS (ELL)

In order to ensure consistency and accountability within the Biloxi School District for K-12th grade students, the procedure below will be followed when assigning grades to English Language Learners (ELLs).

No failing grades may be given during an ELL's progress from Level 1 – 'Entering' through Level 3 – 'Developing Language Proficiency'.

1. Levels 1-3 (Entering, Beginning, and Developing)
 - a. 65 – 100 % Passing (S= Satisfactory)
 - b. 50-64 % (N= Needs Improvement)
 - c. Below 50% (U= Unsatisfactory)
2. Level 4-5 (Expanding and Bridging)
 - a. General report card
 - b. "ELL" noted on the report card
3. Level 6 (Reaching)
 - a. General report card
 - b. "ELL" noted on the report card

PROGRESS REPORTS

At mid-term during each nine-week term, the teacher or team will inform the parents of the academic work of all students. This is done by way of a progress report. In addition, if a student is later identified as performing at an unsatisfactory or below standard level, the parent will be informed through a second progress report. Teachers in grades K-5, at their discretion, may require the progress reports to be signed by a parent and returned. Parents who wish to receive progress reports more frequently may contact the student's teacher or the principal; furthermore, parents may request in writing that progress reports be mailed.

ACADEMIC HONOR ROLL - 1-5

To qualify for term or semester honor roll, a student must have a "B" average or higher in each major subject (reading, mathematics, language arts, social studies and science).

CLASSIFICATION/PROMOTION/RETENTION POLICY GRADES 1-5

The student will be promoted except in those cases where students (1) refuse to exert the required effort to achieve grade level objectives or (2) in the teacher's judgment, become sufficiently behind in academic work to make it unlikely or impossible to succeed if promoted to the next level. Student performance on the course objectives must be used as the principal basis for determining whether a student fails or passes for each elementary school grade and each secondary school academic course.

HOMEWORK

The Board of Trustees recognizes the value of purposeful, well-planned, and properly motivated home assignments that are (1) appropriate to the grade level, age, and abilities of the student; (2) designed to stimulate initiative and independence or to reinforce and enrich classroom instruction; (3) in complete accord with the goals established for the development of the school curriculum; (4) carefully planned so that home assignments are not so lengthy as to be self-defeating nor so complicated as to require assistance or resource materials not available to the student; and (5) an extension of class work that has already been introduced.

As in the assignment of in-school work, homework assignments must be left to the sound professional judgment of the teacher, who will be expected to interpret the needs and assess the abilities and interests of each student.

PHYSICAL EDUCATION

All students in grades K-5 will be required to take physical education unless excused by a doctor's statement for the current year or as based on the instructional needs of students.

FIELD TRIPS

As a part of the educational service of the school, students may be taken on field trips. Such trips are made only with the permission of the parent. When such trips are being planned, permission slips will be sent home to be signed by the parent. All field trips must be approved by the district administration and must be supervised by classroom teachers. No field trip that requires school bus transportation will be conducted during the last ten (10) school days of the school year. Parents who volunteer to chaperone are not permitted to bring other children on the field trip. Chaperones must be approved by the principal.

Field trip requests that require Board approval must be in the superintendent's office at least ten (10) days prior to the regular Board meeting.

MEDIA CENTER/LIBRARY

1. All pupils in the school are entitled to use the media center and check out books.
2. Reference books, such as encyclopedias and dictionaries, are to be used only in the media center.
3. Books on reserve may be borrowed for one period or after school, in which case they must be returned the next morning before school starts.
4. Other books may be checked out for a period of two weeks.
5. Students will pay for lost books and will pay fines on books that have been damaged.
6. No book may be taken from the media center unless it is checked out to the borrower.
7. The media center is open each school day before and after school and at times set by the building principal. Students are urged to use the media center regularly and to comply with the above regulations.
8. Students in the media center are subject to book check.

Internet Safety (CIPA)

The Biloxi Public School District will ensure that it's CIPA-required Internet safety policies provide for the education of students regarding appropriate online behavior including interacting with other individuals on social networking websites and in chatrooms, and regarding cyberbullying awareness and response.

In Biloxi Public Schools, we encourage Internet safety throughout the district. At elementary schools, the importance of Internet safety is taught in the computer lab and within the classroom. At the secondary level, the importance of Internet safety is reinforced in technology classes and within the classroom.

INTERNET APPROPRIATE USE POLICY

The Biloxi Public School District provides access to the Internet for students. Parents who do not wish their child to have Internet access must notify the school principal in writing. The use of the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges and/or disciplinary actions by the District. A student's use of the Internet must be in support of education and research, and consistent with the educational objectives of the Biloxi Public School District. In addition, the student accessing the Internet from a school site is responsible for all online activities that take place through the use of his or her account.

This network is a public network provided by the Mississippi Department of Education. This network is fully compliant with the Children's Internet Protection Act (CIPA) and Child Online Protection Act (COPA) regulations.

Personal

- Users will not disclose, use, disseminate or divulge personal and or private information about himself/herself, minors or any others including personal identification information, etc.
- Biloxi Public School District will not disclose personal information about students on websites – such as their full name, home or e-mail address, telephone number, and Social Security number.
- Users will immediately report to (School District) authorities any attempt by other Internet users to engage in inappropriate conversations or personal contact.

Illegal and /or Unacceptable Usage

- User agrees not to access, transmit or retransmit any material(s) in furtherance of any illegal act or conspiracy to commit any illegal act in violation of local, state or federal law or regulations and/or school district policy.
- User shall not access, transmit, or retransmit: threatening, harassing, or obscene material, pornographic material, or material protected by trade secret, and/or any other material that is inappropriate to minors. User shall not transmit or retransmit copyrighted materials unless authorized. User shall not plagiarize copyrighted materials. (COPPA)
- User shall not access, transmit, or retransmit any material that promotes violence or the destruction of persons or property by devices including, but not limited to, the use of firearms, explosives, fireworks, smoke bombs, incendiary devices, or other similar materials.

- User shall not use the network for any illegal activity including, but not limited to, unauthorized access including hacking.
- User shall not access, transmit, or retransmit language that may be considered offensive, defamatory, or abusive.
- User shall not access, transmit or retransmit information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
- User shall not access, transmit or retransmit information that harasses another person or causes distress to another person.

System Resource Limits

- User shall use the Biloxi Public School District's system only for educational and career development activities and limited, high quality self-discovery activities as approved by Biloxi Public Schools faculty for a limited amount of time per week.
- User agrees not to download large files unless it is absolutely necessary. If absolutely necessary to download large files, user agrees to download the file at a time when the system is not being heavily used.
- User agrees not to post chain letters or engage in "spamming" (that is, sending an annoying or unnecessary message to large numbers of people).
- User agrees to immediately notify his/her teacher or other school administrator should user access inappropriate information. This will assist in protecting user against a claim of intentional violation of this policy.

User Rights

- User shall have the responsibility to use computer resources for academic purposes only. Therefore, as mandated by CIPA, filtering will be utilized on all computers accessing the Internet. The only exception will be for academic research by a staff member with the approval of school administration.
- The Biloxi Public School District will fully cooperate with local, state or federal officials in any investigation related to illegal activities conducted through the user's Internet account.
- Under no conditions should a user provide his/her password to another person or use another person's password.
- User should not expect files stored on a school-based computer to remain private. Authorized staff will periodically inspect folders and logs of network usage will be kept at all times. Routine review and maintenance of the system may indicate that user has violated this policy, school codes, municipal law, state law or federal law. Parents of minor users shall have the right to inspect the contents of user's files.

- Individual schools within the district may create additional guidelines and procedures consistent with this policy. Such guidelines and procedures will be appropriate for the electronic information resources being used and the students served at the school.
- Use of the Internet is a privilege, not a right. Unacceptable and/or illegal use may result in denial, revocation, suspension and/or cancellation of the user's privileges, as well as disciplinary action imposed by school officials. The school district may include a process for the student to appeal the decision to deny, suspend, revoke or cancel Internet privileges.

Consequences for Failure to follow Terms and Conditions of AUP

There will be consequences for any user who fails to follow Biloxi Public School District and school guidelines and policies.

The consequences may include paying for damages, denial of access to technology, detention, suspension, expulsion or other remedies applicable under the school disciplinary policy, and state or federal law. At the discretion of Biloxi Public School District, law enforcement authorities may be involved and any violations of state and/or federal law may result in criminal or civil prosecution.

PARENTAL INVOLVEMENT COORDINATOR

The Parental Involvement Coordinator's focus is to increase parental involvement and engage the community in the District's educational endeavors. The Parental Involvement Coordinator is Ms. Susan Hunt. She can be reached at 228-297-6808 (susan.hunt@biloxischools.net).

TITLE I PARENT INVOLVEMENT POLICY

The Biloxi Public School District shall be in full compliance with the regulations of the U.S. Department of Education under current Title I regulations relating to parent involvement and participation.

The district shall provide full opportunities for parents of children being served by Title I for participation in the design and implementation of the Title I project. Encouragement of parent participation and involvement shall also include, but not be limited to, the provision of timely information about program plans and evaluation, the solicitation of suggestions for operations of the program, consultation with parents, informing parents of their children's needs and of program objectives, and an annual public meeting for parents and school personnel.

Developed jointly with parents of participating children served by the Title I program, the parent involvement policy for the Biloxi Public School District includes the following:

- A. Parents shall be involved in the joint development of the district plan under pertinent sections of the Title I laws and regulations and in the process of school review and improvement as required under state and federal rules;
- B. Coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent involvement shall be provided;
- C. Coordination and integration of Title I parental involvement strategies with parent involvement strategies under other programs such as Head Start, state pre-school programs, Even Start, etc., shall be carried out;
- D. An annual evaluation of the content and effectiveness of the parental involvement policy of the district shall be conducted to determine the effectiveness of the policy in increasing parental participation and identifying barriers to greater participation by parents in activities authorized under Title I regulations, and findings shall be used to design strategies for school improvement in this area;
- E. No less than one (1) percent of the local allocation of funds shall be used to carry out this mandate regarding parent involvement, including family literacy and parenting skills;
- F. Parents of children receiving services shall be involved in the decisions as to how funds reserved as noted in "E" above shall be utilized for parent involvement activities;
- G. Parent-teacher conferences relating to an individual student, frequent progress reports, and reasonable access to staff for volunteer activities and observations of their children's classroom shall be provided;
- H. Other requirements of the Title I parent involvement policy outlined in federal guidelines shall be met by the local district;
- I. This written policy shall be distributed to parents of participating students, together with distribution to other staff members.

Comments regarding suggestions about the parent involvement policy may be sent to the Federal Programs Coordinator's office at P.O. Box 168, Biloxi, MS 39533, (Telephone: 374-1810). For specific parental involvement activities for individual schools, contact the school administrator or visit the school website.

PROGRAMS AND SERVICES

Special Education for Children with Disabilities - A variety of programs in special education may be offered based on identified and approved student needs. Classes are provided for children with disabilities who have been evaluated and determined eligible for placement in a program. Students moving into the district should contact the Program Developer for Special Education. These classes are provided in the Biloxi Public Schools under the direction of trained and certified teachers of exceptional children. Telephone 435-4600 for further information.

Gifted Education - Classes are provided for gifted students who meet eligibility requirements for placement in Gifted/Talented program in grades 2-6.

Child Find Program - An ongoing project to locate, identify, evaluate, and appropriately place children with disabilities. Contact the Program Developer for Special Education for additional information.

Special Education Testing - Educational evaluations are provided for students at no expense to the parent(s), to determine the student's eligibility for services in special education in the Biloxi Public School District.

School Nurses - Assigned to all schools, offering health information and special health services for students who need them.

Homebound Program - For students who are required because of illness or accident to miss school for extended, long-term periods, as approved by the homebound coordinator, or for other reasons as approved by the Board of Trustees for the education of students not in the normal academic program. For information contact Student Services (228-374-1810).

English Language Learners (ELL) Program - Ongoing program offered in grades K-12, to locate, identify, and assist eligible students.

Summer School Program - Offered if funds are available and teachers can be secured and a need is determined by the administration.

Partners in Education - Businesses and schools join to form a partnership for support and excellence.

Project Read - Project Read/Language Circle is a mainstream language arts program that includes reading decoding, reading comprehension, and written expression.

Mentoring Program - Volunteers are matched with designated students in grades K-12 to serve as mentors.

Accelerated Reader - K-5 - A task-based learning information system designed to increase students' interest and achievement in reading. This computerized reading management system measures the quality, quantity, and level of reading and gives information back to students, teachers, and parents.

Crisis Intervention - Counseling and consultative services provided to a school or classroom in times of extreme emotional stress.

Teacher Support Teams - Committee of teachers working cooperatively to construct interventions for students experiencing significant academic or behavioral problems.

SCHOOL INSURANCE

School insurance is available at the beginning of each school year at a nominal cost to the student. Several plans are available at the option of the parent and student. Failure to provide proof of insurance or failure to sign the waiver form will require the removal of the student from the program or activity. The school district does not assume any responsibility for costs in connection with student accident or injury. Parents are encouraged to have or to purchase student insurance.

FIRST AID

The school attempts to provide an environment in which the child will be safe from accidents. If an accident occurs, first aid will be administered.

Home telephone numbers, business telephone numbers, and emergency telephone numbers must be furnished to the school. If a parent/guardian cannot be reached, school officials will act prudently to safeguard the student's welfare. Parents/guardians are responsible for notifying the school in writing of any changes in contact information.

Trained faculty and staff first aid specialists are available in each school.

MEDICATION

No student will be allowed to bring medicine to school.

The preference of the Biloxi Schools is never to administer a prescription medication to a student; but we understand that at times there are needs that justify dispensing prescription drugs.

Medication prescribed by a licensed doctor/nurse practitioner can be administered to students at school if necessary. No over-the-counter or narcotic medication will be administered at school. If a student is ill and taking over-the-counter medication, he/she should remain at home, or the parent may come to the school to give the medication.

When a doctor prescribes a medication, the parent must arrange with a doctor for the child to receive the medication at times other than during school hours. If the doctor feels it is necessary for the medication to be given at school, the parent must adhere to the following procedure:

1. No student will be allowed to bring any medicine to school and take it without school office personnel supervision; all medication must be brought to the school by the parent/guardian, with the exception of number 5 below.
2. In the event a medication is brought to the school by a student, the medicine will be immediately confiscated, and the student may be referred to the building administrator for disciplinary action, with the exception of number 5 below.
3. The parent must bring the medication to the school in the original prescription bottle, which must be labeled as prescribed by law. Only prescription medication will be dispensed at school.
4. The written consent form must be signed by **the parent and the physician** and returned to the school before any medication will be dispensed to the child.
5. A student may carry an inhaler for asthma if a licensed medical physician or licensed nurse practitioner provides written documentation on the proper school form. The parent and the physician must complete an asthma action plan and return it to the school nurse.
6. It is the parent's responsibility to transport medication to the in-school suspension location should his/her child be assigned to in-school suspension as a result of a disciplinary infraction.
7. A student may carry auto-injectable epinephrine if ordered by their physician or nurse practitioner. Written permission signed by the physician/provider and parent must be documented on the district form, Anaphylaxis Action Plan.

Notes:

1. All medication dispensed must be done by approved school office personnel, with the exception of the asthma inhaler.
2. It is the responsibility of the student taking medication to keep up with his/her medication time.

EMERGENCY ACTION BY SCHOOL STAFF

School staff members faced with an emergency affecting the health and welfare of a student will exercise their best judgments as to procedures for handling the emergency, following established policy and procedural guidelines in every case insofar as possible. In the event that the parent or guardian cannot be reached, the school officials will act to safeguard the student in every reasonable way.

EMERGENCY OPERATIONS

Because there are a number of school districts in Harrison County, parents and students need to be aware that announcements related to the dismissal or closing of the Biloxi Public Schools should not be confused with announcements related to the Harrison County Schools, which are in a separate district. Parents should listen to the local radio or television stations for announcements from the superintendent's office (or visit the District's web site: www.biloxischools.net).

Schools are sometimes faced with emergencies which require the total cooperation of staff members and students. The Biloxi schools have made detailed plans for operating the schools under such emergency conditions as fire, tornado, flood, severe weather, explosions, and other disasters.

Fire drills and other disaster preparedness measures are a regular part of each school's program. Students are expected to learn the procedures to be followed under emergency conditions and to cooperate fully with the supervising teacher.

In the event of a school lock down students will not be released nor will anyone be allowed in the building.

Detailed instructions for emergency operations will be outlined to all students at their respective schools.

BACK PACKS/BOOK BAGS - K-6

Back packs and book bags are permitted.

LOST AND FOUND

Each of the schools has a system for handling articles lost or found. All valuable articles lost or found should be reported or taken to the office of the principal. **(Special Note: All articles of clothing, books, book bags, lunches, etc., should be marked clearly with the child's name and grade inside these items.)**

STUDENT CONDUCT

Although student conduct in the Biloxi Public School District is considered in most cases to be exemplary and situations have not arisen to cause undue concern for student welfare and safety, the Biloxi Public Schools are required to establish policies and procedures that detail expectations of students and outline consequences of student misbehavior. The publication of these policies and procedures in student handbooks will help to assure that there is a clear understanding among students and parents concerning matters covered in the handbooks under Student Conduct and Student Activities.

The Board wishes to establish an educational climate in which student behavior is at all times exemplary and in which the important processes of education can best be carried out. Recognizing the need to support the professional personnel of the Biloxi Public Schools in their instructional and supervisory duties, the Board encourages the development of harmonious and cooperative relationships between students and faculty members based on mutual respect and understanding.

Significant interruptions of the educational process resulting from overt disrespect shown by students to faculty members, unruly student behavior, and vulgar or otherwise discourteous actions will not be permitted.

A student must obey any and all instructions of the faculty and administrators, in the absence of parental instructions to the contrary. If a student refuses to obey instructions because of contrary parental instructions, he/she may be suspended from school until a conference between the principal of the school and the student's parents can be arranged. In cases of emergency, the principal or, in his/her absence, the official then in charge of the school may so inform the student and require his/her immediate cooperation.

Disciplinary action which may result in suspension or expulsion will be taken as a result of the following student misbehavior: (1) refusal to follow instructions from faculty members; (2) profane language; (3) failing to identify oneself when asked to do so by a member of the faculty; (4) insolent, contemptuous, or belligerent behavior or remarks; (5) other just cause.

No student attending school at any attendance center in the Biloxi Public School District shall be permitted to use or to carry upon his or her person or in any other manner or to have in his or her possession in any way any knife, razor, razor blade, ice pick, brass or metallic knuckles, pistol, or other weapon, whether the same be manufactured or homemade, BB gun, cap pistol, plastic or toy gun, laser items or ammunition or any dynamite,

firecrackers, caps, or other fireworks of any nature, kind, or description, or other instrument or paraphernalia which could cause fear, bodily harm, injury, or death to any person. Students who are in violation of this policy will be subject to immediate arrest.

No student enrolled in the Biloxi Public Schools shall be permitted to use or to carry upon his or her person or in any other manner or to consume and/or be under the influence of or to have in his or her possession in any way alcoholic beverages, morphine, marijuana, cocaine in any form or any other "leisure" or recreational drug, opium, heroin, or their derivatives or compounds, drugs commonly called LSD, "pep" pills, tranquilizers, or any other narcotic drug, barbiturate, substance, ingredient, or compound which, when taken orally, intravenously, inhaled or in any other manner, may cause the person to be under the influence of any of the same on any property in this school district or at any school activity. The provisions of this policy shall not apply to any student who is under the care of a licensed physician and who is taking medication as prescribed which is under the supervision and direction of such physician.

The provisions of these policies shall apply to all students during all of the period of time that they are under and subject to the jurisdiction of the Board of Education of this school district as defined by the laws of the state of Mississippi, and/or while participating in or going to or from any school activity sponsored by this school district and/or while under the supervision and direction of any teacher, principal, or other authority of this school district.

Any student violating any of the provisions of these policies of the Board of Education, in the sole and absolute discretion of the principal of the attendance center wherein such offense is committed, and the Superintendent of Education of the Biloxi Public School District, or in his absence, his designee, shall be suspended for a period to be determined by the school administrator and may be expelled in the sole and absolute discretion of the Board of Education of this school district. Appropriate referrals will be made to juvenile authorities as required under state law.

Searches of Student - Circumstances will arise where searches of students' persons, possessions, lockers, desks and vehicles will be necessary. Administrators have the authority and obligation to exercise discretion in the implementation of this policy, balancing the District's responsibility to maintain discipline, order, and a safe environment conducive to education with the students' legitimate expectations of privacy. Searches permitted are as follows: a) persons, possessions, lockers, b) desks, other school property, c) vehicles, d) canine searches, and e) group searches.

Prevention of School Violence

SECTION 1. Section 97-37-17, Mississippi Code of 1972, is amended as follows:
97-37-17

(1) The following definitions apply to this section:

(a) "Educational property" shall mean any public or private school building or bus, public or private school campus, grounds, recreational area, athletic field, or other property owned, used or operated by any local school board, school, college or university board of trustees, or directors for the administration of any public or private educational institution or during a school related activity; provided however, that the term "educational property" shall not include any sixteenth section school land or lieu land on which is not located a school building, school campus, recreational area or athletic field.

(b) "Student" shall mean a person enrolled in a public or private school, college or university, or a person who has been suspended or expelled within the last five (5) years from a public or private school, college or university, whether the person is an adult or a minor.

(c) "Switchblade knife" shall mean a knife containing a blade or blades which open automatically by the release of a spring or a similar contrivance.

(d) "Weapon" shall mean any device enumerated in subsection (2) or (4) of this section.

(2) It shall be a felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive on educational property. However, this subsection does not apply to a BB gun, air rifle or air pistol. Any person violating this subsection shall be guilty of a felony and, upon conviction thereof, shall be fined not more than Five Thousand Dollars (\$5,000.00), or committed to the custody of the State Department of Corrections for not more than three (3) years, or both.

(3) It shall be a felony for any person to cause, encourage or aid a minor who is less than eighteen (18) years old to possess or carry, whether openly or concealed, any gun, rifle, pistol or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive on educational property. However, this subsection does not apply to a BB gun, air rifle or air pistol. Any person violating this subsection shall be guilty of a felony and, upon conviction thereof, shall be fined not more than Five Thousand Dollars (\$5,000.00), or committed to the custody of the State Department of Corrections for not more than three (3) years, or both.

(4) It shall be a misdemeanor for any person to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance on educational property. Any person violating this subsection shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than One Thousand Dollars (\$1,000.00), or be imprisoned not exceeding six (6) months, or both.

(5) It shall be a misdemeanor for any person to cause, encourage or aid a minor who is less than eighteen (18) years old to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade, knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving) and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance on educational property. Any person violating this subsection shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than One Thousand Dollars (\$1,000.00), or be imprisoned not exceeding six (6) months, or both.

(6) It shall not be a violation of this section for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol or other firearm of any kind on educational property if:

(a) The person is not a student attending school on any educational property;

(b) The firearm is within a motor vehicle; and

(c) The person does not brandish, exhibit or display the firearm in any careless, angry or threatening manner.

(7) This section shall not apply to:

(a) A weapon used solely for educational or school-sanctioned ceremonial purposes, or used in a school-approved program conducted under the supervision of an adult whose supervision has been approved by the school authority;

(b) Armed forces personnel of the United States, officers and soldiers of the militia and National Guard, law enforcement personnel, any private police employed by an educational institution, State Militia or Emergency Management Corps and any guard or patrolman in a state or municipal institution, when acting in the discharge of their official duties;

(c) Home schools as defined in the compulsory school attendance law, Section 37-13-91, Mississippi Code of 1972;

(d) Competitors while participating in organized shooting events;

(e) Any person as authorized in Section 97-37-7 while in the performance of his official duties;

(f) Any mail carrier while in the performance of his official duties; or

(g) Any weapon not prescribed by Section 97-37-1 which is in a motor vehicle under the control of a parent, guardian or custodian, as defined in Section 43-21-105, which is used to bring or pick up a student at a school building, school property or school function.

(8) All schools shall post in public view a copy of the provisions of this section.

SEXUAL HARASSMENT/ASSAULT

The Board of Trustees will not tolerate sexual harassment or assault of or by students. Students who are guilty of threatening or sexually harassing or assaulting other students shall be subject to appropriate disciplinary action as specified. Parents of all students involved must meet with the school administration. The accused student(s) may be removed from school until investigation is complete. If a student is guilty of sexual harassment/assault and is assigned to sexual harassment classes, the student must successfully complete the classes in the time designated in order to continue enrollment in the Biloxi schools.

FIGHTING

Students who are involved in assaults, who engage in fighting or who are responsible in any way for fighting while under the jurisdiction of the school will be subject to arrest, removal and/or expulsion from school in accordance with state statutes and/or district policy. This includes fighting while on a bus, at bus stops, or at any activity/event sponsored by the Biloxi Public Schools.

GANG ACTIVITY OR ASSOCIATION

Gangs which initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger and is prohibited. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur.

Incidents involving initiations, hazings, intimidations, and/or related activities of such group affiliations that are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

The School District shall enforce the above rule and attempt to ensure that any student wearing, carrying, or displaying gang paraphernalia or exhibiting behavior or gestures which symbolize gang membership and/or participating in activities which intimidate or affect the attendance of another student shall be subject to appropriate disciplinary action, in accordance with the disciplinary ladder.

OTHER PROHIBITED ORGANIZATIONS

No student shall actively participate or wear clothing or other indications of membership in an organization which advocates violence or hatred toward any group of students and other individuals, or an organization which either intends to or does disrupt the educational process through its purpose or actions.

VANDALISM

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

DISCIPLINE - GENERAL INFORMATION

The basic objectives of discipline within the school may be described as four-fold:

1. To establish conditions under which no student will be permitted to prevent any teacher from teaching or any student from learning.
2. To establish and maintain study conditions that are conducive to learning.
3. To develop, on the part of each student, the habits and skills that make him/her self-directive and to help him/her realize that he/she is responsible for his/her own behavior.
4. To guide students in learning how to make better behavioral choices based on decision-making skills that enable them to become self-disciplined.

Conferences, reprimands, after-school detention, suspension or expulsion may follow student failure to conform to accepted standards of behavior in the school.

DETENTION is a supervised consequence for handling student misbehavior. When a teacher requires a student to report before or after school for disciplinary reasons, that student must do so unless arrangements are made with the teacher. Students will be given a minimum of one day's written notice prior to detention. The written notice will serve as parent notification.

CORPORAL PUNISHMENT is an option in the disciplinary program of the Biloxi Public Schools and will be administered in accordance with the policy of the Biloxi Public School District.

The district has established procedures under which a parent/legal guardian will indicate whether he/she gives permission for his/her child to receive corporal punishment as appropriate under the assertive discipline plan outlined in the student handbook and in accordance with district policy. Alternative disciplinary actions will be required for students whose parents/legal guardians have not checked and signed the required Corporal Punishment Permission statement.

Disciplinary action in lieu of or in addition to corporal punishment may include suspension from school, referral to social services officials, or other appropriate disciplinary measures, including a requirement that the parent or legal guardian attend classes with the child or attend parenting

sessions provided by the school district to help parents or guardians develop the skills necessary to facilitate the child's continuing enrollment in the regular school program and successful participation in classroom activities.

SUSPENSION (both in-school and out-of-school suspension) is a forfeiture of participation in regularly scheduled school activities for the time designated during suspension. Graded work missed during the time of suspension may be made up at a time designated by school officials. Students may be assigned to either in-school or out-of-school suspension. In all cases, parents must have a conference with the designated school administrator before the child will be allowed to return to classes. Telephone calls will not be acceptable. In-school suspension requires that a student complete all assignments during the period of suspension. Additional time in ISS may be given for failure to complete assignments in the ISS program. A student who disrupts the ISS program will be referred to the appropriate building administrator and the student will complete the assigned suspension out-of-school; he/she will not be allowed to return to regular classes until suspension is completed in its entirety. A student withdrawing from school while under suspension will be required to complete the suspension before being permitted to return to class.

For in-school suspensions and out-of-school suspensions for nine (9) days or less, the student may appeal to the principal and then to the Student Services administrator for a hearing. For out-of-school suspensions of ten (10) days or more, the student may appeal to the superintendent. The student may petition the Board of Education to review the decision made by the superintendent. The Board, at its discretion, may elect to review the record, to affirm or reverse the superintendent's decision, or to hold a hearing on the matter.

At the discretion of the building principal, Saturday school detention may be used in place of in-school detention, provided appropriate arrangements have been secured through the District Administration.

EXPULSION is the total exclusion of the student from participation in or attendance at any school-related activity. Appeals may be made to the Board of Education. A student who has been expelled from the Biloxi Public Schools must apply in writing to the Board of Education for possible readmission.

Repeated patterns of misbehavior may require counseling and parental involvement and assistance to the extent that the parent may be requested to come to school and attend classes with the student in order to identify and correct such behavioral patterns.

Under the Mississippi School Safety Act of 2001, a student who is deemed habitually disruptive as defined by law shall be subject to automatic expulsion. (See specific references in district policy manual.)

EXPELLED STUDENTS - STUDENTS NOT ATTENDING SCHOOLS - EXCLUSION FROM SCHOOL PROPERTY

Students who have been expelled from this or other school districts or former students who are not attending school(s) in this or other school districts shall not be on any campus of the Biloxi Public School District or enter any school property except on school business which is specifically authorized by the building administrator, with the individual required to report to the school office for written permission. Such students are specifically prohibited from having any unauthorized contact with members of the school staff or students attending the Biloxi schools, using abusive, obscene, or profane language, and/or violating any local and state prohibition in regard to drug or alcohol possession or use, possession of weapons, or other misbehavior. If these students or former students are found on the campus of any Biloxi school, police will be called and charges will be filed.

VIDEO SURVEILLANCE

The Board authorizes the use of surveillance cameras on district property, on school buses and in classrooms, and on district campuses.

Because of the Family Educational Rights and Privacy Act and confidentiality, only authorized school personnel or law enforcement officials shall be permitted to view surveillance records.

Video cameras may be used in locations as deemed appropriate by the administration.

Students are discouraged from bringing personal items from home. The school is not responsible for valuables or personal items. Should a loss occur, administrative time will not be used to investigate video records.

ASSERTIVE DISCIPLINE PROGRAM

The discipline program which will govern student behavior includes the following list of disruptions of the instructional program, together with the consequences which will follow. The student who engages in the type of misbehavior listed under disruptions will be placed on the appropriate step in the discipline ladder, with the consequences clearly listed.

All disruptions/discipline problems and consequences shall be applicable to all students during all periods of time they are under and subject to the jurisdiction of the Board of Education of this school district as defined by the laws of the State of Mississippi and/or while they are participating in or going to or from any activity sponsored by this school district and/or while under the supervision and direction of any teacher, principal, or other authority of this school district.

DISRUPTIONS/DISCIPLINE PROBLEMS

CONSEQUENCES

Discipline Ladder(37-11-55)

- | | |
|--|-----------------------------|
| 1. Possession of a weapon as defined in Student Conduct (Reported to Police) (37-11-18) | 1. Step 6 |
| 2. Use, sale, or possession of drugs or drug paraphernalia (37-11-18) | 2. Step 6 |
| 3. Fighting (Reported to Police) | 3. Step 3-6 |
| 4. Use, sale, or possession of alcohol or alcohol-related products (67-1-81) | 4. Step 5-6 |
| 5. Bomb threat (97-37-21) | 5. Step 6 |
| 6. Other physical assault | 6. Step 3-5 |
| 7. Use or possession of laser items | 7. Step 2 |
| 8. Harassment, intimidation, or threatening of other students or staff (97-3-85) | 8. Step 2-6 |
| 9. Use, sale, or possession of tobacco or tobacco-related products (Reported to Police) | 9. Step 4-6
City Court** |
| 10. Sexual harassment/assault | 10. Step 4-6 |
| 11. Trespassing | 11. Step 3-5 |
| 12. Gang activity, association | 12. Step 3-6 |
| 13. Biting | 13. Step 3-5 |
| 14. Lying to authorities | 14. Step 2-5 |
| 15. Using forged or altered documents (report cards, progress reports, parental notes, hall passes, students' lunch numbers, etc.) (97-32-9) | 15. Step 2-5 |
| 16. Use or possession of dangerous objects | 16. Step 4-6 |
| 17. Use or possession of fireworks | 17. Step 4-6 |
| 18. Defacing or otherwise injuring property that belongs to the school district (to include restitution for damages) (37-11-19) | 18. Step 3-5 |
| 19. Improper behavior in the cafeteria or on the campus | 19. Step 2-6 |
| 20. Improper behavior at assemblies or other school activities (removal from activity) | 20. Step 2-4 |
| 21. Disrupting instructional time | 21. Step 2-5 |
| 22. Defiance of authority | 22. Step 2-6 |
| 23. Disrespectful behavior to staff members | 23. Step 2-4 |
| 24. Gambling or possession of gambling devices | 24. Step 3-5 |
| 25. Truancy | 25. Step 3-5 |
| 26. Profanity or vulgarity (to include acts, gestures, or symbols directed at another person) (97-29-47) | 26. Step 2-6 |
| 27. Stealing (to include restitution) | 27. Step 2-4 |
| 28. Leaving campus and/or classroom without authorization | 28. Step 1-4 |
| 29. Unauthorized fund raising, including sale of candy | 29. Step 1-3 |
| 30. Failure to return fund raising items or equivalent money (to include restitution) | 30. Step 1-4 |
| 31. Other misbehavior as determined by the administration | 31. Step 1-6 |

- | | |
|---|--------------|
| 32. Failure to report to the office immediately | 32. Step 4-6 |
| 33. Use or possession of medicine | 33. Step 1-6 |
| 34. Tardies | 34. Step 2-4 |

**Numbers in parenthesis refers to laws of MS Code of 1972*

***In accordance with Mississippi Code 97-32-29, a citation will be issued and a fine will be assessed by the City Court.*

Any discipline problem resulting in the student's placement on Steps 4-6 may be reported to police if appropriate.

Cumulative misbehavior, singularly inappropriate misbehavior, or misbehavior which occurs after placement on Step 5 on the Discipline Ladder may result in placement on Step 6 of the Ladder.

ELEMENTARY SCHOOL - DISCIPLINE LADDER

- Step 1 1. Contact parent or legal guardian.
 2. Student conference/reprimand.
- Step 2 1. Contact parent or legal guardian.
 2. Detention, corporal punishment.
 3. Removal from ladder if not referred to office for ten school days from date of entry onto this step.
 4. Loss of all privileges during time of detention and a loss of the right to privileges and/or the right to participate in an extracurricular activity.
 5. Parent may be required to attend classes with student.
- Step 3 1. Contact parent or legal guardian (parent conference before student may return to school).
 2. In-school suspension, one to three days for grades 3-5 (out-of-school suspension for grades K-2) and/or corporal punishment.
 3. Loss of all privileges during time of suspension and a loss of the right to privileges and/or the right to participate in an extracurricular activity.
 4. Removal from ladder if not referred to office for ten school days from date of return to school after suspension.
 5. Parent may be required to attend classes with student.
- Step 4 1. Contact parent or legal guardian (parent conference before student may return to school).
 2. In-school and/or out-of-school suspension, one to five days.
 3. Loss of all privileges during the time of suspension and a loss of the right to privileges and/or the right to participate in an extracurricular activity.
 4. Removal from ladder if not referred to office for fifteen (ten for K-2) school days after return to school from suspension.
 5. Parent may be required to attend classes with student.

- Step 5
1. Contact parent or legal guardian (parent conference before student may return to school).
 2. Out-of-school suspension, three to ten days.
 3. Referral to central office administrator.
 4. Other terms as dictated by central office administrator.
 5. Loss of all privileges during the time of suspension and a loss of the right to privileges and/or the right to participate in an extracurricular activity.
 6. Parent may be required to attend classes with student.
 7. Removal from ladder if not referred to office for twenty (ten for K-2) school days from date of return to school after suspension.

- Step 6
1. Contact parent or legal guardian (parent conference before student may return to school).
 2. Recommendation for expulsion to district hearing committee; out-of-school suspension up to ten (10) days. Copy of Due Process/Hearing Procedures Policy JCAA given to student and parent.
 3. A student may be recommended for expulsion at any time if the administrator feels that the student's actions warrant such recommendation.
 4. Loss of all privileges during time of suspension and a loss of the right to privileges and/or the right to participate in an extracurricular activity.
 5. Removal from the ladder if not referred to the office for twenty-five (25) school days from the date of return to school after suspension (after the hearing if the student is returned to school).

- A. Incentive is provided for the student to improve his/her behavior through provisions of a probationary period that allows a student to remove himself/herself from the Discipline Ladder by improved conduct.
- B. A parent/guardian conference with an administrator is required before a student can return to school after a suspension (Steps 1-6).
- C. A student may enter the Discipline Ladder at any step, depending upon the nature of the offense.
- D. Failure to complete the punishment as designated may result in escalation to the next step in the ladder.
- E. Return to the office during the probationary period prescribed in the Discipline Step may result in escalation to the next step.
- F. Loss of all privileges means that during the time stated the student cannot participate in assemblies or any school function designated as an extra activity, including athletic events, dances, plays, extracurricular programs, field trips, school-sponsored activities, etc.
- G. A student may be suspended from riding to and from school on the school bus as a result of misbehavior on the bus.
- H. In all disciplinary matters, a student will be accorded due process under district policy JCAA governing student rights.

- I. All disciplinary actions are subject to administrative options as to placement on the disciplinary ladder in keeping with the severity of the student misbehavior.
- J. A student may be placed in the Lopez School (Alternative School) either through action by the Board of Trustees or through Administrative Placement.

REQUIRED PARENT CONFERENCES

Any parent, guardian or custodian of a compulsory-school-age child who (a) fails to attend a discipline conference to which such parent, guardian or custodian has been summoned under the provisions of this section, or (b) refuses or willfully fails to perform any other duties imposed upon him or her under the provisions of this section, shall be given the opportunity to enroll in a series of parenting classes consisting of not less than twenty (20) hours of instruction as developed by the M.P.A.C. Program Coordinator and appropriate to the age of the parents' child. If the parent does not attend the series of classes, he shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed Two Hundred Fifty Dollars (\$250.00). MS Code Section 37-11-53

SCHOOL SAFETY ACT

In accordance with the Mississippi School Safety Act of 2001 (Section 37-11-53, MS Code of 1972, amended), the following policies shall be in effect in the Biloxi Public School District:

- (a) A parent, guardian or custodian of a compulsory-school-age child enrolled in the school district shall be responsible financially for his/her minor child's destructive acts against school property or persons; (b) a parent, guardian or custodian of a compulsory-school-age child enrolled in the district may be requested to appear at school by the school attendance officer or an appropriate school official for a conference regarding acts of the child specified in (a) above or for any other discipline conference regarding the acts of the child; (c) any parent, guardian or custodian of a compulsory-school-age child enrolled in a school district who refuses or willfully fails to attend such discipline conference specified in (b) above may be summoned by proper notification by the Superintendent of Schools or the school attendance officer and be required to attend such discipline conferences.
- Any parent, guardian or custodian of a compulsory-school-age child who (a) fails to attend a discipline conference to which such parent, guardian or custodian has been summoned under the provisions of this section, or (b) refuses or willfully fails to perform any other duties imposed upon him or her under the provisions of this section, shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed Two Hundred Fifty Dollars (\$250.00).

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

The teacher is the authority in classroom matters and his/her decisions which are in compliance with the written discipline code of conduct shall be supported by the administration. The teacher shall have the right to remove from the classroom any student who, in the professional judgment of the teacher, is disrupting the learning environment, and send him/her to the office of the principal or assistant principal.

Children 13 and Older

The school principal, reporting teacher and student's parent/guardian shall create a written behavior modification plan for any child who for the second time causes a disruption in the classroom which seriously interferes with the teacher's ability to communicate with the students in a classroom, with students' ability to learn, or with the operation of a school or school-related activity. The creation of this plan is not required for disruptions which are violations of law or offenses which amount to a Step 6 offense. If the child fails to follow the behavior modification plan, he/she may be deemed "habitually disruptive" and recommended for expulsion.

SCHOOL BUS DISCIPLINE

The privilege of riding a school bus carries with it some responsibilities on the part of the student. Drivers are expected to keep order and discipline on the bus, but their major responsibility has to be driving the bus. Therefore, students are expected to cooperate with the following regulations:

1. Students must be at assigned stops at loading time.
2. At no time are students to touch the outside of the bus nor hang heads, arms, legs, bodies, or hands out the windows of the bus.
3. Immediately upon entering the bus, students are to be seated and are to remain seated until they arrive at their destination—school in the morning and bus debarkation station in the afternoon.
4. Students will board the bus and leave the bus according to the instructions of the bus driver. Students are to obey all instructions of the bus driver.
5. Students may not leave the bus on its way to or from the school except at their designated stop.
6. Students are not to throw or in any way sail/shoot/pitch objects.
7. Students must sit in the seat assigned by the driver. Drivers have the option of delegating students to an assigned seat
8. The bus must come to a complete stop before students try to enter or exit the bus.
9. Loud talking and other loud noises are not permitted on the bus.
10. Students are not to damage any part of the school bus. Students will be held financially responsible for any damage done.
11. No beverages or food may be consumed on the school bus.
12. Chewing gum is prohibited on the bus.
13. Intentional littering of the bus is prohibited.
14. Students must identify themselves properly when requested to do so by school bus personnel.
15. Vulgar language is prohibited on the school bus.
16. Students are not to molest or bother in any way (harass, intimidate, or threaten) other students while waiting for or while riding on a school bus.
17. Students will not fight on the bus or at the bus stop. (Reported to Police.)
18. Use or possession of dangerous objects on the school bus or at the bus stop is forbidden. (Reported to Police.)
19. Students will not use, sell, or possess drugs or alcohol on the school bus or at the bus stop. (Reported to Police.)
20. Stealing is prohibited.
21. Smoking is prohibited while on the school bus or at the bus stop. Tobacco products are not permitted on the bus.
22. Open defiance or open displays of disrespect or insolence toward a bus driver will not be condoned.
23. Other misbehavior as determined by the administration, including a pattern of repeated bus misbehavior, will not be permitted.
24. Weapons on the school bus or at bus stops are forbidden. (Reported to Police.)

BUS DISCIPLINE LADDER

In addition to placement on the Bus Discipline Ladder noted below for any offense listed in bus regulations, a student's failure to follow bus regulations may also result in assignment to the School Discipline Ladder.

First Offense - Warning and parent notification.

Second Offense - Not allowed to ride bus for 3 school days.

Third Offense - Not allowed to ride bus for 5 school days.

Fourth Offense - Not allowed to ride bus for 10 school days and a conference with a district administrator must be held prior to student's being permitted to ride the bus. Telephone 374-1810 for an appointment with the Director of Student Services.

Fifth Offense/Severe Incidents – May be subject to removal from school bus for the remainder of the school year.

School buses and bus stops are assigned to qualifying students. No bus passes are given to permit deviation from the assigned bus. (Transportation Director, 436-5140)

Any act which places the safety of the students on the bus at risk will be referred to the principal for appropriate action.

Student behavior may be monitored on a random basis through video recording equipment installed on district buses. Students found to be continually disruptive or threatening to the safety of other students will be immediately removed from the bus and will be suspended from bus transportation.

INTERFERENCE WITH SCHOOL BUSES

It is unlawful for any individual other than a member of the public school administration or faculty or a law enforcement official to interfere in any way with the operation of a school bus. State law prohibits unauthorized boarding of school buses or interference with passenger boarding or leaving, under penalties of fine and/or imprisonment.

NATHAN'S LAW, SENATE BILL NO. 2472

Nathan's Law increases penalties for driving illegally past a stopped school bus. The legislation was named for Nathan Key, a 5-year-old who was killed in December 2009 when a vehicle illegally passed his school bus as he was unloading.

The first conviction for illegally passing a stopped school bus shall result in a fine of at least \$350 and as much as \$750 or a jail sentence of up to one year. The fine for a second offense, occurring within a five-year

window, increases to between \$750 and \$1,500, another jail sentence of up to a year and loss of driving privileges for 90 days. The latter penalty also applies to any motorists convicted of injuring a child while illegally passing a stopped school bus.

Nathan's Law also carries with it a charge of felony assault and a prison sentence of up to 20 years for motorists convicted of illegally passing a school bus that, in the process, results in injury or death.

- Motorists must stop at least 10 feet from a school bus when the bus is loading or unloading children, and motorists must not proceed until all children have crossed the street to or from the school bus and the flashing red lights are no longer activated and the stop sign on the side of the bus is retracted.
- Motorists must stop for school buses loading and unloading students on highways of four lanes or more, regardless if there is a center median or turn lane.
- School bus drivers are prohibited from using cell phones, wireless communication devices, vehicle navigation systems or "personal digital assistants" while operating the bus, except in an emergency.

STAFF PROTECTION

A person guilty of simple assault, as defined by statute, upon a superintendent, principal, teacher or other instructional personnel, school attendance officer, school bus driver, or other individuals specified in state law while these individuals are acting within the scope of their duty, office, or employment shall be punished by a fine of not more than one-thousand dollars (\$1,000) or by imprisonment for not more than five (5) years or both. (Section 97-3-7, Mississippi Code, amended)

A person guilty of aggravated assault, as defined by statute, upon an individual named above shall be punished by a fine of not more than five-thousand dollars (\$5,000) or by imprisonment for not more than thirty (30) years or both. (Section 97-3-7, Mississippi Code, amended)

POSSESSION/USE OF LASER ITEMS

No student attending any school in the Biloxi Public School District shall be permitted to use or carry upon his/her person or in any other manner laser pointers, laser key chains, or any other laser items. Failure to comply will result in the student's being placed on the discipline ladder.

ITEMS CONFISCATED

Cell phones or any other items recovered during a criminal investigation will be retained as evidence by law enforcement and held until the appropriate courts render a decision.

POSSESSION/USE OF CELL PHONES AND/OR ELECTRONIC DEVICES

To avoid interruptions to the instructional program, it is the policy of this school district that no cell phones, i-pods, or other electronic devices shall be brought into the school building, with the exception of district cell phones/pagers permitted to be used by district personnel in accordance with policy.

Such items brought into the school building in violation of this policy will be secured by the administration until released to the student's parent/guardian. Failure to comply will result in the student's placement on the discipline ladder in addition to confiscating cell phones. There shall be no exceptions (Policy JGJ).

If a cell phone, i-pod, or any other electronic device is found in the possession of a student, the following action will be taken:

First Offense: The cell phone, i-pod, or any other electronic device will be secured and kept by the school administrator until the parent/guardian conference at school with an administrator to review the policy and sign for the device.

Next Offense: The cell phone, i-pod, or any other electronic device will be secured and kept by the school administrator until released to the parent/guardian at the end of the school year.

Students at Lopez School will be required to follow the cell phone policy adopted by the district for the appropriate age and grade level.

POSSESSION OR USE OF TOBACCO

Possession or use of tobacco in any form is prohibited within the school buildings, on the school campus, going to or from school, at school-sponsored activities, or in the general vicinity of the school campus. Students possessing or using tobacco in any form at school will receive a citation and be assessed a fine by the City Court system.

State law mandates that no person under eighteen (18) years of age shall purchase any tobacco product. No student of any high school, junior high school or elementary school shall possess tobacco on any educational property as defined by state law.

DRESS AND GROOMING CODE -- PHILOSOPHY

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 individualized 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 forth for the group as a whole. Keeping this total concept in mind and realizing a need to satisfy peer group desires for current fashions, the Board will make an effort periodically to restructure the dress and grooming code according to current conditions.

SCHOOL DRESS CODE – K-12

Biloxi students must wear clothing that is comfortable, clean, in good repair, and school appropriate. Clothing and other items that students wear to school must not disrupt the educational process nor create any form of school disturbance. In addition, but not limited to the list below, the student must follow these guidelines.

Students will be required to wear clothing as garments are intended to be worn (example: no low riding pants) and in such a manner that is appropriate for school. Belts must be worn with pants with belt loops and at waist.

- Length of shorts, skirts and dresses must come to fingertips when arms are held at one's side.
- Leggings/tights may be worn with shorts, skirts, or tops that come to the fingertips when arms are held at one's side.
- Safe and appropriate footwear must be worn at all times.
- A neat well-trimmed moustache and/or beard/goatee is permitted.
- Hairstyle fads and hair color fads are prohibited. Hair color choice may be any color that is a natural hair color.
- Earrings must be worn in ears only. For student safety, no other body piercing with rings or other jewelry is permitted.
- Because of student safety, no tongue studs will be allowed.
- Appropriate undergarments must be worn. Boys are to wear pants at the waist with a belt, properly fastened.
- Girls, if wearing "low rise" pants, are to wear tops that cover their midriff while standing, sitting, or when hands are raised above their heads.

Inappropriate items include:

- Any items symbolic of gang attire.
- Clothing with logos or wording promoting/referring to alcohol, tobacco, or drugs.
- Clothing containing slogans or logos depicting vandalism, bigotry, violence, sexual connotations, suicide, fraternities, sororities, secret organizations, or those with double meaning.
- Any top that is revealing. Examples are tank tops, cut-off tops, tube tops, halter tops, racer back tops, bathing suits, sports bras, or midriffs, muscle shirts, shirts with spaghetti straps, low cut tops, etc.
- Spiked accessories, chains including those attached to wallets, belt loops, jewelry, or other accessories/items.
- Clothing with holes, cuts, or tears revealing inappropriate areas of the body.
- Hats, caps, bandannas, visors, sunglasses, "hoodies," or other headwear.
- Pajamas, house slippers, bathrobes, blankets, etc.

In all instances, the appropriateness or inappropriateness of school dress or appearance will be determined by school administrators, considering the style or manner in which the clothing is worn or its fit.

Students who are dressed inappropriately will be required to call parents to bring a change of clothes that conforms to the dress code.

REQUIRED UNIFORM (Lopez School)

The Biloxi Public School District will institute a uniform policy for any and all students that attend Lopez School.

STUDENT ACTIVITIES

FUND RAISING

An organization must receive prior approval from the principal and the superintendent before beginning any fund raising project. No student representing groups outside the school will be permitted to conduct fund raising activities in the school. Students possessing candy or other items at school for sale to other students, other than for school-sponsored and approved activities, will be subject to placement on the discipline ladder.

ACTIVITY FUND

School clubs and organizations will deposit all money and make requests for withdrawals through the principal's office.

EXTRA- AND CO-CURRICULAR ACTIVITIES

When required, students participating in extra- and co-curricular activities must have on file at the school written parent consent and liability waiver forms.

INDEX

- ABSENCES, 11–13
- ABSENCES - INCOMPLETES, 25
- ABSENCES/TARDIES, 3
- ACADEMIC HONOR ROLL, 26
- ACCREDITATION, 21
- ACTIVITIES, 54
- ACTIVITY FUND, 54
- ADDRESS CHANGES, 17
- ADDRESSES, 9
- ADMISSIONS, 7
- ALCOHOL, 37, 43
- ALTERNATIVE EDUCATION, 4
- ANNUAL REPORT/PARENTS, 3
- APPEARANCE/BUILDINGS, 19
- ARRIVAL TIME, 6
- ASBESTOS, 3
- ASSAULTS, 3, 39, 43
- ASSERTIVE DISCIPLINE, 42
- ASSESSMENTS - MCCAS, 21
- ASTHMA MEDICATION, 34
- ATTENDANCE, 11–12
- ATTIRE, 52–54
- BACK PACKS/BOOK BAGS, 35
- BEGIN SCHOOL DAY, 5
- BIRTH CERTIFICATE, 7
- BOARD OF EDUCATION, 4
- BREAKFASTS/LUNCHESES, 18
- BULLYING, 3
- BUS DISCIPLINE, 47, 49
- BUS DISCIPLINE LADDER, 49
- CAFETERIA, 18
- CALENDAR, 5
- CARE OF BUILDINGS, 19
- CELL PHONES, 51
- CERTIFICATE OF COMPLIANCE, 10
- CERTIFIED BIRTH CERTIFICATE, 7
- CHANGES OF ADDRESS, 17
- CHECK-OUTS, 13
- CHILD PROTECTION, 27–28
- CIPA, 27, 28, 29
- CLASSIFICATION, 26
- CO-CURRICULAR, 54
- COMMON TERM ASSESSMENT, 22
- COMMUNICABLE DISEASES, 11
- COMPLIANCE POLICIES, 14
- COMPULSORY ATTENDANCE, 11
- CONDUCT, 36
- CONFERENCES, 40
- CONTACTING PARENTS, 9
- COPA, 28
- CORPORAL PUNISHMENT, 40
- CTA, 22
- CURRICULUM CONTENT, 21
- CUSTODIAL PARENTS, 16
- CUSTODIAN OF STUDENT, 9
- DAMAGES TO PROPERTY, 47
- DEPARTURE TIME, 6
- DETENTION, 40
- DIRECTORY INFO, 16
- DIRECTORY OF SCHOOLS, 4
- DISASTER PREPAREDNESS, 35
- DISCIPLINARY ACTION, 36
- DISCIPLINE - GENERAL INFO, 36, 37
- DISCIPLINE LADDER, 43, 44
- DISCIPLINE PROBLEMS, 43
- DISCIPLINE PROGRAM, 42
- DISCRIMINATION, 14
- DISEASES, 11
- DISRUPTIONS, 43
- DRESS CODE, 52
- DRUGS, 37, 43
- EDUCATIONAL RECORDS, 15
- ELECTRONIC DEVICES, 51
- EMERGENCY OPER./ACTIONS, 3, 35
- END OF YEAR RESPON., 22
- END SCHOOL DAY, 5
- ENGLISH LANGUAGE LEARNERS (ELL), 25
- ENROLLMENT, 24
- EXAMINATIONS, 25
- EXPELLED STUDENTS, 42
- EXPULSION, 41
- EXTRACURRICULAR ACT., 54
- FACULTY SUPERVISION, 36
- FAMILY RIGHTS ACT, 15
- FERPA, 15
- FIELD TRIPS, 27
- FIGHTING, 39, 43
- FIRE DRILLS, 35
- FIRST AID, 33
- FLORAL DELIVERIES, 20
- FOOD SERVICES, 18–19
- FOREWORD, 1
- FREE SPEECH, 16
- FUND RAISING, 54
- GANG ACTIVITY, 39, 43
- GENERAL INFORMATION, 5, 40
- GIFTS, 20
- GRADE LEVEL TESTING, 21
- GRADES, 22, 25
- GRADING REQUIREMENTS, 22
- GUNS, 2, 43
- HAIR, 52
- HARASSMENT, 3, 43
- HOLIDAYS, 5
- HOME SCHOOLING, 8
- HOMEBOUND, 13, 32
- HOMEWORK, 26
- HONOR ROLL, 26
- ILLNESS/EMERGENCIES, 13
- IMMUNIZATIONS, 9
- INCOMPLETE GRADES, 24
- IN-DISTRICT, 17
- InformationNOW, 6
- INSTRUCTIONAL PROGRAM, 21
- INSURANCE, 33
- INTERNET USE, 28
- INTERNET USER RIGHTS, 29

INTERVENTION, 23–24
 ITEMS CONFISCATED, 51
 KINDERGARTEN ENTRANCE, 7
 LASER ITEMS, 50
 LATE ENTRANCE, 13
 LAWFUL ABSENCES, 12
 LEAVING THE CAMPUS, 7
 LEGAL GUARDIANS, 9
 LETTER TO PARENTS, 2
 LIABILITIES/PARENTS, 46–47
 LIBRARY/MEDIA CENTER, 27
 LOPEZ SCHOOL, 4
 LOST AND FOUND, 35
 LUNCHES/BREAKFASTS, 18
 MAKE-UP WORK, 25
 MCCAS, 21
 MEALS, 18–19
 MEDIA CENTER/LIBRARY, 27
 MEDICATION, 33
 MENTORING, 33
 MISBEHAVIOR - REPEATED, 41
 MOVING - TRANSFERS, 17
 MS CURRICULUM FRAME., 23
 MS-CPAS, 21
 NAEP, 21
 NATHAN'S LAW, 49
 NATIONAL ASSESSMENTS, 21
 NEWS MEDIA, 2
 NON-ACCREDITED SCHOOL, 8
 OUT-OF-DISTRICT, 17
 OUT-OF-SCHOOL SUSPENSION, 41
 PARENT CONFERENCES, 6
 PARENT INVOLVEMENT, 30
 PARENTS - RIGHTS, 15
 PARTIES, 17
 PASSWORD, 6
 PHYSICAL EDUCATION, 27
 POSSESSION OF LASER ITEMS, 50
 PREVENTION/VIOLENCE, 2, 38
 PROGRAMS/SERVICES, 32
 PROGRESS REPORTS, 26
 PROHIBITED ORGANIZATIONS, 39
 PROMOTION, 26
 PTA-PTO, 20
 PURCHASES - ORDERS, 20
 RECORDS, 15
 REGISTRATION, 8
 REPORT CARDS, 24
 REQUIRED PARENT CONFERENCES, 46
 REQUIRED UNIFORM (Lopez School), 53
 RESIDENCE COMPLAINTS, 9
 RESIDENCE VERIFICATION, 8
 RETEACHING/RETESTING, 23
 RETENTION, 26
 RETENTION - ABSENCES, 12
 RIGHTS/PRIVACY ACT, 14, 15
 RUBRICS - GRADES, 25
 SAFETY ACT, 46
 SCHOOL - ENTRANCE, 7, 10
 SCHOOL BAGS/BACK PACKS, 35
 SCHOOL BOARD, 4
 SCHOOL BUS DISCIPLINE, 47
 SCHOOL DAY, 5
 SCHOOL DIRECTORY, 4
 SCHOOL INSURANCE, 33
 SCHOOL SAFETY ACT, 46
 SCHOOL VIOLENCE ACT, 2
 SCHOOL-AGE CHILDREN, 11
 SCHOOLS, 4
 SECTION 504, 14
 SERVICES/PROGRAMS, 32
 SEXUAL HARASSMENT, 39
 SMOKING, 43
 SNACKS, 19
 SPECIAL EDUCATION, 32
 STAFF - EMERGENCIES, 35
 STAFF PROTECTION, 50
 STATE IMMUNIZATION REQ., 10
 STRATEGIC PLAN, 1
 STUDENT ACTIVITIES, 54
 STUDENT ARRIVAL TIME, 6
 STUDENT BEHAVIOR, 2
 STUDENT CONDUCT, 36
 STUDENT DEPARTURE TIME, 6
 STUDENT DISRESPECT, 36
 STUDENT INSURANCE, 33
 STUDENT PROGRESS, 23–24
 STUDENT REGISTRATION, 9
 STUDENT RESPONSIBILITIES, 22
 STUDENTS/NEWS MEDIA, 2
 SUPERINTENDENT, 4
 SUPERVISION, 20
 SURVEILLANCE, 42
 SUSPENSION - ABSENCES, 41
 TARDIES, 13
 TARDIES/ABSENCES, 3
 TEACHER SUPPORT TEAMS, 23
 TEACHERS - AUTHORITY, 47
 TELEPHONE, 20
 TELEPHONE NUMBERS, 9
 TERMS, 5
 TESTS - CURRICULUM, 21
 TEXTBOOKS, 22
 TITLE I, 30
 TITLE VI, TITLE IX, 14
 TOBACCO, 51
 TRANSFER GRADES, 24
 TRANSFERS, 8, 17
 TST, 23, 24
 UNLAWFUL ABSENCES, 12
 USER NAME, 6
 VACCINATIONS, 9
 VANDALISM, 40
 VENDING MACHINES, 19
 VERIFICATION-RESIDENCE, 8
 VIDEO SURVEILLANCE, 42
 VIOLENCE ACT, 38
 VISITORS, 6
 WEAPONS, 2
 WEBSITE, 4
 WELLNESS PROGRAM, 18
 WITHDRAWALS, 17
 ZERO TOLERANCE, 2