

Bay High School
Student-Parent Handbook
2009-2010



Bay High School

Redefining Our Boundaries –

GIVING ONE DEGREE MORE!

Dr. Andy Parker, Principal
Amy Coyne, Assistant Principal
Mr. Nick Overby, Assistant Principal

750 Blue Meadow Road
Bay St. Louis, MS
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SUPERINTENDENT'S STATEMENT

PRINCIPAL'S MESSAGE

Bay St. Louis-Waveland School Board

Dr. Sherry Ponder, President
Mr. Clevand Williams, Secretary
Mrs. Beth Paul Keith
Mrs. Cheryl Ladner
Mr. Mike Benvenuti

Central Office Administration

Dr. Rebecca Ladner, Superintendent
Dr. Rusty Dempsey, Assistant Superintendent/Student Services Director
Mr. Kevin Boyce, Business Manager
Mr. Brad Barlow, Food Services Director
Ms. Vikki Wescovich, Federal Programs Director
Mr. Wayne Purl, Network Administrator
Mrs. Penny Rodrique, Instructional Technology Specialist

Bay High School

Dr. Andy Parker, Principal
Mr. Will Seymour, Athletic Director
Mrs. Amy Coyne, Assistant Principal/Vocational Director
Mr. Nick Overby, Assistant Principal

Bay-Waveland Middle School

Dr. Cherie Labat, Principal
Mrs. Lynn Tammen, Assistant Principal

North Bay Elementary

Dr. Frances Weiler, Principal

Second Street Elementary

Mr. Myron Labat, Principal

Early Education Center

Mrs. Donna Torres, Principal

Alternative School

Mrs. Shirley Prendergast, Principal

DISTRICT MISSION STATEMENT

The Bay St. Louis-Waveland School District is a system that is dedicated to teaching with the expectation that all will read, write, think, compute, speak well, love the arts, and behave in socially acceptable ways in order to become an economically independent contributing member of society.

Adapted from Dr. Lorraine Monroe, January 2, 2007

BAY HIGH SCHOOL MISSION STATEMENT

The mission of Bay High School is to create a student-centered learning environment which addresses the individual needs of each student thus creating an enlightened citizen who values life-long learning accompanied by social and personal accountability.

Bay High School Faculty

English Faculty

Coker, Stephanie
 Drummond, Kathleen
 Graham, Molly
 Leger, Angela
 Necaise, Stephanie
 Owen, Jennifer
 Richardson, Amy

Fine Arts/Physical Education/Health Faculty

Austin, Priscilla
 Boles, Shannon
 Bosarge, Jeff
 Crider, Catchie
 Foreman, Ben
 Hopgood, Jeff
 Kenson, Dave
 Thompson, Kelton
 Triplett, Debbie

Foreign Language Faculty

Cain, Liz

History Faculty

Edwards, Addaryl
 Ladner, Elaine
 Molpus, Robert
 Pate, Stacey
 Sjostrom, Dottie
 Smith, Ricky

Math Faculty

Berry, Kathy
 Boudreaux, Khrystal
 Gemelli, Mike
 Moak, Sherie
 Rossetti, Paula
 Rutledge, Howard

Special Education Faculty

Banashak, Josh
 Bosarge, Lis
 Favre, Beth
 Meyer, Phil
 Shabazz, Wali
 Smith, Kellie

ROTC Faculty

Butler, Ed
 Snemyr, Paul

Science Faculty

Gilmore, Sara
 Kupper, Rachel
 Lathrop, Ann
 Lewis, Gigi
 Ross, Kelly
 Woodward, Tom

Vocational Faculty

Jenkins, Linda
 McAuley, Pam
 White, Mildred

Bay High School Administration

	Principal	467-6611
Dr. Andy Parker	Assistant Principal/Vocational Administrator	
Mrs. Amy Coyne	Assistant Principal	
Mr. Nick Overby		

Bay High School Staff

Ms. Cindy Chandler	Guidance Counselor	467-5297
Mrs. Toy Watts	Guidance Counselor	467-5297
	Curriculum/Testing Coordinator	467-6611
Mrs. Carol Ramsey	Registrar	467-5297
Mrs. Michele Henry	Secretary	467-6611
Mrs. Cherri Allenbach	Secretary	467-6611
Mrs. Chanda Parnell	Secretary	467-6611
Mrs. Vicki Walsh	Librarian	467-7267
Mrs. Charlotte Garrett-Lewis.....	Teacher Assistant - Library	
Mrs. Tanesha Harvey.....	Career Center Technician	
Mrs. Susan Schiller.....	Teacher Assistant – Special Education	
Mrs. Nina Carver.....	Teacher Assistant – Special Education	
Mrs. Trish Favre.....	Teacher Assistant – Special Education	
Mrs. Kelly Robertson.....	Teacher Assistant – In School Isolation (ISI)	

Bay St. Louis – Waveland School District 2009-2010

July		January	
3	Independence Day Holiday	11	Board Meeting
13	Board Meeting	14	Report Cards (3-12)
22-23	Student Registration	14	Student Profiles (K-2)
		18	Martin Luther King, Jr. Holiday
August		February	
3-5	Professional Development	8	Board Meeting
6	First Student Day	15-17	Mardi Gras Holidays
	First Quarter Begins (day 1)	18	School Resumes/Students Return
10	Board Meeting	25	Progress Reports (K-12)
September		March	
7	Labor Day Holiday	3	5th/8th grade State Science Tests
10	Progress Reports (K-12)	8	Board Meeting
14	Board Meeting	10-11	4th/7th State Writing Tests
21-28	SATP Re-Test and Transfers	11-12	½ Credit Exams; 1 Credit Mid-Term Exams BHS
October		12	Third Quarter Ends (day #135)
7-8	½ Credit Exams; 1 Credit Mid-Term Exams BHS	15	Fourth Quarter begins (day # 136)
8	Last Day of 1st Quarter (day #45)	25	Report Cards (3-12)
9	Second Quarter Begins (day #46)	25	Student Profiles (K-2)
12	Fall Holiday	24-25	SATP Tests-Eng.II Writing-BHS
	Professional Development	29-Apr.2	Spring Break Holidays
12	Board Meeting	April	
13	School Resumes/Students Return	5	School Resumes/Students Return
15	Report Cards (3-12)	12	Board Meeting
15	Student Profiles (K-2)	22	Progress Reports (K-12)
November		26-30	SATP Test-Bio.,US Hist.,Alg.I,Eng.II
9	Board Meeting	May	
12	Progress Reports (K-12)	10	Board Meeting
23-27	Thanksgiving Holidays	11-14	MCT Tests grades 3-8
30	School Resumes/Students Return	13-14	Senior Exams
December		18	Student Profiles (K-2)
1-7	SATP Test-Bio.,US Hist.,Alg.I,Eng.II	20	Exams (3-11)
14	Board Meeting	20-21	½ Credit Exams; 1 Credit Final Exams BHS
17-18	½ Credit Exams; 1 Credit Final Term Exams BHS	21	Graduation
18	Second Quarter Ends (day #90)	21	Last Student Day/ 60% day
	60% Day		Fourth Quarter Ends (180 days)
21-Jan. 4	Christmas Holidays	24-25	*Professional Development
January		31	Memorial Day Holiday
4	Professional Development	June 14	Board Meeting
5	School Resumes/Students Return		
	Third Quarter Begins (day #91)		

COMPLIANCE POLICIES

Bay St. Louis-Waveland Schools are in compliance with Title VI of the Civil Rights Act of 1962, 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.

The Bay St. Louis-Waveland School District assures that no one shall, on the grounds of race, color, national origin, gender, or handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the school.

Title VI and IX Coordinator..... Dr. Rusty Dempsey
201 Carroll Avenue 228-467-6621
Bay St. Louis, MS 39520

Section 504 Coordinator..... Ms. Alicia Kelly
201 Carroll Avenue 228-467-1021
Bay St. Louis, MS 39520

Admission Requirements

In order to enroll, a student's parent or guardian must reside within the Bay St. Louis-Waveland School District. Residency must be verified (2 documents) with a school official at the time of the student's registration. A transcript of the student's work must be received from the school last attended. A student may be temporarily enrolled before the transcript is received provided the student can present evidence that he has officially withdrawn from the previous school.

Students enrolling from a non-accredited institution or home schooling must be administered a grade placement test before a grade level is assigned.

To be eligible for kindergarten, students must be five (5) years old on or before September 1, 2009. First graders must be six (6) on or before September 1, 2009.

In addition to the residency requirements, all new students who enter from another state must present a birth certificate and a Mississippi Immunization Compliance Form, which may be obtained from the Hancock County Health Department on Longfellow Drive.

CORRESPONDENCE AND ONLINE COURSES

All correspondence and/or online courses will be administered and coordinated through the guidance department at Bay High School. Correspondence tests will be administered by the guidance counselor or the student has the option of taking the correspondence test(s) on the campus of the university/college that is making the course available. Online courses must be approved by the Mississippi Department of Education, Office of Curriculum and Instruction. Policy IHAR

Correspondence courses are reserved to assist seniors who are short of credits for graduation. Students interested in taking correspondence courses should contact the Guidance Department for information. Verification of course completion, along with the grade for the course, must be received by Bay High School no later than ten (10) school days prior to the day of the graduation exercise. A student may earn no more than two Carnegie units by taking any combination of approved correspondence courses, Credit Recovery courses, and/or online courses to meet district graduation requirements. Exceptions to this may be considered on a case by case basis.

CREDIT RECOVERY

Students who lose Carnegie units due to failing grades or inadequate attendance will be allowed to recover those credits through the Credit Recovery Program. This computer-assisted learning program is available to students who need the credit to graduate. Please note that Bay High School does not have a Summer School at this time.

Application to participate in the Credit Recovery Program must be made through the Teacher Support Team. Priority for participation in the Credit Recovery Program is given to upperclassmen. Courses available through this program are limited.

GRADUATION REQUIREMENTS
Regular Diploma

Please note that the instructional program is reviewed by the Board of Trustees annually and may be revised.

Graduation Course Requirements for entering 9th graders in 2006/2007

<u>Discipline</u>	<u>Units</u>	<u>Required Subjects</u>
English	4	English I, II, III, and IV
Mathematics	4	Four of the following: (Two must be higher than Alg. I) Pre-Algebra Algebra I (required) Trans Algebra Geometry Algebra II AP Calculus Adv. Algebra Trigonometry
Science	4	Biology I One unit must be a lab-based physical science chosen from the following: Physical Science Chemistry I Chemistry II AP Chemistry Physics I
Social Studies	4	MS Studies / Geography World History U. S. Government / Economics U. S. History
Health	½	
Business & Technology	1	Keyboarding/Computer Apps. OR Computer Discovery
The Arts	1	
Electives	<u>7 ½</u>	
Total Units Required	26	

Graduation Course Requirements for entering 9th graders in 2007/2008

<u>Discipline</u>	<u>Units</u>	<u>Required Subjects</u>
English	4	English I, II, III, and IV
Mathematics	4	Four of the following: (Two must be higher than Alg. I) Pre-Algebra Algebra I (required) Trans Algebra Geometry Algebra II AP Calculus Adv. Algebra Trigonometry
Science	4	Biology I One unit must be a lab-based physical science chosen from the following: Physical Science Chemistry I Chemistry II AP Chemistry Physics I
Social Studies	4	MS Studies / Geography World History U. S. Government / Economics U. S. History
Health	½	
Business & Technology	1	Keyboarding/Computer Apps. OR Computer Discovery
The Arts	1	
Electives	<u>9 ½</u>	
Total Units Required	28	

Graduation Course Requirements for entering 9th graders in 2008/2009

<u>Discipline</u>	<u>Units</u>	<u>Required Subjects</u>
English	4	English I, II, III, and IV
Mathematics	4	Four of the following: (Two must be higher than Alg. I) Pre-Algebra Algebra I (required) Trans Algebra Geometry Algebra II AP Calculus Adv. Algebra Trigonometry
Science	4	Biology I One unit must be a lab-based physical science chosen from the following: Physical Science Chemistry I Chemistry II AP Chemistry Physics I
Social Studies	4	MS Studies / Geography World History U. S. Government / Economics U. S. History
Health	½	
Physical Education	½	
Business & Technology	1	Keyboarding/Computer Apps. OR Computer Discovery
The Arts	1	
Electives	<u>10</u>	
Total Units Required	29	

Graduation Course Requirements for entering 9th graders in 2009/2010

<u>Discipline</u>	<u>Units</u>	<u>Required Subjects</u>
English	4	English I, II, III, and IV
Mathematics	4	Four of the following: (Two must be higher than Alg. I) Pre-Algebra Algebra I (required) Trans Algebra Geometry Algebra II AP Calculus Adv. Algebra Trigonometry
Science	4	Biology I One unit must be a lab-based physical science chosen from the following: Physical Science Chemistry I Chemistry II AP Chemistry Physics I
Social Studies	4	MS Studies / Geography World History U. S. Government / Economics U. S. History
Health	½	
Physical Education	½	
Business & Technology	1	Keyboarding/Computer Apps. OR Computer Discovery
The Arts	1	
Electives	<u>11</u>	
Total Units Required	30	

Note: Elective units in Band, Physical Education and Choral Music are limited to three units with each course counting for no more than two of the three units. However, a student may count additional units from Band, P. E. or Choral Music after earning the units that the Mississippi Department of Education requires for graduation.

BAY HIGH SCHOOL HONORS PROGRAM

In an effort to encourage each student to work to his or her fullest potential, Bay High School will provide an Honors Program in grades ten through twelve. Any student who successfully completes the Honors Program will be designated as an Honors Graduate at graduation and will receive a Bay High School Honors Diploma.

Honors Program – Eligibility

To be eligible for admissions to the Honors Program, a student must have at least a 3.5 weighted grade point average for both semesters of his freshman year and no grade below a D on a quarterly report card and no semester grade below a C.

A freshman who meets the eligibility requirements listed above may indicate his desire to enroll in the honors program which begins in the sophomore year by appropriately marking his or her course selection sheet.

Honors Program – Requirements

To enroll in the Honors Program and earn an Honors Diploma from Bay High School, a student must earn 26 Carnegie units for graduation as follows:

- The student must take a minimum of eight honors courses, with a minimum of two honors courses per year, during his sophomore, junior, and senior years.
- Any third or fourth level course of a language, other than English, may replace an honors course.
- The student must maintain a cumulative weighted GPA of 3.5 during his/her sophomore, junior and senior years.
- If his cumulative weighted GPA falls below the 3.5 mark, the student will have one semester to regain his/her 3.5 or better cumulative weighted GPA.
- The student may have no grade below a D on a quarterly report card and no semester grade below a C during his/her sophomore, junior and senior years.
- The student must be a student in good standing with the school.
- A student failing to meet these requirements will be notified in writing by the administration that he/she is no longer a participant in the Honors Program and he/she will not be eligible to receive an Honors Diploma. However, he/she may be eligible to take honor courses based upon the recommendations of his/her teachers and the respective department chairpersons.
- The student must maintain a 95% attendance rate.
- Twenty hours of approved Career Service Learning.
- Twenty hours of approved Community Service or Community Involvement.

ADDITIONAL GRADUATION REQUIREMENTS Regular Diploma

In addition to earning the district-required number of Carnegie units, students must also meet requirements of state assessments (US History from 1877, English II, Biology I, and Algebra I). A student's graduation requirements are determined by the year he/she enters 9th grade.

According to Mississippi State Board of education Policy IHF-2, any Mississippi public school student who fails to pass a required Subject Area Test will be offered a chance to retake the test three times each year until a passing score is achieved.

The Bay St. Louis-Waveland School District Board of Education believes that the purpose of a Subject Area Test is to serve as a diagnostic tool providing mastery information to parents, students, teachers, and administrators regarding the content area being assessed.

All students enrolled in the courses involved in the Subject Area Testing Program must pass both the course and the Subject Area Test in order to graduate from Bay High School. If a student does not make a passing score on a Subject Area Test, a Teacher Support Team consisting of teachers, an administrator, and a counselor will analyze data from the test and prescribe a remediation program that meets the needs of the individual student. Remediation may include, but shall not be limited to, requiring the student to repeat the course, participate in after school or in school tutoring, or attend an extended school year/summer school program.

Students in grades 9 through 12 must complete a minimum of 20 hours of approved documented Career Service Learning per year within his/her chosen career pathway to advance to the next classification level. A junior or senior may choose approved paid employment within his/her chosen pathway to fulfill this requirement. Students must also complete related activities in the Student Advisory Program.

GRADUATION REQUIREMENTS
Occupational Diploma

The Mississippi Occupational Diploma is available for students with disabilities as defined by the Mississippi Code and by the Individuals with Disabilities Education Act.

<u>Discipline</u>	<u>Units</u>	<u>Required Subjects</u>
English	4	Employment English I, II, & III Applied Employment English IV
Mathematics	4	Job Skills Math I, II, & III Applied Job Skills Math IV
Science	4	Life Skills Science I, II, & III Applied Life Skills Science IV
Social Studies	4	Career Preparation I, II, & III Applied Career Preparation IV
Career/Technical Education	2	Career/Technical Education Grade 10 Career/Technical Education Grade 11
Electives	6	

Or in lieu of the four applied courses

Vocational Education	2	Completion of a 2 year Vocational Program
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Optional course credits as determined by the individual education plan committee

Minimum Total Units 26

Students seeking a Mississippi Occupational Diploma must successfully complete an approved Occupational Portfolio. The minimum requirements for the portfolio are as follows:

- As each content standard is taught in the core curriculum courses, items of evidence representative of the student’s level of acquisition of the content standard must be collected by that teacher and documented in the portfolio.
- In the tenth grade, the student must have successful experience and acceptable work performance evaluations in three to six school-based work assessment experiences, six to eight job shadowing experiences, or a combination of the above for a minimum total of 30 hours.
- In the eleventh grade, the student must have successful experience and acceptable work performance evaluations in two to four community-based work training experiences with a minimum of 30 hours.
- Students must have documented evidence of a minimum of 540 hours of successful paid employment while enrolled in the Cooperative Career/Technical Education Program by the end of their senior (exiting) year.
- An exit IEP team meeting must be held before the student graduates to evaluate the accomplishment of the goals and objectives of the IEP and the completion of all requirements for the Mississippi Occupational Diploma.
- The final Occupational Portfolio will be reviewed and approved prior to graduation by the principal or his/her designee.

GRADING SYSTEM AND REPORTING

The Board of Trustees of the Bay St. Louis-Waveland School District believes that a well planned and competently administered student evaluation program is an essential component of the instructional program. The Board further believes that the regular and effective reporting of student progress toward the attainment of goals and objectives is imperative. The Board realizes that the primary function of the district’s student evaluation program is to measure as accurately and objectively as possible each student’s progress toward the attainment of goals and objectives set by the district and the student.

The Board of Trustees encourages all students to attain their highest possible level of achievement. The evaluation and reporting of student academic performance can play an important part in helping students to remain focused on achievement. Teachers should use a variety of ongoing, developmentally appropriate methods to measure student progress such as tests, exams, quizzes, projects, reports, homework, class participation, and other assignments. Academic grades should not be lowered as a result of unsatisfactory conduct except in cases of cheating which includes plagiarism.

Careful consideration should be given to all work and each piece of work or each assignment may be valued according to the

individual teacher's grading rationale. Failure on one test or assigned task except for instances of cheating or failing the final exam is not sufficient basis to prevent passing. One passing grade is not sufficient basis for passing a course when all other grades are failing.

Grading and Reporting System 9-12

A number of factors may be used in determining the student's grades and may include but not be limited to daily class work, homework, class participation, test grades, projects, and diagnostic assessments. Parents are invited to contact teachers, counselors, and/or administrators concerning any questions relative to a student's progress at any time during the school year.

Teachers shall communicate their grading practices to parents and students at the beginning of each course and to new students when they enter class. Activities, projects, presentations, reports, etc., will require that specific grading scales or rubrics be developed and communicated to students and parents.

- There shall be four grading periods of nine weeks each.
- A minimum of nine grades shall be recorded in each academic course during each nine week grading period.
- A midterm exam shall be given to students in all academic courses. The midterm shall count as 20% of the first term grade. Comprehensive exams shall be administered to students at the end of each academic course. The comprehensive exam shall count 20% of the second term grade. The final grade shall be the average of the two term grades.

CALCULATION OF GRADES....

Half Carnegie Unit Classes:

The final exam counts as 20% of the Term 1 grade.

One Carnegie Unit Classes:

The midterm exam counts as 20% of the Term 1 grade.

The final exam counts as 20% of the Term 2 grade.

The final average is calculated as follows:

$$\mathbf{T1 (50\%) + T2 (50\%) = Final Average}$$

- Numerical grades will be used on report cards and transcripts for students in grades nine (9) through twelve (12). Beginning with the 2008-2009 school year, the following grading scale applies:

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	59 and below
I	Incomplete

- There shall be no exemptions from nine week exams, semester exams, or end of course exams for a student in grades nine (9) through eleven (11). Seniors only may be exempt from final exams if they meet the following criteria:
 - average of 90 or above for the course;
 - no more than one (1) absence in a ½ credit class and no more than two (2) in a one-credit class;
 - no more than one (1) tardy to a particular ½ credit class and two (2) for a particular one-credit class;
 - no discipline referrals that warrant in school isolation, exclusion, or out of school suspension.
- Special education students receive grades on the general education reporting instruments except for students served through the moderately to profoundly intellectually disabled programs. Students served in these programs may have an alternative reporting system reflecting progress toward their Individualized Education Plan. Grades for students receiving special education services are determined by the teacher serving the student for each subject area. The course grade for students served by a general and special education teacher for the same subject is cooperatively determined by the teachers.
- No grade (NG) is required on a progress report or report card if the student has been enrolled in the school fewer than 20 school days of the grading period and/or there have been no grades received from the previous school for that time period. When a student transfers from a school which used letter grades only, the following numerical grades shall be assigned:

A	=	95
B	=	85
C	=	75
D	=	65
F	=	59

- Students coming from another school system or private school are given the grade the sending school indicates. The final grade is determined by combining the transfer grade and the grades earned in this district's school. Students who are enrolling from a non-accredited institution or from home schooling will be assigned to the last public-school grade level in which they previously attended. If they successfully passed that level, they will be assigned to the next level to begin earning Carnegie units.

- Students withdrawing from a school within this district are given the grade they have earned in each subject up to the date of withdrawal.
- Report cards shall be issued at the end of each nine week period. It shall be the responsibility of the superintendent to establish reporting procedures and develop reporting instruments for use by the district.
- Teachers should make every effort to grade and report student work as fairly and accurately as possible. However, a student and/or parent who believes that an error has occurred may ask the teacher to review the grade or report and to modify it if an error is found. If the student and/or parent is not satisfied with the teacher's response, he/she may ask the principal for a review. The principal's decision is final.
- Teachers should notify parents/guardians by personal contact or in writing (in addition to the standard progress report) if a student is in danger of receiving a failing grade (59 or below) for a nine week period or is experiencing a significant decline in achievement. This contact should occur as early as possible during the grading period. Documentation of parent/guardian notification must be kept by the school.
- Copies of student evaluation reports shall be kept on file in the school which the student attends. All student cumulative records shall be completed and kept on file in compliance with all Mississippi Department of Education regulations, state laws, and Board policy.

Promotion and Retention

Continuous achievement is a method of organizing instruction which allows each student to progress through school at his/her own individual rate. Instruction is presented in steps of sequential skills. Students in the instructional program shall be expected to move through the continuous achievement continuum at a rate commensurate with their total capabilities for scholastic progress.

In order to help assure appropriate achievement as students progress through their school experience, the Board of Trustees for the Bay St. Louis-Waveland School District establishes the following basic guidelines for promotion and retention:

- Students in grades 9-12 will be awarded Carnegie units when they have earned a passing grade (60 or above), and met all requirements for credit including attendance requirements. Students may be moved to the next classification at the end of the first semester only if they are behind their original class (example: from junior to senior status if the student failed to receive enough Carnegie units during the prior year).
- The classification system for freshman entering 2005 – 2008 shall be:
 - 6 Carnegie units + completion of English I Sophomore
 - 13 Carnegie units + completion of English II Junior
 - 19 Carnegie units + completion of English III Senior
- The classification system for freshman entering 2009 shall be:
 - 7 Carnegie units + completion of English I Sophomore
 - 14 Carnegie units + completion of English II Junior
 - 20 Carnegie units + completion of English III Senior
- Students in grades 9 through 12 must complete a minimum of 20 hours of approved documented Career Service Learning per year within his/her chosen career pathway to advance to the next classification level. A junior or senior may choose paid employment within his/her chosen pathway to fulfill this requirement; however, this paid employment must be approved in advance by the Academy Coordinator. Students must also complete related activities in the Student Advisory Program. CSL will be graded through English classes
- Students who lose Carnegie units due to failing grades or inadequate attendance will be allowed to recover those credits through the Credit Recovery Program. This program is available to students who need the credit(s) to graduate. Priority for participation in the Credit Recovery Program is given to upperclassmen.
- Students will be retained in the current grade level based on the following criteria:
 - Those students who do not have enough Carnegie units as outlined above;
 - Those students who did not receive credit for the English course appropriate to their classification as outlined above.

HONOR ROLL (Policy IKD)

Cumulative numeric averages will be computed each nine week period using all grades from subjects graded numerically.

Alpha Honor Roll	89.5 and above
Beta Honor Roll	79.5–89.4

No student with grades less than 70 in any subject will be considered for the honor roll.

Honor rolls may be published in the local newspaper and/or on the school website.

SCHEDULE CHANGES

All schedule change requests should be submitted by the student to the Guidance Office prior to June 30th. **No schedule changes will be allowed to reflect a particular teacher or time period without parent signature.** Students will be notified during the summer if a schedule change was granted.

COLLEGE ENTRANCE REQUIREMENTS

The admission standards below apply to high school graduates who apply for regular admission to state universities. **Note:** Those students wishing to apply for admission to Mississippi universities should contact their counselor or the university of their choice for information on provisional admission.

The counselor should be consulted concerning ACT requirements, exemptions and information. Students who do not meet the requirements for college admission and who cannot be exempt from their deficiencies, may enroll at any other accredited institution for at least one year and transfer acceptable grades (C's) in 6 hours English Composition, 3 hours college algebra or above, 6 hours laboratory Science, and 9 hours electives.

Mississippi four year public university admission standards and college preparatory curriculum are as follows:

Standards:

- Complete the college prep curriculum with a minimum 3.2 GPA; or
- Complete the college prep curriculum with a minimum 2.5 GPA; or
- Rank in the upper 50% of the graduating class and score at least 16 on the ACT (650 SAT); or
- Complete the college prep curriculum with a minimum 2.0 GPA and score at least 18 on the ACT (740 SAT).

Curriculum:

- English: 4 units
- Mathematics: 3 units: Algebra I, Geometry and Algebra II (A fourth course in higher level math is highly recommended.)
- Science: 3 units: Biology, Advanced Biology, Chemistry, Advanced Chemistry, Physics and Advanced Physics. Two of the courses chosen must be laboratory based.
- Social Studies: 3 units: U.S. History, World History, American Government, Economics, or Geography
- Advanced Electives: 2 units: Foreign language, Advanced World Geography, 4th year laboratory science or 4th year mathematics. One unit must be a foreign language.
- Computer Applications: ½ unit
- Eighth Grade Units: Algebra I or 1st year foreign language will be accepted for admission provided course content is the same as the high school course.

GUIDANCE PROGRAM

The counselor is responsible for helping students obtain valid information about themselves, such as their vocational and educational interests and their aptitudes and abilities. This information enables them to make decisions concerning their future. Counselors are good listeners and students' confidences are respected. The guidance program and counseling services are designed to assist students in making the most effective use of their assets and in setting reasonable and attainable goals.

Students should feel free to contact their counselor (467-5297) as they attempt to solve today's problems and make tomorrow's plans. Your counselor can help you:

- Select your program of studies. Parents are strongly encouraged to assist in planning their child's curriculum;
- Identify your abilities, interests & special aptitudes so that you may participate fully in school programs;
- Obtain information on college entrance requirements and available scholarships;
- Provide information on career opportunities; and,
- Work through problems affecting your school work.

ANNUAL REPORT TO 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. This report will serve as the annual notification by the Bay St. Louis-Waveland School District.

The School District completed the required reinspection 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.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

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

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

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

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

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

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

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

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

[NOTE: In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]

FERPA para las Escuelas Primarias y Secundarias

La Ley de Derechos Educativos de la Familia y la Confidencialidad (*Family Educational Rights and Privacy Act*), conocida por sus siglas en inglés FERPA, confiere a los padres y los estudiantes mayores de 18 años (denominados "estudiantes aptos") ciertos derechos con respecto a los expedientes académicos o registros educativos del estudiante. Estos derechos son:

(1) El derecho a inspeccionar y revisar el expediente del estudiante en un plazo de 45 días contado de la fecha de petición de acceso.

El padre o estudiante apto debe presentar al director de Escuela [o el correspondiente funcionario escolar] una petición por escrito que señale el documento o los documentos que desea inspeccionar. El funcionario de escuela se encargará del acceso y de notificar al padre o el estudiante apto respecto a la hora y el lugar donde los documentos se pueden inspeccionar.

(2) El derecho a solicitar una modificación del registro que el padre o el estudiante apto estime inexacto o equívoco.

Un padre o estudiante apto puede pedirle a la escuela que se modifique un registro que él considere inexacto o equívoco. Debe dirigirse por escrito director de la escuela [o al correspondiente funcionario], señalar con claridad la parte del registro que desea que se modifique, y especificar por qué es inexacto o equívoco. Si la escuela determina no modificar el registro en el sentido de la petición presentada por el padre o el estudiante apto, la escuela notificará al padre o el estudiante apto sobre la decisión y le avisará sobre su derecho a una audiencia en relación con la petición de modificación. Se proporcionará información adicional al padre o el estudiante apto sobre el procedimiento de audiencia al ser notificado sobre el derecho a audiencia.

(3) El derecho a dar consentimiento para la divulgación de información susceptible de identificación personal contenida en los expedientes académicos del estudiante, salvo en los casos señalados por FERPA que autorizan la divulgación sin consentimiento.

Una excepción, que permite la divulgación sin consentimiento, se trata de la divulgación a los funcionarios escolares con intereses educativos legítimos. Un funcionario escolar es un empleado de la escuela en calidad de administrador, supervisor, instructor, o personal de apoyo (incluyendo el personal de salud o médico y el personal de la unidad de seguridad o policial); una persona que integre el Consejo Escolar; una persona o compañía con la cual la escuela contrate para desempeñar una función particular (como un abogado, un auditor, un consultor médico, o un terapeuta); o un padre o estudiante que se desempeñe en un comité oficial, tal como un comité de disciplina o de procedimientos conciliatorios de disputas laborales, o que asista a otro funcionario escolar en el ejercicio de sus funciones.

Un funcionario tiene un interés legítimo si el funcionario necesita revisar un registro educativo a fin de cumplir con su responsabilidad profesional.

[Optativo] A petición, la escuela divulgará sin consentimiento registros educativos a los funcionarios de otro distrito escolar en donde el estudiante piensa o pretende matricularse. [NOTA: Según lo dispuesto por FERPA, un distrito escolar tiene la obligación de hacer un intento razonable de notificar al padre o el estudiante apto sobre la petición de expediente a no ser que se señale en su notificación anual que tiene la intención de hacer llegar los expedientes en respuesta a la solicitud.]

(4) El derecho a presentar un reclamo ante el Departamento de Educación de EE.UU. respecto al presunto incumplimiento con los requisitos de FERPA por parte de la Escuela. El nombre y la dirección de la Oficina que administra FERPA son:

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

[NOTA: Además, puede ser conveniente para una escuela incluir su aviso público de información de directorio junto con su notificación anual de derechos conforme a FERPA, según lo dispuesto por § 99.37 de las regulaciones.]

STUDENT ASSISTANCE REQUESTS

When any verbal/written statement/request is received from a parent, teacher, student, or other referring source, the following procedures will be followed:

1. The person receiving the request shall complete the Request for Assistance form and forward the referral to the Teacher Support Team (TST) Chairperson at the appropriate school. The referral form shall be available to any employee of the school district or outside referring agency.
2. The TST shall follow established procedures to assure that each student's individual needs are appropriately evaluated and addressed.
3. Parental input will be guaranteed by appropriate parent notification of meetings and the assurance that all applicable procedural safeguards will be followed.

Agenda Request Procedures

Introduction

Communicating with each other is key to maintaining a high level of understanding when decisions are made that affect our students. Realistically, we know there will be times when conflict arises due to decisions or changes. The following provides an outline of procedures that will assist you in the event you perceive a decision is not fair or does not promote the overall good of the district.

Procedures

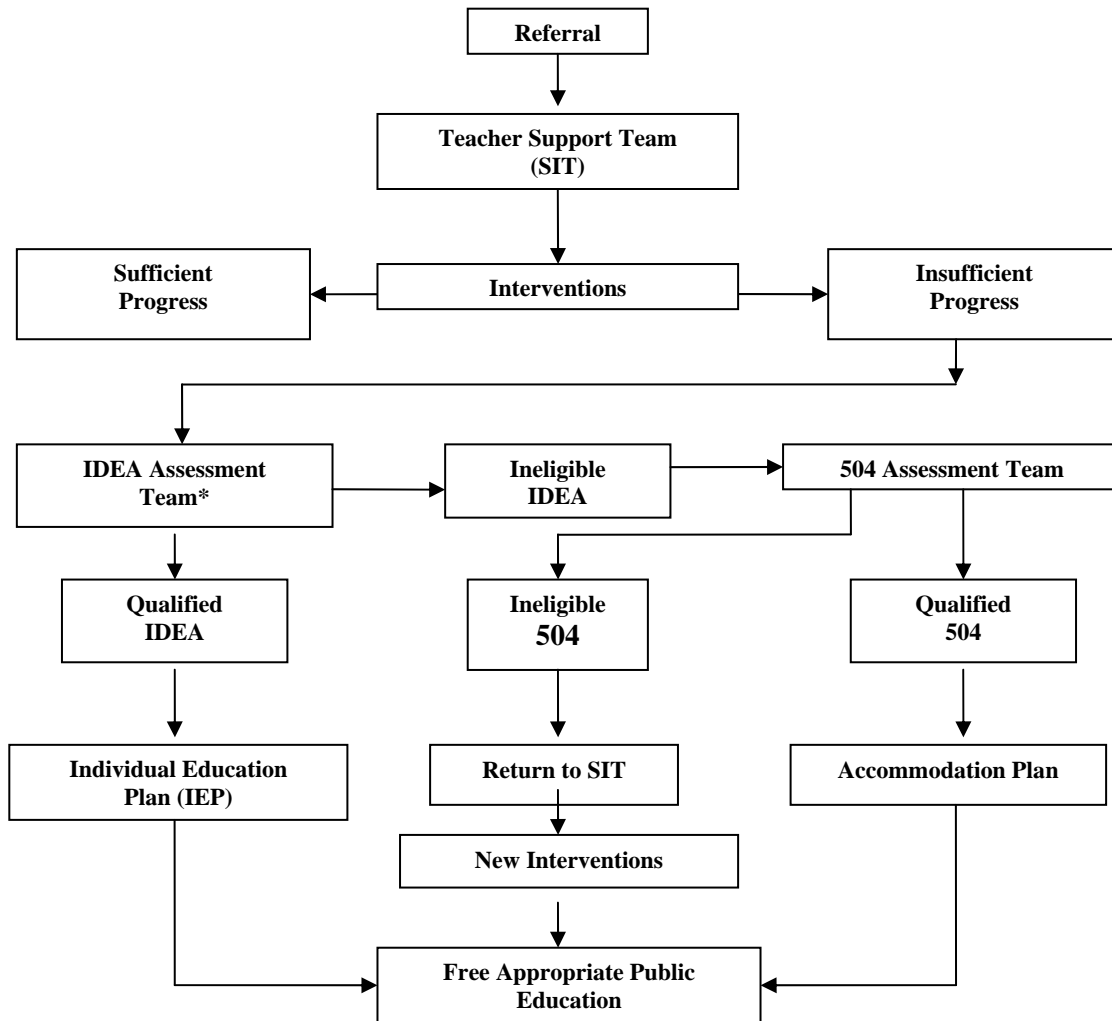
- Express your concerns to your child’s teacher (if applicable). If the issue is not resolved to your satisfaction, you need to meet with the building level principal.
- Meet with the principal to share your concerns. If the issue is not resolved to your satisfaction, schedule a meeting with the superintendent (467-6621).
- If you continue to feel the problem has not been resolved after meeting with the superintendent, you may request to address the Board of Trustees. The superintendent will provide you with the appropriate paperwork to formally request to meet with the Board at the next regularly scheduled meeting. Your name will then be placed on the agenda.

PARENT/TEACHER CONFERENCES

Parents who wish to have conferences with teachers may call the guidance counselor at 467-5297 for an appointment. All parents are welcome. State statutes require parents to attend parent conferences when requested by the administration. Any student suspended from school will be re-admitted to class only after his/ her parents/guardians have conferred with the principal in the principal’s office.

Referral-To-Placement Process

Pre-Interventions Implemented and Deemed Unsuccessful



GRADUATION ANNOUNCEMENTS AND GOWNS

Representatives of the rental company measure seniors for graduation caps and gowns during designated times. The commercial company selected to provide the caps and gowns delivers them to the school prior to commencement. A rental charge is made for the

use of the cap and gown. Gowns are distributed to seniors prior to the Sunday preceding graduation. Many local churches recognize seniors in their gowns in a baccalaureate service on that day.

LIBRARY

A vital part of our campus is the library media center. A well-balanced collection of print and non-print materials is available. Library personnel collaborate with both students and faculty in accessing, locating, and retrieving information. Materials may be copied on the printer and/or scanner in black and white or in color for a nominal fee. In order to provide optimal services, the library operates on an extended schedule and is open for patrons from 7:00 a.m. to 3:00 P.M. each day school is in session.

LOST AND FOUND

Lost and found articles are kept in the school office or other designated location. Any student who finds an article should bring it to the office immediately so that the owner may claim it. Articles left in the Lost and Found will be donated to charity at the end of each nine week period.

CAFETERIA/CHILD NUTRITION

All students in the district are entitled to one free breakfast, one free lunch, and one free after school snack (where applicable) for the 2009-2010 school year. No food or beverage is to be taken out of the cafeteria except bottled water.

- **Civil Rights Statement:** Nutritious meals are served to all students at no cost **for the 2009-2010 school year**
- **Proposed SY10 Meal Prices:** Student extra breakfast \$1.25, Student extra lunch \$2.25, Adult breakfast \$2.00, Adult lunch \$3.00. A la cart prices will follow market price changes.
- It shall be the responsibility of the principal to arrange the schedule so that the students will at all times enter the cafeteria, eat their lunch, and return to their classrooms in an unhurried and relaxed manner. Dissatisfaction with the manner in which the cafeteria prepares and serves food and any recommendation for improvement will be expressed to the principal who will take the matter under advisement with the Cafeteria Manager and Child Nutrition Director.
- No one except Child Nutrition employees shall be admitted to the kitchen during preparation and serving hours except repairmen, deliverymen, or other persons essential to the operation of the cafeteria.
- Relatives of Child Nutrition employees shall not visit during hours of operation or be granted privileges denied to other students
- Students and school staff are not allowed to bring any labeled food or beverage containers from outside the school cafeteria during meal times.
- No meals may be charged for anyone at anytime unless approved by the Child Nutrition Director and his designee.
- No food items will be sold on school campus for one hour before the start of any meals service period through the entire meal service time. Food fund raisers are strongly discouraged by the Bay-Waveland School District Wellness Policy as approved by the Bay-Waveland School Board.
- The Child Nutrition Program shall serve only those foods which are components of the approved federal meals pattern being served (or milk products) and such additional foods as necessary to meet the caloric requirements of the age group being served.
- With the exception of milk products and bottled water, a student may not purchase individual components of the meal without taking a complete reimbursable meal.
- Students who bring lunch from home may purchase only milk and/or bottled water.
- Further, this section will comply with all applicable provisions of the State of Mississippi Department of Education Policy and Procedure Manual for Child Nutrition Programs, July 2000, and with all other applicable federal and state laws.
- "The Bay St. Louis-Waveland School District has an agreement with TigerTranz Inc. for the collection of all returned checks issued to all Bay St. Louis-Waveland School District locations. The School Board requires that you include full name, street

address, and home phone number on all checks written to the school district. If your check is returned by your bank it will automatically be forwarded to TigerTranz for collection of the face amount plus the state allowed collection fee of \$40."

BEVERAGE REGULATIONS

- Bottled Water – Any Size
- Low-Fat or Non-Fat regular or Flavored Milk – no more than 160 calories/8 fl oz
- 100% Juice w/no added sweeteners – no more than 120 calories/8 fl oz
- Light Juices & Sports Drinks – no more than 66 calories/8 fl oz
- No or Low Calorie Beverages (Diet Beverages) – no more than 10 calories/8 fl oz
- Milk, 100% Juice, Light Juices, & Sports Drinks – no more than 12 fl oz packing
- At least 50% of beverages offered **MUST** be water and/or No or Low Calorie Beverages

SNACK REGULATIONS

All student snacks provided by the school and not provided by the After School Snack Program must pass the MDE Office of Healthy Schools Snack Evaluation Tool available in the Bay-Waveland Child Nutrition Office. The complete name and serving size or empty packaging must be sent to the Child Nutrition Administrator, bbarlow@bwsd.org, for nutrient evaluation.

ALCOHOL AND DRUGS

No student will be admitted to a school function if there is any indication that alcohol or other drugs have been consumed prior to the function. Such students will be detained and their parents notified immediately. A student possessing or using a prohibited drug (including alcohol) prior to or at school or prior to or at any school function, held on or off campus, shall be suspended and will be subject to expulsion. The police may be notified. **If a student chooses to remain present when illegal drugs (including alcohol) are being consumed, that student may be subject to the same consequences incurred by the student consuming the illegal drug or alcohol.**

CHEATING

Cheating, in any form, is prohibited and will result in the student receiving a grade of "0" on the assignment. Cheating includes, but is not limited to, copying other student's work, providing work to be copied by another student, copying information from print and non-print sources such as books or the internet, use of cheat sheets during tests, and looking on another student's paper for information. Students caught cheating will be subject to a school disciplinary consequence, also.

HAZING

No student shall conduct nor condone hazing activities. "Hazing" refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate or the location at which the activities take place. Such activities may include, but are not limited to, the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the school; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with school board policy, or applicable state law.

TELEPHONES/STUDENT MESSAGES

Telephones are located in the office and are available to students on an **emergency** basis only. Students must secure permission from the office prior to using the telephone.

STUDENT ASSEMBLIES

Students will travel to assemblies with their teacher and sit by class with the teacher during the assembly program. The nature of an assembly is public. Appropriate student behavior should reflect politeness, respectfulness and appreciativeness. Assembly performers are guests of the school and will be treated in a respectful manner.

ATTENDANCE - PHILOSOPHY

Regular and punctual school attendance is a vital aspect of developing and maintaining a successful educational experience. Regular and punctual attendance promotes a sense of responsibility, ensures educational continuity, facilitates academic growth, and prepares the student for his/her future career. Furthermore, daily attendance is important to both the school and the community in that it is the

measure by which state funds are allocated to the school. While it is our belief that students have the primary responsibility for regular and punctual attendance to all classes, we recognize that parents, teachers, administrators, and other school personnel share in that responsibility.

ATTENDANCE POLICY

It is the belief of the Board of Trustees for the Bay St. Louis-Waveland School District that a student's regular attendance in class directly affects his/her level of success. The attendance policy is designed to reward attendance at school and to provide guidelines for students to follow when absenteeism is unavoidable.

A student should adhere to the following attendance policy to assist in the earning of credit or promotion to the next grade for students on the block system who are attempting to earn carnegie units in grades 9 - 12:

- a. must be present 42 days for a half-credit course. (maximum 3 absences);
- b. must be present 84 days for a one-credit course. (maximum 6 absences)

A student should adhere to the following attendance policy to assist in the earning of credit or promotion to the next grade for students in grades K – 8 who are not attempting to earn a carnegie unit and/or are not on the block system:

- a. must be present 84 days for a semester course. (maximum 6 absences);
- b. must be present 168 days for a year long course. (maximum 12 absences).

Grades 9-12

Students who exceed this standard will not receive a grade nor Carnegie unit credit in the course. A notation of inadequate attendance (IA) will be recorded on the report card and on the transcript if the student is passing the course. If the student is failing the course, the actual failing grade will be posted on the report card and on the transcript.

K-12 Procedures

The parent will be notified of excessive absences which may result in the student's failure to be promoted or to receive credit for a course.

When a student is absent from school, the parent/legal guardian is requested to contact the school before class begins on each day the student is absent. In case of unreported absences, the school office will attempt to contact the parent/legal guardian.

Written documentation regarding the reason for the absence should be provided to the school office. Documentation may come from a dental or medical provider, parent/legal guardian, or court officer. In the event of a death in the immediate family, a copy of the obituary may serve as sufficient documentation. The first (3) valid parent notes will be excused. Additional parent notes will be taken into consideration during the appeals process.

If a student has been absent for ten consecutive school days without notifying the school office, he/she will be formally removed from the student roll. The school attendance officer will be notified.

The Bay St. Louis-Waveland School District supports school to career efforts through the general curriculum with planned programs and activities. As a general rule, we will not participate in events such as "Take Your Daughters to Work Day", "Groundhog Job Shadowing Day", or any other initiative that originates outside the school. Students who miss school for such events will be considered absent.

Penalties for Absence

- A student will not be permitted to take part in any school-sponsored extracurricular competition, event, or practice on the same day that he/she is absent from school for more than 60% of the day. Administrative, school-sponsored, and medical reasons are exceptions.
- Any student who exceeds the maximum number of absences allowed for a nine-week or semester course will not be allowed to leave school early for school-sponsored extracurricular activities.
- Any student who exceeds the maximum number of absences allowed for a nine-week or semester course will not be allowed to participate in special events including but not limited to awards ceremonies, class activities, and graduation exercises.
- Extenuating circumstances may exist and consideration for appeal will be given on a case by case basis; however, the facts concerning the absences must be well documented and submitted to the principal for review. Decisions for appeal will be determined by the school's Teacher Support Team.

Appeal Process for Excessive Absences

If a student has exceeded the maximum number of days allowed, he/she may not be awarded credit for the course or be promoted to the next grade level. All students will automatically be appealed.

The following steps will be followed:

1. The appeal must be directed to the school principal or his/her designee, must explain circumstances that led to the absences, and must include sufficient documentation. The principal and/or designee shall forward the appeal to the Teacher Support Team. If the student was absent due to a long term illness, a letter from the doctor explaining the nature and length of the illness would be appropriate. Documentation from a doctor or officer of the court must be original and may be subject to verification. A fax originating from the appropriate office will be accepted.
2. Appeals not granted by the school's Teacher Support Team will be reviewed by a District Attendance Committee composed of teachers and administrators, if the parent requests the appeal to the district committee.
3. Upon completion of the review, the parent/legal guardian will be notified of the decision and a recommendation will be submitted to the Superintendent.

Make-up Work

- All work missed during an absence must be made up within the time allowed by the "one day plus" rule. For example, if a student misses school on Wednesday, all make up work is due Friday of the same week (1 day + 1 day missed). If a student misses Wednesday and Thursday, then all make up work is due the following Wednesday (1 day + 2 days missed).
- If an assignment is made prior to the student's absence and is due on the day the student returns, the "one day plus" rule will not apply and work must be submitted on the assigned day.
- Additional time may be granted for prolonged absences at the discretion of the principal.
- It is the student's responsibility to make up work due to an absence.
- **Not completing an assignment is NOT an OPTION.**
- Any student assigned to exclusion or suspended from school will be expected to complete assignments. A grade of zero (0) will be given for incomplete assignments.

Tardies and Early Checkouts

Tardies and early checkouts cause the student to miss valuable instructional time. Therefore, each school will have appropriate consequences for excessive tardies clearly defined in the student handbook. Tardies and early checkouts also count against perfect attendance. Please note that if a student misses more than ten minutes of a class, he/she is considered absent from that class. Excessive tardies and early check outs may lead to a student failing to receive credit in any course as outlined in the attendance policy.

PERFECT ATTENDANCE

To be eligible for perfect attendance, a student must be present every school day for the entire day. There will be exceptions for field trips and other school sponsored events.

MAKE-UP ASSIGNMENTS

Parents may request school assignments after a student has missed school. Please give teachers at least 24 hours notice prior to picking up missed work. Assignments will be collected in the Guidance office for pick-up at the end of the school day. Students will be given time to make up missed work in accordance with district policy. It is the student's responsibility to request and complete these assignments in accordance with policy. Detention will be assigned until work is made up.

CARE OF SCHOOL PROPERTY

Students should take a personal interest in keeping the building in good order at all times. An adequate janitorial force is employed for doing the actual work; however, students can be of much assistance by using waste baskets and garbage cans for the disposal of waste matter, by refraining from getting pencil marks and fingerprints on the walls, by keeping the tops of the desks clean, by picking up paper that is found lying around, and by cleaning mud from shoes before entering the building. Students are not permitted to have "White Out", "Liquid Paper", etc. on campus.

Teachers and students are encouraged to cooperate fully in an effort to preserve and improve the condition of our buildings, grounds and equipment. It is the teacher's responsibility to leave classrooms tidy and well kept at the end of the classes.

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

CHECK-OUT POLICY

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 will be allowed to leave school, the student's parent or legal guardian, or person authorized by the parent on the student sign-out list in the attendance office must come to the school to sign out the student. The school administration reserves the option not to release a student from school.

Parents must complete a form for the sign-out list in the presence of a school administrator or his designee, or a notarized list designating student's parents, legal guardians or persons at least 21 years of age authorized by the parent (for early check-out). Parents must come to the office and update the sign-out list annually.

CHECK-OUT PROCEDURES *

1. Parents/guardians must sign the student out of school. Telephone calls and notes will not excuse a student to be released.
2. All parents must fill out a form listing other adults that they will give permission to check their child out of school.
3. A parent may come by the day before (or any time prior to check out time) and sign for the student to leave at a given time.
4. If a child is not feeling well and a parent or approved adult cannot be reached, the student will be cared for by the school nurse or other designated personnel. In the event school administration cannot administer appropriate care, the student will be transported to the nearest medical facility at the expense of the parent/guardian.

* This policy will also cover those students who must be released for a doctor's appointment or other just reason.

CLASS RANK (Policy IKC)

Rank-in-class is defined as the comparison of a student's academic performance with those members of his/her graduating class. Class rank will be computed on the basis of weighted numeric averages that are calculated on all grades earned from Carnegie Units for courses taken through second semester of grade 12.

Courses taken by correspondence, Credit Recovery, or online will be weighted according to their level just as it is in the regular classroom setting.

VALEDICTORIAN AND SALUTATORIAN

Valedictorian and Salutatorian shall be chosen from among the graduating seniors according to the following criteria:

1. Valedictorian and Salutatorian shall refer to those earning the highest and second highest weighted numerical averages. A weighted numeric scale that takes into consideration grades earned in weighted classes shall determine averages. Weighted numerical averages shall be determined at the end of the second semester of grade twelve.
2. They must have attended Bay High School for their last two consecutive years, grades 11 and 12.

COURSE CLASSIFICATION

The following Level 2 courses are weighted 10%: All approved dual enrollment college classes, all A. P. courses, Calculus, Algebra II, Trigonometry, Advanced Algebra, Physics I, Physics II, Chemistry I, Chemistry II, Biology II, Marine Science, Botany, Zoology, Anatomy & Physiology, Astronomy, Geology, Accelerated English, Diversified Technology, Accounting II, and Foreign Languages II, III, and IV. All other courses are Level 1 courses and are not weighted.

- Eligibility for the Honor Roll will be determined by weighted numeric averages.
- Eligibility for the National Honor Society requires a weighted average of 95.
- Class rank recorded on student transcripts to determine valedictorian, salutatorian, and honor graduates will be based on weighted numeric average using the classification scale.

PAGERS, CELL PHONES, AND OTHER ELECTRONIC DEVICES

Radios, walkmans, pagers, electronic games, telephones, or other electronic devices are not allowed in school and shall be confiscated by the teacher when found. Consequences for offenses are listed below:

First Offense: The electronic device is confiscated and turned over to the principal.
A parent or legal guardian may pick up the item from the office at the close of the school day.

Second Offense: The electronic device is confiscated and turned over to the principal.
An optional fine of \$40 may be paid or the item is held in the office for one (1) week.
A parent or legal guardian may pick up the item from the office at the close of the school day if the fine is paid or at the end of the one (1) week period.

Third Offenses: The electronic device is confiscated and turned over to the principal.
The item will be held in the office for the remainder of the school year.
A parent or legal guardian may pick up the item from the office at the close of the school day at the end of the school year.

No device will be released prior to the close of the school day on the same day it is confiscated.

The device will not be released to anyone other than the parent or legal guardian.

All money from fines will be deposited into the district's student assistance account to be used for student purposes only.

A receipt will be issued to the parent or legal guardian when the fine is paid.

Students who are using the device or who refuse to hand over the device will be subject to school disciplinary consequences.

The Mississippi Public Schools Accountability Standards, 2006, prohibits the possession and/or use of any electronic communication device, including cell phones and personal digital assistance devices, by students during the administration of scheduled statewide tests. Possession of any such device, even if it is not being used, is a violation of state policy. A student having a cell phone (or other electronic device) in his/her possession anywhere on his/her person during the test administration is a testing violation. The consequence of this testing violation is that the test results for that student will be invalid; therefore, the score of any student in possession of these prohibited devices during the test administration will be invalid and therefore automatically non-passing.

DRESS CODE

Dress and grooming codes are based upon sound foundations. 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 annually review the uniform dress code. All rules will be reviewed in the spring of each year by student council representatives, faculty members, and parents. Recommendations for changes will be suggested to the administration and the school board. These rules will be enforced and interpreted by the administrator of the school. Students will not be allowed to attend class until the violation is corrected.

Mandatory School Dress Policy

The Board of Trustees of the Bay St. Louis-Waveland School District finds it is appropriate to implement a mandatory student dress code for the following reasons:

- Promote a more effective climate for learning with fewer discipline referrals
- Increase safety and security
- Foster school unity and pride
- Eliminate label competition
- Ensure appropriate attire

POLICY

All schools within the Bay St. Louis-Waveland School District shall abide by a mandatory student dress code for all students. All due process procedures provided in Section 37-7-335 of the Mississippi Code shall be followed in the administration of this policy.

UNIFORM DRESS CODE

- **This dress code outlines the only acceptable form of attire approved to be worn by students in this district. Any deviations, however slight, are disallowed.**
- **Every component of the student dress code should be appropriate in length and size.**
- **Appropriate is defined as that which properly covers the body and which is in good taste.**

- **The principal shall have the final decision about the appropriateness of the length/size of clothing.**
- **Shorts, skorts, or jumpers may not exceed three (3) inches above the top of the kneecap.**
- **All teachers will monitor student dress and send those students who, in their opinion, are dressed inappropriately to the principal.**
- **Undergarments should never be visible.**
- **NO COMPONENT OF THE STUDENT DRESS CODE MAY BE OF DENIM MATERIAL.**

Shirts

Must be solid color: gold (yellow), navy blue, or white

Dress shirts must be tucked in at all times

Must have a collar

May not be sleeveless

May not be form fitting; must cover torso (no stomach exposed)

May not have ruffles, pleats, lace, trim, visible emblem, trademark, logo, etc.

Any visible clothing item worn above the waist must be solid color: gold (yellow), navy blue, or white with the exception of school approved logo shirts.

Sweatshirts/Sweaters/Vests

Must be solid color: gold (yellow), navy blue, or white

May have hoods

May not have ruffles, pleats, lace, trim, visible emblem, trademark, logo, etc.

May not be worn/carried around the waist, neck, shoulders, etc.

Pants, Capri Pants, Walking Shorts, Skirts, Skorts, Jumpers

Must be solid color: navy blue or khaki (tan)

Must be properly hemmed

May not be blue jeans, stretch fabric, bell bottoms, cargo pants or shorts, carpenter pants or shorts, warm-up windsuits, or overalls.

Length of shorts/skorts/jumpers must be no more than three (3) inches above the top of the kneecap

Belts (optional for K-grade 4)

Must be solid color

Mandatory for grades 5-12 for clothing items with belt loops

May not have visible emblem, trademark, logo, etc.

Socks (Required K-8; optional 9-12)

Must be solid color

Tights/hose must be neutral or solid color

Shoes

Must be solid color: navy blue, white, brown or black

Athletic shoes are allowed (no lights, or skates); may have not more than 2 colors

Platform shoes, flip-flops, stiletto heels, and any other shoe deemed inappropriate by the administration are prohibited

All shoes must be fastened properly

Jackets/Coats

Long trench coats are prohibited

May not be worn/carried around the waist, neck, shoulders, etc.

The wearing of jackets/coats inside the building/classroom will be determined by the administration of each school based on environmental and climate issues.

STUDENT DRESS CODE VENDORS

The student dress code policy is a "generic" one in that the dress code allows parents the convenience of purchasing the basics from any store or catalog of their choice.

OTHER CONSIDERATIONS

Each student has the responsibility to dress appropriately for the school environment. Wearing apparel, hair, and general appearance shall not disrupt the school environment, shall not be unusually provocative, or shall not violate health and safety rules of the school. These guidelines for dress and grooming are provided to assist parents and shall apply to all students in the public schools of Bay St.

Louis and Waveland. Student dress and grooming shall be neat, clean and follow the general guidelines below.

1. Students are prohibited from wearing additional “patches”, pins, tattoos, earrings, jewelry, or any other item that may be considered lewd, profane, obscene, suggestive, vulgar, or distracting which may harass, threaten, intimidate, or demean other groups; or which display illegal merchandise or contraband; or which may distract from the educational process. Any heavy type chains used to attach wallets or as decorative use are prohibited. Visible body piercing is not allowed, **including but not limited to tongue piercing.**
2. Head coverings, including but not limited to caps, hats, bandannas, “doo” rags, hair curlers, sunglasses, or any “gang” paraphernalia, is prohibited. Exceptions to any head covering may include a hair net or cap required where long hair poses a health or safety threat near open flames, moving machines, or in food preparation classes or where required by a physician.
3. Oversize clothing is prohibited. If belts, suspenders, or straps are worn, they shall be worn in place and fastened. **“Sagging” and/or “low-riding” is prohibited.**
4. Designer/theatrical contact lens may not be worn, whether prescription or not; sunglasses or shades may not be worn.
5. **All tatoos must be covered.**
6. **No facial jewelry is allowed including tongue jewelry.** Earrings in ears are permissible. No sticks in ears are allowed. Any articles of clothing or jewelry that may cause injury to oneself or other students are not allowed.
7. Notched eyebrows, designs in hair, or unnatural multicolored hair are not allowed.
8. Clothing promoting other high schools may not be worn.

OPTIONAL ARTICLES OF ATTIRE

1. Students enrolled in the AFJROTC program shall be exempt from the mandatory student dress code on the day(s) they are required to wear their military uniform. **Instructors must notify the high school administration prior to the day military uniforms are worn.**
2. Members of school sponsored cheerleading or athletic teams, dance or drill teams, choral groups, band, or any other group sanctioned by the school, shall be exempt from the student dress code on the day(s) they wear their pregame/pre-performance attire, for example Friday dress attire. **Prior approval from school administration is required.** Pregame/pre-performance attire must conform to the district’s dress code and must be approved by the school administration prior to purchase.
3. Each site may approve one logo to be used on approved T-shirts/sweatshirts only.
4. T-Shirts may be worn with the following restrictions:
 - a. T-shirts must be purchased from the school, its PTO, or sanctioned booster club.
 - b. T-shirts must have the site approved logo.
 - c. Any variations regarding the logo will be for the purpose of differentiation among various school organizations (clubs, teams, etc.) and the variation shall not be the logo itself.
 - d. T-shirts must have a crew neck (no collar, no V-neck), and no buttons.
 - e. T-shirts may be short sleeve or long sleeve.
 - f. T-shirts must be a solid color.
 - g. T-shirts are not permitted at the Bay-Waveland Alternative School.
 - h. Schools may promote school spirit day by designating Fridays as “Spirit Days”; students are encouraged to wear any school team or club shirt on these days. Otherwise, the black tiger t-shirt, may be worn on any school day as a part of the student dress code.

HARDSHIP STATUS DETERMINATION

Students who are homeless (for example children who live in a family shelter or orphanage) may be eligible for hardship status.

A family filing for hardship status may be required to complete a form listing all sources of family revenue and major expenditures and provide the school a copy of the most recent federal/state income tax form. An evaluation on a case by case basis by school officials may determine if a hardship exists.

Any family seeking assistance (based on hardship) in implementing the policy shall contact the building principal where the student is enrolled.

COMPLIANCE MEASURES

If necessary, disciplinary action may be taken to encourage compliance with the policy. Each school should strive to achieve full compliance through positive reinforcement and should resort to disciplinary action only when positive measures fail to ensure

compliance. In addition, schools shall communicate with parents so that expectations, rationale and benefits are fully understood by the student and his/her family.

Prior to initiating any disciplinary action against a student not complying with the policy, a conference with the parent must be held with a school administrator to solicit parental cooperation and support. Disciplinary action is to be initiated only after all other means to secure support and cooperation as mentioned above have not succeeded.

Students new to the district and enrolling on or after the first day of school will have five (5) calendar days to comply with the mandatory student dress code.

Principals may exercise discretion on the first day of school only.

The administration at each school shall confer with the parent of each student who fails to comply with the dress code in an effort to ascertain the reason(s) for noncompliance.

DISTRICTWIDE PROCEDURES FOR NONCOMPLIANCE (K-8)

- **Parents will be notified of any mandatory student dress code infractions.**
- **After 3 referrals, the student may be placed on overnight suspension.**
- Additional noncompliance will be treated as a discipline referral (open defiance).

BHS CONSEQUENCES FOR UNIFORM VIOLATIONS:

- 1st offense - Parent notified and student placed in ISI until he/she is in compliance
- 2nd offense - 60 minute detention
- 3rd offense - 1 Day ISI
- 4th offense - 3 Days ISI
- 5th offense - 5 Days ISI
- 6th offense & above – the incident will be treated as insubordination and punished with exclusion, out of school suspension or other disciplinary consequences.

DANCES

School dances are not to be held on the eve of school days. School dances will end by midnight. No student will be admitted to a dance if there is any indication that alcohol or other drugs have been consumed prior to the dance, or without appropriate attire. Students are not permitted to enter a school dance more than one hour after the dance has begun. Students are not permitted to return to the dance or other social events once they have left; nor should they request to go to their cars.

FIELD TRIPS/ATHLETIC EVENTS

Any student taking part in a school sponsored extracurricular field trip must be in good academic standing in all classes and receive permission to attend the field trip from his/her teachers. Students must ride the bus to and from school-sponsored field trips and athletic events. The student may ride with a parent if we have the parent's permission with the sponsor/coach's knowledge.

Any student participating in any overnight field trip must attend a mandatory meeting to go over the BHS Responsibility Contract for Field/Co-Curricular Trips. At least one parent or guardian must also attend this meeting. Any student who fails to attend this meeting, or whose parent/guardian does not attend this meeting, will not be allowed to participate in the trip. Each student must have a signed BHS Responsibility Contract for Field/Co-Curricular Trips on file prior to the trip.

LEAVING CLASS

At no time during class hours are students to be in corridors without corridor passes. No students will be called from class to the telephone except in an extreme emergency. No students should be sent to the office except when accompanied by a discipline referral. Only emergency messages from parents/guardians will be delivered to students.

MEDICATION

All medication must be approved by the school nurse and a properly completed medication form must be on file in the nurse's office. The medication must be in the original prescriptive container and appropriately labeled. Parents must bring the medication to and from school; students are not permitted to bring medication to school or to bring unused medication home. Disciplinary action may be

taken if a student is found to be in possession of any medication.

DIRECTORY INFORMATION

The school district may release directory information (demographical and statistical) which does not identify individuals.

STUDENT PARKING

1. All students must show proof of driver's license to obtain a parking permit. This permit must be affixed to the rear window on the driver's side of the automobile. While the first sticker will be provided at no cost, additional stickers may be purchased from the office for \$5 each.
2. All students leaving the parking lot after the beginning of classes must have a pass from the office.
3. The speed limit is 5 MPH.
4. Students should park **only** in the student parking area. (**Any car parked on the grass may be subject to towing at the owner's expense.**) Students should not park on the side of the gymnasium or in the parking lots of the shopping centers or churches near campus.
5. Student vehicles are subject to search.
6. Access to vehicles during the day is not allowed without a pass.
7. Parking may be restricted to students in certain grades based on the availability of parking spaces.
8. It is considered a privilege to park on school grounds. Suspension of parking privileges, filing a complaint with police, and/or suspension from school may occur when violations of these regulations occur.

STUDENT PARKING VIOLATIONS

1. **STUDENTS ARE NOT ALLOWED TO SIT IN THEIR VEHICLES. WHEN YOU PARK YOUR CAR ON CAMPUS, YOU MUST EXIT THE VEHICLE AND REPORT TO THE APPROVED AREAS ON CAMPUS.**
2. Loud music once the car enters the parking lot. (Citation may be issued by the Police Dept.)
 - First offense: Warning
 - Second offense: Loss of campus parking for one week.
 - Third offense: Loss of campus parking for remainder of year.
3. Music containing profanity or vulgarities: (Citation may be issued by the Police Dept.)
 - First offense: Loss of campus parking for one week.
 - Second offense: Loss of campus parking for remainder of year.
4. Reckless driving of any type:
 - First offense: Loss of campus parking for one week.
 - Second offense: Loss of campus parking for remainder of year.
5. Unruly conduct in the parking lot: (Refer to the section on school discipline in this handbook)
 - First offense: Loss of campus parking for one week.
 - Second offense: Loss of campus parking for remainder of year.
6. Any act deemed unsafe by the school administration
 - First offense: Loss of campus parking – length of time based on infraction
 - Second Offense: Loss of campus parking for remainder of year.

TRANSFER OF RECORDS

Students' educational records will be sent upon request to the transferring school. Federal law states that an educational agency or institution may transfer a student's record on request to a school in which a student seeks or intends to enroll without written consent of students or parents if the agency or institution includes notice in its policies and procedures as formulated under Section 99:5. A message to parents such as the following may be included in each student's handbook and each regulation packet: "This is your notification that should your child enroll in another school or school system, his cumulative record will be sent to the school upon our receipt of notification of the student enrolling in said institution." No further notice of transfer is required.

Source: Federal Register, volume 41, No. 118, Section 9934, (a)(1)(i).

SENIOR PRIVILEGES

Senior privileges reward those who demonstrate and maintain good citizenship, exemplary behavior and academic achievement.

1. Wearing of the approved senior “hoodie” as a part of the school uniform.
2. Seniors are provided two “college days” during the school year to visit college campuses of their choice. College day is a documented absence provided the student, upon his/her return, provides the principal with a letter (on the institution’s letterhead and signed by the appropriate institutional representative) which verifies the student’s presence on campus that day. College day will not count against the senior for test exemption purposes.
3. Seniors only may be exempt from final exams (see exemption policy).
4. Seniors may select to have early dismissal as a part of their class schedule; students must leave campus when dismissed.
5. Others may be added by the administration.

STUDENT DISCIPLINE

There is an intimate relationship between teaching/learning and discipline. The chief aim of any program of discipline is the development of intelligent self-control by students. Our program of discipline is also a means of ensuring an environment in the classroom which is conducive to learning. The objective of discipline within our school may be considered as follows:

1. To establish and maintain favorable learning conditions, as well as teaching conditions free from distractions, disruptions, and misbehavior;
2. To establish and maintain respect for authority within the school;
3. To develop, on the part of the student, ideals, interests, habits, and skills that make for self-government and good citizens.

We look upon discipline primarily as a means of building enlightened self-control in the student, and only secondarily as a force to secure external control of the student.

Disciplinary Consequences

Consequences which may be used for disciplinary infractions include, but are not limited to, detention, In-School Isolation (ISI), and Exclusion. When a student is placed in ISI or Exclusion, unless specific permission is granted by an administrator, the student is not permitted to practice for, participate in, or attend any school activities or athletics until after all the terms of the consequences have been met and the administrator has released the student to return to regular classes.

Please note that when a student is placed in Exclusion, he/she will spend the day in isolation at Bay-Waveland Alternative School. Being in Exclusion does not mean that the student is in Alternative School; however, Exclusion is operated at the Alternative School.

Discipline Plan

Definitions of Severe Disruption may include but are not limited to the following infractions:

1. Open defiance of a teacher Step 3, 4, or 5
2. Profanity or vulgarity (to include acts, gestures, or symbols) with consideration to be given to context) Step 4
3. Use or possession of any form of tobacco and/or tobacco paraphernalia on school property or at any school-sponsored activity Step 4 or 5
4. Use, sale, or possession of drugs and/or paraphernalia (or) alcohol on school grounds or sponsored events to include under the influence Step 6
5. Defacing or otherwise injuring property that belongs to the school district (plus restitution for damages) Step 2
6. Fighting at school or at school activities Step 4, 5, or 6
7. Use or possession of firearms, knives, or other dangerous objects including fireworks) Step 6
8. Improper behavior anywhere on campus and/or at any school function Step 1 or 2
9. Cheating Step 1 of 2
10. Cutting class(es) and or detention Step 4
11. Truancy from school Step 3
12. Leaving campus without authorization Step 3
13. Being in unauthorized areas or trespassing Step 2
14. Harassment, intimidation, or threats to include sexual harassment Step 4, 5, or 6
15. Public displays of affection Step 1 or 2
16. Using forged or altered documentation (report cards, progress reports, parental notes, hall passes, etc.) Step 2, 3, or 4
17. Possession of radios, walkmans, or electronic beepers or games telephones, or other electronic devices Step 1 or 2

18. Profanity while speaking to a teacher.....Step 5 or 6
 19. Using cellular/electronic device and/or refusal to give device to staff.....Steps 2 - 6
 20. Other behavior as determined by the administration.....Step 1-6

Discipline Ladder

- Step 1 1. Contact parent or legal guardian (phone, e-mail, or mail).
 2. Student conference with an administrator.
- Step 2 1. Contact parent or legal guardian (phone, e-mail, or mail).
 2. After-school detention or possible ISI assignment.
 3. Any student who is disruptive or uncooperative in after-school detention or ISI will be referred to an administrator for assignment to overnight suspension and a parent conference may be required before the student returns to school.
 4. The detention or ISI assignment will be reassigned during the parent conference.
- Step 3 1. Contact parent or legal guardian (phone, e-mail, or mail).
 2. Student will be assigned to the ISI program and a parent conference with an administrator may be required after the completion of the ISI program.
 3. If the student is disruptive or uncooperative in the ISI program, he/she will be assigned to Exclusion after contacting parents and the time assigned to ISI will be reassigned.
- Step 4 1. Contact parent or legal guardian (phone, e-mail, or mail).
 2. A combination of Exclusion and ISI time with a parent conference required.
- Step 5 1. Contact parent or legal guardian (phone, e-mail, or mail).
 2. Three to nine (3-9) days Exclusion and possible loss of the opportunity to participate in or attend any extracurricular activity for an extended period of time or permanently as determined by the administration.
 3. A parent conference will be required at the end of the Exclusion time.
- Step 6 1. Contact parent or legal guardian for immediate conference.
 2. Exclusion (maximum 9 days) and recommendation to the discipline committee for placement in Alternative School or possible expulsion.
 3. Loss of privileges during the time in the Alternative School or during the time of Exclusion and/or expulsion.

NOTE: Students may be placed on the next higher step after placement on any one step.

DETENTION PROCEDURES

- When a detention is assigned, the teacher will notify the student in writing by using a detention slip provided by the office.
- The ISI monitor will record and track all detentions assigned and all time served.
- Students will sign in for detention, and the roster will be returned to the ISI monitor.
- If any student assigned to detention does not attend, they will be assigned one day of ISI (In School Isolation) for every 30 minutes of detention that they do not complete.
- Detention will be held each morning from 6:50 – 7:20 in room 38 in the social studies wing.

Detention may be assigned by teachers as a disciplinary action for lesser offenses including, but not limited to the following:

- Missing two or more class assignments;
- Excessive tardies to class;
- Dress Code violations.

IN SCHOOL ISOLATION

In-School Isolation is:

1. A type of punishment for the school rules that were broken by a student.
2. A form of isolation from other students.
3. A place where there are no privileges granted.
4. A place for students to work on class assignments in a quiet atmosphere.
5. A student's last chance to avoid an assignment in exclusion.

IN SCHOOL ISOLATION (ISI) RULES

1. Students will report on time to the ISI classroom each day that they are assigned.
2. Students will bring all books, paper, pencils, and other necessary study materials.
3. Students will not talk or make any loud or disruptive noises.
4. Students will not sleep or lay their heads down.
5. Students will not get out of their seats without permission.
6. Students will not write or draw on desks, textbooks or furniture.
7. Students will not ask to use the restroom before the scheduled time.
8. Students will not eat, chew gum, or drink any beverages.
9. Students will keep all books and personal items off of the floor.
10. Students will keep their feet on the floor at all times.
11. Students will raise their hands and be recognized when they need help. They will not blurt out.
12. Students will write the name of their teacher on each paper that they turn in.
13. Students will turn in all class assignments by the end of the day.
14. Students will not back-talk or smart-mouth the ISI teacher.
15. Students must line up without talking or making noises when leaving the room.
16. Students must be present for the entire day in order to earn their day in ISI. If a student is tardy, checks in late or checks out early, they must complete an additional day in ISI.
17. Students must follow all directions and instructions given by the ISI teacher.
18. Students must fill out all forms completely and correctly.
19. Students will earn additional days in ISI if they do not follow all ISI rules.
20. Students will earn days assigned in exclusion at the Crossroads Learning Center if they earn additional days in ISI on two consecutive days.
21. Students will not be allowed to attend any extra-curricular activities or sporting events until all time in ISI is completed.

ISI BATHROOM AND LUNCH PROCEDURES

Students are to follow these rules:

1. Line up without talking or making noise – girls first and then boys,
2. Keep in line: do not turn around; always face the direction in which they are going,
3. Walk directly behind the person in front of them,
4. Do not talk while in line,
5. Do not walk fast,
6. Keep your arms to your sides: do not touch the walls, door frames, or other students,
7. Stop where the ISI teacher tells you to and when the ISI teacher tells you to.

APPROXIMATE IN SCHOOL ISOLATION SCHEDULE

BATHROOM..... 9:40
LUNCH AND BATHROOM..... 10:35
BATHROOM..... 1:15

EXCLUSION

Exclusion will be used by BHS, BMS, and SSE administration to place students in a highly structured classroom located at Crossroads Learning Center (CLC) in lieu of out of school suspension. The time served will be spent completing assignments made by the student's teachers or CLC school staff. Students will be isolated from others throughout the day and will be expected to follow all rules, policies, and procedures of Exclusion. To be eligible to return to their home school, students must be present for the days assigned, make adequate effort to complete their assignments, and be in full compliance with the school uniform policy. Cell phones will be confiscated and returned only to parent or guardian and no book bags are permitted.

The rules and procedures of Exclusion:

- Students shall be dropped off either by bus or car between 7:00 and 7:20 am at Crossroads Learning Center (trailers, entrance facing Blue Meadow Road). Tardiness and partial-day absences will result in an additional day to serve.
- Students will not drive to school.
- In the afternoons, students will ride their usual bus home. If they do not usually ride a bus, one will be assigned to them.
- Students need to know their bus number and lunch number prior to coming to Exclusion.
- Students may not bring non-educational items to school (including but not limited to: **money**, wallets, purses, chapstick, feminine products, snacks, pencils.) CLC will provide general school supplies and feminine products as needed.

- Students must be uniform compliant.
- No gum, cell phones, or book bags are allowed.
- Students are not allowed to be present on any campus other than CLC (trailers 1-12, use Blue Meadow entrance only) during their Exclusion assignment period.
- Students are not allowed to participate in extra-curricular activities (including practice) until their Exclusion assignment period is completed.
- Assignments that are completed while in exclusion will be returned to the student’s home school by CLC school staff.
- Students will earn additional days in Exclusion if they do not follow Exclusion rules.

If you would like to know more about this program, please contact the principal of your child’s school.

ARRIVING AT SCHOOL ON TIME

The first bell rings at 7:27 a.m.; the tardy bell at 7:30 a.m., and the dismissal bell at 2:35 pm. Being on time is critical to success.

TARDIES

Students are allowed three (3) minutes to pass from one class to the next. A student will be tardy for class if he/she is not in his/her respective seat in the classroom when the tardy bell rings. If a student is tardy for class (including homeroom/advisory), the tardy will be documented by the teacher and consequences will be assigned as stated below. Students who are more than ten (10) minutes late for class will be considered absent from class and disciplined accordingly.

Tardies will be recorded for each class. Students will be allowed one tardy for each nine weeks without penalty. Consequences for excessive tardies are assigned per class and are listed as follows:

Consequences for Tardies:

- 2 Tardies - One 30 minute detention
- 3 Tardies - One 60 minute detention
- 4 Tardies - One (1) In-School Isolation Day
- 5 Tardies & above - Issue a discipline form for repeated rules violation. The consequence is assignment to exclusion.

When the consequences above are not effective in correcting a student’s excessive tardy problem, the situation will be reviewed by an administrator and appropriate action taken.

BULLYING/CYBERBULLYING

Cyber bullying (cyber-bullying, online bullying) as defined by Wikipedia, is the use of electronic information and communication devices such as e-mail, instant messaging, text messages, blogs, mobile phones, pagers, and defamatory websites to bully or otherwise harass an individual or group through personal attacks or other means. Cyber bullying is willful and involves recurring or repeated harm inflicted through the medium of electronic text.

Students may be disciplined for out-of-school conduct that substantially interferes with the normal operations of the school.

Please be sure that your child(ren) understand that if they torment, threaten, harass, humiliate, ridicule, or otherwise target or cyberbully another individual who they know through school, that the school can discipline for inappropriate use of the Internet, email, or computers if such inappropriate use is related to school. We interpret the relationship to school to include messages sent from a home computer or other computer activity on the home computer if the messages are sent to or talk about another student, the school, or school staff or if the computer activity is otherwise related to school activity or attendance.

Please also be sure that your child understands that if your child is the target or victim of such school-related behavior, that the cyberbullying should be immediately reported to school administration for investigation and corrective action if verified. While the school cannot discuss with you the details of the corrective action taken against another student, we assure you that we will take what we believe will be effective action to stop the behavior from recurring. Of course, should any cyberbullying recur, please notify the school again so that further and more serious corrective action can be taken. The District is very concerned about such behavior and is determined to take effective action to stop the school-related behavior if it is brought to our attention.

WEAPONS POSSESSION ON EDUCATION PROPERTY
Section 97-37-17 Mississippi Code

- (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 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;
 - (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.

AUTOMATIC EXPULSION FOR WEAPON OR CONTROLLED SUBSTANCE POSSESSION
Section 37-11-18 Mississippi Code

Any student in any school who possesses any controlled substance in violation of the Uniform Controlled Substances Law, a knife, handgun, other firearm or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on educational property as defined in Section 97-37-17, Mississippi Code of 1972, shall be subject to automatic expulsion for a calendar year by the superintendent or principal of the school in which the student is enrolled; provided, however, that the superintendent of the school shall be authorized to modify the period of time for such expulsion on a case by case basis. Such expulsion shall take effect immediately subject to the constitutional rights of due process, which shall include the student's right to appeal to the local school board.

STUDENT BEHAVIOR ON BUSES

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. Students are not to touch the outside of the bus and are not to hang heads, arms, legs, bodies, or hands out the windows of the bus.
3. Students are to be seated immediately upon entering the bus and are to remain seated until they arrive at their destination - school in the morning and bus debarkation station in the afternoon.
4. Loud talking and other noises are not permitted on the bus.
5. Students are not to molest or bother in any way other students while waiting for a school bus; the same rule applies while riding the bus.
6. Vulgar or abusive language and/or actions are prohibited on the school bus.
7. Smoking is prohibited on the school bus.
8. Students will board/leave the bus/bus stop according to the driver's instructions.
9. Students are to obey all directives of the driver and show courtesy and respect.
10. Students will be held financially responsible for any damage to the bus.
11. Students may not leave the bus on its way to or from the school.
12. Students are not to throw objects while on the school bus.
13. Students must sit in seats assigned by the driver.
14. Each passenger is expected to help keep the bus clean - such as picking up paper and other objects he/she may drop on the floor. Shoes/boots should be as free of mud as conditions will permit before entering the bus.
15. No beverages or food may be consumed on the bus.
16. Chewing gum and tobacco are prohibited on the bus.
17. The students are to wait until the bus stops completely before boarding/exiting.
18. A student must identify himself/herself properly when requested to do so by school bus personnel.

A student's failure to conform to acceptable standards of behavior and courtesy will result in his/her being subject to disciplinary action. Should a student choose to break a rule, the following steps will be taken:

- Step 1: Student warned verbally, parents contacted, student placed on bus probation.
- Step 2: Driver reports student to his/her principal for three (3) day suspension from the bus. Parents are contacted for a conference with the principal before the student is permitted on the bus.
- Step 3: Driver reports student to his/her principal for five (5) day suspension from the bus. Parents are contacted for a conference with the principal before the student is permitted on the bus.
- Step 4: Driver reports student to his/her principal for ten (10) day suspension from the bus. Parents are contacted for a conference with the principal before the student is permitted on the bus.
- Step 5: Student is removed from the bus for the rest of the year.

Severe Disruptions

The following inappropriate behavior may result in automatic suspension of transportation privileges: (includes Vo-Tech routes)

1. Fighting, pushing, or shoving which results in physical harm to another.
2. Physical harm or threat of harm to the driver (may result in an arrest).
3. Failure to give a correct name.
4. Property damage.
5. Refusing to follow the driver's directions.
6. Possession or use of tobacco, drugs or alcohol.

Note: All consequences are at the discretion of the principal. All bus suspensions may be removed by the principal at the end of the semester after a review attended by parents, students, bus driver and principal.

Interference with School Buses

It is unlawful for any individual, other than a student scheduled to be a passenger upon a particular bus, 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.

INTERNET ACCEPTABLE USE POLICY (Policy IJNDB)

Internet access is available to students and teachers in the District. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network that makes it impossible to control all available information. Because information changes constantly, it is not possible to predict or control what students may locate. The District makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and sites they are accessing. Some students might encounter information that may not be of educational value even though filters are in place to protect students from inappropriate access. Additionally, the district will monitor Internet activities to deter students from accessing inappropriate sites. The District will also comply with the **Children's Internet Protection Act (CIPA)** and the **Children's Online Privacy Protection Act (COPPA)**.

Teachers who have students accessing the Internet are responsible for explaining this policy and instructing them on network etiquette. District Internet users will:

1. Be polite and use appropriate language in their messages to others;
2. Not reveal their own or anyone else's personal address, telephone number, password, social security number, or any other personal identification information.
3. Recognize that electronic mail (E-Mail) is not guaranteed to be private and is the property of the District;
4. Use only their District assigned Internet/E-Mail account;
5. **Not use public "chat rooms" or other such forums;**
6. **Immediately report to District authorities any attempt by other Internet users to engage in inappropriate conversations or personal contact;**
7. Use the network in ways that do not disrupt the use of the network by others; and
8. Not harm nor destroy data of another user including the uploading or creation of computer viruses to the District computers/networks, or to other computers/networks that are connected to any part of the Internet.

Illegal and/or Unacceptable Usage

1. **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.**
2. **User shall not access, transmit, or retransmit: copyrighted materials (including plagiarism), threatening, harassing, or obscene material, pornographic material, or material protected by trade secret, and/or any other material that is inappropriate to minors.**
3. **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.**
4. **User shall not use the network for any illegal activity including, but not limited to, unauthorized access including hacking.**

5. User shall not access, transmit, or retransmit language that may be considered offensive, defamatory, or abusive.
6. 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 Rights

1. 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.
2. The Bay St. Louis-Waveland 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.
3. Under no conditions should a user provide his/her password to another person or use another person's password.
4. User should not expect files stored on a school-based computer to remain private. Routine review and maintenance of the system may indicate that user has violated this policy, school codes, municipal law, state law or federal law.
5. 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.

User shall not access, transmit or retransmit information that harasses another person or causes distress to another person.

Parents/Guardians are responsible for discussing the Internet Acceptable Use Policy with their children. **Parents/Guardians who object to allowing participation by their child must notify the principal of such in writing.**

All District Internet Users (e.g. students, teachers, employees) are responsible for abiding by this policy. This policy is a legal and binding document. Users who disregard this policy shall have their privileges suspended or revoked for a specified period of time determined by the Technology Coordinator and the Superintendent if the user has purposefully abused his or her Internet privileges. Users granted access to the Internet through the District assume personal responsibility and liability, both civil and criminal, for users of the Internet not authorized by District policy.

CLUBS AND ORGANIZATIONS

ART Club - This organization's purpose is to increase student interest in art and to develop skills in incorporating art into their daily lives.

CSI - This organization's purpose it to increase student interest in all areas of science; especially forensics. This organization meets and performs labs and experiments.

DECA – DECA (Delta Epsilon Chi Association) is a student-centered organization whose program of leadership and personal development is designed specifically for students enrolled in marketing and cooperative education. Any student enrolled in a marketing education or cooperative education instructional program in the nation, the U.S. territorial entities and Canada is eligible for membership in DECA at the community, state, and national level. At the local level, Bay High DECA officers represent one chapter which includes both marketing and co-op students. The marketing education and cooperative education teachers serve as the Chapter Advisors.

Drama Club - This organization's purpose it to increase student interest in drama, theater and performing arts. This club is involved in putting on performances for the school at least twice a year.

First Priority – First Priority sponsored organization that provides an opportunity for all students to read and discuss Bible scripture.

French Club – The organization's purposes are to increase pupil interest in the French language and culture, and to develop skills in speaking and understanding the French language in their daily lives.

Future Teachers of America – This club's purpose is to increase interests of students who believe that they are interested in pursuing a career as an educator.

Interact Club – The Interact Club is a happy medium between a social club and a service club. It is an international club comprised of high school students, ages fourteen through eighteen. The most important credential is that a person wants to become a part of a lively group involved in promoting international understanding and providing service to the school community. This club is sponsored by a Rotary Club and is committed to fulfilling the Interact pledge: "I pledge as a member of Interact, to be dedicated to

service beyond self. I promise to seek opportunities to help those in need, in my school, community, and in all phases of my life.”

JROTC – The purpose of Junior Reserve Officers' Training Corps is to instill in students in United States secondary educational institutions the value of citizenship, service to the United States, personal responsibility, and a sense of accomplishment. The study of ethics, citizenship, communications, leadership, life skills and other subjects designed to prepare young men and woman to take their place in adult society, evolved as the core of the program.

National Honor Society – Membership in the National Honor Society is both an honor and a responsibility. Students are selected for membership by a faculty council on the basis of having demonstrated the qualities of scholarship, service, leadership, and character. The National Honor Society selection process will conform to national guidelines as set forth in the national handbook. A copy may be viewed in the high school office.

Selection:

1. To be eligible for membership in the National Honor Society a student must be a junior or senior with a weighted grade point average of 95 or better on all Carnegie units received.
2. A student must be enrolled in two weighted classes during their junior and senior years.
3. A student must not have been placed in ISI, Exclusion, or Alternative School for any reason during the previous school year.
4. A student must not have violated any Civil Laws (DUI, DWI, disorderly conduct, etc.).

Membership:

1. A student must maintain a weighted numeric average of 95 to remain in the National Honor Society. If a member's weighted numeric average drops below 95, he/she will be placed on probation. If this average is not brought up to a minimum of 95 by the end of the following semester, the student will be dismissed from the National Honor Society.
2. A student may not miss more than two meetings per year without approved documentation. On the third absence, the student will be placed on probation. If the member misses a fourth meeting, the student will be dismissed from the National Honor Society.
3. A student must be enrolled in two weighted classes each year and may not receive an N/C in any class due to excessive absences.
4. A student must participate in a minimum of two service projects per year.
5. A student must be present for the induction ceremony and must pay yearly club dues.
6. A student must not be placed in ISI, Exclusion, and/or Alternative School for any reason.
5. A student must not have violated any Civil Laws (DUI, DWI, disorderly conduct, etc.).

Failure to adhere to any of the above guidelines will result in dismissal by the NHS Faculty Council. A member has the right to appeal the decision of the council with a written request made to the principal within thirty (30) days of dismissal.

SADD – SADD's (Students Against Destructive Decisions) primary focus is to establish a positive peer group that discourages drinking and driving and other dangerous decisions. SADD sponsors programs inside and outside of the school during the year.

Spanish Club – The Spanish Club promotes the study of Spanish and Hispanic culture. Members must have taken or be presently enrolled in Spanish with at least a “C” average to qualify for membership.

Student Government Association – The Student Government Association is the student governing body of Bay High School, responsible for conducting student elections, organizing social events, and participating in community service projects.

Tiger Paw Productions Team – The purpose of this organization is to enhance skills in journalism, broadcasting and computer capabilities of students. This club reports weekly school news to the student body.

Youth Legislature – The club is designed for students in grades 9-12 who are interested in all aspects of state and local government as well as leadership and responsibility. All members prepare bills and present/debate them in an annual Youth Legislature Conference. Fundraisers are held to help defray the conference costs.

Yearbook Staff – The “Tiger” Staff is responsible for recording the history of Bay High School for one year. This is accomplished by including all the events, activities, people, achievements, fashions, and issues that characterize the year. Students develop skills in writing, advertising, marketing, layout, photography, management, and teamwork.

EXTRACURRICULAR ACTIVITIES

Students must attend 60% of the school day to be eligible for participation in any school extra-curricular activity that day (example: athletics, band, chorus, dances, cheerleaders, etc.). The principal may modify the policy for extenuating circumstances. Students who do not have a full schedule must leave campus at the conclusion of their last classes. Any student who has been in ISI or Exclusion on the day of the event may not participate in or attend the event.

TEXTBOOKS

Textbooks for students are in most instances furnished by the state, based upon a useful life of five years. Unnecessary damage of a book which would render it useless before the five year period will be paid by the students.

Before receiving free textbooks each student may be required to present to the principal's office evidence that all books were turned in and all book fines paid at the end of the previous year.

Parents assume financial responsibility for textbooks until the books have been returned.

The following code will be used to designate the condition of the books at the time of issuance: N = New; E = Excellent; G = Good; F = Fair; and P = Poor.

Students are required to maintain textbooks in good condition and bring textbooks to class at all times unless otherwise directed by the teacher. Students who return books damaged at the end of the course will be required to pay for the damage. Should a student lose a textbook, a replacement book must be purchased. Replacement costs will be the cost of a new book.

EMERGENCY DRILLS

Fire & Bomb Threat – At the designated signal over the intercom system or by vocal announcement from an administrator or school employee, each student under the direction of their teacher will:

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

Tornado Drill – At the designated signal over the intercom system or by vocal announcement from an administrator or school employee, each student under the direction of their teacher will:

1. Line up at the door.
2. Proceed with class, walking single file, to the closest interior hallway or other designated area. Portable classrooms, outdoor classes, and the Field House should be evacuated to the main buildings.
3. Kneel in a “fetal position” (knees and elbows on floor with hands over the back of the head) with the head pointed at the wall. In prolonged drills, at the discretion of the teacher, students may sit on the floor with their back against the wall.
4. When authorized, return to class in an orderly fashion and resume class.

Lockdown Drill – At the designated signal over the intercom system or by vocal announcement from an administrator or school employee, each student under the direction of their teacher will:

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

In the event of an emergency, parents are asked to tune to the local media for school announcements and instructions. Parents are encouraged not to come to the school or to phone the school during an emergency unless directed to do so by the local media announcements. This is to minimize confusion and to enable the staff to effectively carry out our predetermined emergency procedures. Our primary goal is to ensure the safety of each student.

REPORT CARDS

Report cards will be given out during Advisory Class for the first three reporting periods. Final report cards may be picked up in the school office the week after school ends. It is the student's responsibility to make arrangements for completion of incomplete work. Students who owe fines will be notified prior to the end of the school year. Their parents will receive notice by mail in lieu of the report card.

The report card may be mailed directly to parents upon request; please provide a self-addressed, stamped envelope. All fines must be paid before receiving report cards.

A mid-term report will be sent home with each student at the middle of each nine week grading period. See the calendar in the front of this handbook for dates.

TESTING

<u>Test</u>	<u>Type</u>	<u>Grade</u>	<u>Month</u>
PLAN	Aptitude	10th	October
PSAT/NMSQT	Aptitude	10th & 11th (those interested)	October
ASVAB	Aptitude	All 11th & 12th (those interested)	January
Subject Area Tests	Required by State	Algebra/U.S. History Biology/English II	December March/April
CPAS	Required by State	11th - 12th (Vocational students)	April
ACT	College Entrance	10 th – 12 th	September, October, December February, April, June

SURVEILLANCE CAMERAS

Surveillance cameras may be used at various locations including, but not limited to, classrooms on the Bay High School campus to monitor student behavior and to ensure the safety of the students, faculty, and staff of Bay High School.

ATHLETICS

Eligibility - The athletic program is one of the extracurricular activities of the total school program. This school system heartily recommends that students take an active part in athletics. Students can make our teams better and stronger by their participation. Educational viewpoints will be broadened by student contacts here and at other schools. The athletic program at Bay High School is administered by the athletic director. Eligibility is determined by the Mississippi High School Activities Association Handbook.

Athletic Handbook - Students participating in sports activities are issued a “Student Athlete Handbook” which fully explains the sports program.

Athletic Sports:	Cheerleading Girls’ Softball Power Lifting	Football Volleyball Baseball	Basketball Tennis	Track Soccer
Other MHSAA groups:	Band	Dance Team		

HANCOCK COUNTY FAMILIES FIRST RESOURCE CENTER
125 E Main St.
Bay St. Louis, MS 39520
(228) 463-0000

The Hancock County Families First Resource Center provides families, schools and the community with educations, emotional support and resources to promote healthy family functioning while attempting to prevent child abuse and neglect.

Case Management services are provided to assist families with parenting skills, child development, health and nutrition, household management and community resources, such as housing, transportation and counseling. Case Management services are provided through the Parent Aide, Welcome Baby, and High Risk Youth/Teen Mentor Programs.

Parenting Classes are offered throughout the year to all parents. Parenting classes consist of nine weekly sessions that emphasize positive self esteem, violence reduction in the home, anger management, alcohol and drug prevention and human sexuality. Foster and Adoptive Parenting Training will also be offered.

TransParenting Class is an educational program designed to teach effective parenting during transitions of divorce or parental separation. It impresses upon parents the critical role they play in their child’s ability to adjust to changes surrounding divorce. This is a four-hour class.

A Parent Support Group will be offered monthly, with group discussions focusing on issues relating to parenting and families.

Supervised Visitation may be provided to families if it is so ordered by the Court. A Resource Center professional staff member monitors the visits and documents interactions between parents and children.

Information and Referral services are available through referral assessment. The assessment will help the Families First staff determine if Resources Center services, or those of another agency, would benefit the family.

The Families Resource Library provides families and professionals access to books, videotapes, equipment and brochures that offer education and information on a wide variety of family and child issues as well as local resources.

The Project Homestead Regional Coordinator is an integral member of the Families First Staff. Project Homestead is a statewide initiative that forms community partnerships to: protect vulnerable children and adults from abuse, neglect or exploitation; support family preservation and community living; and, prevent family violence and disruption.

SUBSTANCE ABUSE TESTING – Policy JLDBB

INTRODUCTION

The Bay St. Louis-Waveland School District (BWS) Board of Trustees recognizes the significant problems created by drug and alcohol use in society. The board further recognizes the important contribution that public schools have in shaping the youth of today into the adults of tomorrow. Failure to protect our students from drugs and alcohol is not acceptable. It is the intent of this board to create a safe and healthy learning environment free of drugs and alcohol.

PURPOSE AND INTENT

A program of deterrence will be instituted as a proactive approach to a drug-free school. The purpose of this program is four-fold:

- A. to provide for the health and safety of students;
- B. to offer students a credible means to resist peer pressure as it relates to the use of alcohol, performance-enhancing and/or illegal drugs;
- C. to provide a resource for support and assistance to any student who may be using illegal drugs and/or alcohol; and
- D. to preserve the educational environment.

STUDENTS SUBJECT TO TESTING

All students enrolled in the BWS in grades 7-12 shall be subject to drug and alcohol testing to the extent and in the manner provided in this policy. Any student who wishes to participate in an extra-curricular activity, co-curricular activity, or seeks a privilege to drive a vehicle to and from school shall be subject to random drug testing. This includes school hours and non-school hours, school days and non-school days, twelve months a year.

Any parent/guardian of a student who does not participate in or enjoy any privilege stated above may request that their child be included in the random drug testing program. Procedures and consequences are the same for all participating students.

CONSENT FORM

All BWS students enrolled in grades 7-12 subject to drug and alcohol testing provided in this policy must sign a Participants Pledge and the Policy Consent/Release Form as a precondition to his or her participation or privilege. The student's signature on the Pledge/Consent Form signifies the commitment to abide by the conditions of the BWS Substance Abuse Testing Policy and to remain free from alcohol and illegal substances. The parent's signature signifies that the parent has read and understands the BWS Substance Abuse Testing Policy.

REASONABLE SUSPICION TESTING

If there is reasonable suspicion to believe that a student has abused alcohol or drugs, or is under the influence of alcohol or any prohibited substance during the time period that the student is under and subject to the jurisdiction of the BWS is in violation of BWS policy JICH "Alcohol Use/Possession." The student is subject to immediate disciplinary action and the consequences outlined in Section VII of the Random Drug Testing Policy and may be recommended for expulsion. The school district reserves the right to administer a breath alcohol test on any student where there is reasonable suspicion that he/she is under the influence of alcohol. The student, with the permission of his or her parent or guardian, may, at student/parent expense, voluntarily submit to an appropriate drug test (if applicable) to attempt to establish that he or she is not under the influence of any prohibited drug in violation of policy JICH. If

the test results are negative, the district will pay the costs of the test. The school administration shall record in writing the factors which led to the school's conclusion, shall stipulate the specific consequence to be administered, and shall attempt to inform the student's parents or guardian of the option of submitting to a drug test. The results of any such testing shall be confidential but shall be communicated to the student, his or her parents or guardians and appropriate school and law enforcement authorities.

The following circumstances shall constitute grounds for reasonable suspicion:

- A. direct observation by a BWSO employee of drug and/or alcohol use or possession;
- B. abnormal or erratic behavior indicating intoxication in class, at school or at the school-sponsored or school-approved activity;
- C. physical symptoms indicating intoxication including but not limited to glassy or bloodshot eyes, slurred speech, loss of balance, poor coordination or reflexes;
- D. first-hand information provided by reliable and credible sources of use, possession or intoxication while at school or at a school-sponsored or school-approved activity;
- E. the presence of the drug on the student, detectable by the senses, such as the smell of activated marijuana or alcohol; or ,
- F. possession of illegal drugs; prescription drugs for which the student does not have a prescription, or alcohol containers or drug paraphernalia.

Anyone of the above listed circumstances shall be sufficient to constitute grounds for reasonable suspicion. If one of the above listed circumstances is found, BWSO employees and administrators may, but are not required to, consider the following factors in corroboration of the finding of reasonable suspicion:

- A. excessive tardiness;
- B. excessive absenteeism;
- C. decrease in academic performance;
- D. recent violation of school rules and regulations;
- E. any efforts to evade detection of the use or possession of drugs or alcohol or misrepresentations or untruths regarding the circumstances constituting grounds for reasonable suspicion;
- F. information provided by reliable and credible sources of use, possession, or intoxication while at school or a school sponsored or school approved function, event or activity; or
- G. prior confirmed discipline for violations of this policy or violations of drug and alcohol laws.

RANDOM DRUG TESTING

Testing Protocol

The BWSO Board of Trustees reserves the right to use hair, breath, saliva or urinalysis testing procedures. Only urinalysis will be utilized for random drug testing. Drug testing will be conducted by a certified laboratory approved by the BWSO Board of Trustees. Testing protocol will be established by the testing laboratory and the BWSO. Where the district has an employee collect a specimen or conduct a breath alcohol test, the district will provide instruction and training to that employee. All confirmed positive test results will be part of the student's discipline record but will not become a part of the student's permanent file and will be shared with authorized personnel on a need-to-know basis. Refusal to submit to a test, or attempting to make or other wise tamper with the test will be treated as a positive test and exclusionary consequences will be imposed.

Testing Pool

Participants to be tested will be selected randomly by the drug testing agent. Each student will be assigned a number that will be placed in a pool for the drawing. School officials will have no control over whose number is drawn. If a student whose number is drawn is absent on the test date, the student's number will be held and included in the next regular test. The participation pool will be updated periodically. A student will only be assigned one number for the pool. The privacy of the student will be protected.

Testing Procedure

On the day of testing, the selected student will be immediately escorted to the designated collection site for testing. Testing protocol will be established by the testing laboratory and the BWSO. In all cases precautions will be taken to guard against tampering and ensure that the chain-of-custody and the proper handling of the specimen were followed so that the test results are not called into question. At no time will the random test results be shared with any law enforcement agency.

Prescription Drugs

The proper use of medication prescribed by a physician is not prohibited; however, the BWSO prohibits the misuse of prescribed (or over the counter) medications.

Testing Cost

All tests will be paid for by BWSD unless stated otherwise.

Test Results

Test results are cumulative during grades 7-8. At the end of the grade 8, the student's record is cleared of any previous violations. Beginning July 1 preceding the student's 9th grade year, the test results are cumulative until the student graduates. Exclusionary periods, including Return to Participation requirements, imposed for positive drug tests shall carry over into the following school year (including 8th to 9th grade) if the time period is not completed on the last day of school. For the purpose of carry-over days, the days will resume beginning the first day of school.

Parent Notification

Parents will be informed in writing of a negative result (no drug or alcohol use detected). Parents will be informed in writing (and by phone if possible) of a positive result (alcohol or illegal drug use was detected). All information, test results, written and otherwise, received by the BWSD through the Substance Abuse Testing Program are confidential communications and will be released to authorized personnel on a need-to-know basis.

Request for Retest

A student or parent or guardian may request a retest at his/her own expense, but the results will only be considered if scientifically meaningful, timely performed and in compliance with established testing procedures.

Return to Participation Testing

All students referred to counseling or a rehabilitative program or who are excluded from participation for abuse of substances covered under this policy will be subject to unannounced periodic testing during the exclusionary period and following return to participation for no less than 12 months and no more than 24 months.

CONSEQUENCES

First Positive Test Result

1. Parents are notified by school officials in writing and by phone if possible.
2. The student is excluded from all activities and privileges until a meeting between the parents and school administration is held.
3. Upon a meeting between the parents and the school administration, the student may immediately resume participation in all activities and privileges if within five school-days of the meeting, the student shows proof of participation in an approved substance abuse counseling program (at student/parent expense, if any), submits to a second random drug and alcohol test within ten school-days of the meeting and complies with the Return to Participation clause. Failure to meet these conditions will result in the exclusion of the student from participation in any school activity or privilege covered under the Substance Abuse Testing Policy for a period of 45 school days.

Second Positive Test Result

1. Parents are notified by school officials in writing and by phone if possible.
2. The student is excluded from all activities and privileges until a meeting between the parents and the school administration is held.
3. Upon a meeting between the parents and the school administration, the student is excluded from participation in all activities and privileges for a period of 20 school-days beginning the day of the meeting. The student may resume participation in all activities and privileges after the twenty day exclusion if the student shows proof of participation in an approved substance abuse counseling program (at student/parent expense, if any), and complies with the Return to Participation clause. Failure to meet these conditions will result in the exclusion of the student from participation in any school activity or privilege covered under the Substance Abuse Testing Policy for a period of 90 school days.

Third Positive Test Result

1. Parents are notified by school officials in writing and by phone if possible.
2. The student is excluded from all activities and privileges until a meeting between the parents and the school administration is held.
3. Upon a meeting between the parents and the school administration, the student is excluded from participation in all activities and privileges for a period of one calendar year. The student may resume participation in all activities and privileges after the calendar year exclusion if the student shows proof of participation in an approved substance abuse counseling program (at student/parent expense, if any) and complies with the Return to Participation Clause.

Subsequent Positive Test Result Following the Third Positive Test Result

1. Parents are notified by school officials in writing and by phone if possible.
2. The student is excluded from all activities and privileges until a meeting between the parents and the school administration is held.
3. Upon a meeting between the parents and the school administration, the student is excluded from participation in all activities and privileges for a period of one calendar year. The student may resume participation in all activities and privileges after the calendar year exclusion if the student shows proof of participation in an approved substance abuse counseling program (at student/parent expense, if any) and complies with the Return to Participation Clause.

NON-SUFFICIENT FUNDS CHECK COLLECTIONS

In an effort to reduce time spent on the collection of NSF checks, the Bay St. Louis-Waveland School District will contract with a company that has expertise in the area of collections and guarantees payment of up to \$250 for each bad faith check transaction.

All checks submitted to any school or school organization within the district that are deemed “non-sufficient funds”, shall be forwarded from the depository to the contracted company to collect said funds.

Each account in receipt of a worthless check of \$250.00 or less will automatically receive payment from the collection agency the following month. Public funds cannot be used to cover bad debt of an individual or organization. Such debts cannot be written off as might be acceptable in private industry.

The superintendent will develop and distribute procedures for the implementation of this policy and will properly notify the community charges associated with NSF check collections.

HANCOCK COUNTY VOCATIONAL TECHNICAL CENTER STUDENT HANDBOOK

Welcome to the Hancock County Vocational-Technical Center! It is our intent to provide you with the best possible vocational training available in your chosen field. The Vocational Center offers twelve training programs that expose students to practical experiences in the world of work. Students have the opportunity to join student organizations that enhance classroom and lab training as well as develop leadership and competitive skills that will assist students in their career endeavors. These organizations have produced numerous district, state and national winners in their respective fields. We hope your training with us will be pleasant and very productive.

PURPOSE

The purpose of the Hancock County Vocational Technical Center is to provide vocational-technical education and services as follows:

- **Secondary Vocational Education:** These courses are for students enrolled in high schools in Hancock County. All programs offered on this level are designed as two-year courses with the purpose of providing students with the adequate training necessary to enter a trade upon graduation from high school or for entering post secondary vocational training.
- **Adult Evening Vocational Education:** Most of the same courses offered to students during the day are also offered to adult students in the evening (Call 228 467-3892 for more information).

STAFF POSITIONS

Vocational Director	Business and Computer Technology	Hawks Nest Assistants (2)
Vocational Guidance Counselor	Early Childhood Education	Lodging and Hospitality
Vocational Secretary	Cooperative Education	Metal Trades
Allied Health	Drafting	Student Services Educators (2)
Automotive Mechanics	Culinary and Related Foods	Technology Applications
Building Trades	Technology	Welding

OBJECTIVES OF VOCATIONAL EDUCATION

1. To provide students the opportunity to explore various career fields.
2. To provide students with the opportunity for specific vocational skills training in selected vocational areas.
3. To provide students with a general overview of the work world to enhance the student's ability to make informed career choices.
4. To provide students with support services which allow them to develop to their fullest potential.
5. To provide materials, supplies and activities in each program area that will allow students to develop the basic skills needed to succeed in the modern world.

VISITORS

1. All visitors must check in the Vo-tech office and receive a visitor's pass before entering any shop, lab, or classroom.
2. Visitors are strongly encouraged to schedule visits during an instructor's planning period (1:30 to 2:30pm).

PRCC CAREER TECHNICAL SCHOLARSHIP

For graduates of schools having an Articulated Training Agreement with Pearl River Community College, full tuition and half tuition scholarships will be awarded to entering career technical freshmen who meet the following qualifications:

- High School diploma
- Completed a two-year career/technical program in high school
- Enroll full time in a career/technical program at P.R.C.C.
- Full tuition scholarships require an overall "B" average or above in high school
- Half tuition scholarship requires an overall "C" average in academic courses with an "A" average in career/technical courses in high school.

**HANCOCK COUNTY VO-TECH AND PEARL RIVER COMMUNITY COLLEGE
TECH PREP ARTICULATION GUIDE**

PRCC will grant credit for selected courses in its Associate of Applied Science degree programs and certain certificate programs. Articulation credit for courses is subject to either the local **OR** statewide articulation requirement provisions. For articulation credit, applicants are to complete the following provisions:

LOCAL ARTICULATION

Secondary level:

- Has met PRCC CTE Scholarship requirements (maintained at least a “B” average in the related high school course OR maintain an “A” average in CTE course and “C” academic average).
- Must score a minimum of 70% or above on MS-CPAS or Student Recommendation for Articulation Credit Form signed by the secondary instructor and vocational director.
- *PRCC Articulation Credit Application Form* is signed by the secondary instructor and vocational director or principal verifying the applicant has met the terms of the articulation agreement
- Meets all college admissions requirements and is an enrolled full time student in good standing in PRCC’s corresponding career-tech program.

Post-Secondary level:

- Student must enroll in the corresponding post-secondary career-technical program within 12 months following high school graduation in order to receive articulated credit.
- Applicant must maintain a “C” or above average in the first 12 hours taken upon entering that career-technical program.
- After the applicant has completed 12 semester hours in the program, the instructor will request that his/her articulated credit become part of his/her transcript.

Final articulation credit:

- When all post-secondary provisions have been met for approval of articulated credit, course credit will be posted on the student’s PRCC transcript and applied toward the meeting of graduation requirements; however, a non-grade of “z” will be recorded for articulated credit. Quality points will not be affected.
- No cost will be assessed to the student for the articulated course(s).

STATEWIDE ARTICULATION

Secondary students in the PRCC Consortium as well as from other community colleges may be eligible for articulated credit in career-technical programs offered at PRCC under these provisions:

- Must have completed secondary two year career-technical program and scored 80% or above on MS-CPAS
- Must enroll in a corresponding post-secondary course within 18 months after publication of CPAS scores
- Must earn 12 hours in post-secondary program and maintain a “C” average before credit is added to transcript

When all provisions have been met for approval of articulated credit, course credit will be posted on the student’s PRCC transcript and applied toward the meeting of graduation requirements; however, a non-grade of “z” will be recorded for articulated credit. Quality points will not be affected. No cost will be assessed to the student for the articulated course(s).

SAFETY

1. A general safety test will be given to all incoming students. This test will provide evidence that the student understands and can demonstrate basic safety skills. Each student will be required to retest if necessary, until he/she makes 100% on the test. **Students will not be allowed to operate shop/lab equipment until this is accomplished!**
2. **All students, teachers, staff, and visitors are required to wear safety glasses at all times when operating or observing the operation of equipment in shop buildings, except when wearing other eye protection such as safety goggles, safety shields or welding shields. A violation of this rule by a student will result in disciplinary action. Continuous violations could result in removal of the student from the vocational program and loss of credit for that year.**
3. Ear protection will be needed when the noise level in a shop reaches a high level. All students should wear earplugs when told to do so. Violation of this rule will result in disciplinary action.
4. All shops/labs/classrooms are equipped with the most up-to-date modern equipment available. The equipment is very dangerous and could cause **severe injury or death** if used improperly. **Everyone** in a shop (instructor, students, visitors, etc.) will follow good safety practices.

5. All students must be properly trained and it must be documented by the instructor before they are allowed to operate that piece of equipment. You are to use only the equipment you have been instructed to use, and use it as you were instructed.

ACCIDENTS

Report all accidents immediately to your instructor, **regardless of how minor**. Fill out the necessary accident form with your instructor.

DISCIPLINE

Students attending classes at the Hancock County Vocation-Technical Center must adhere to the policies and rules of the Hancock County Vocational-Technical Center. Bay High students will be referred to the Bay High School administration for disciplinary action. Bay High School vocational students will be assigned disciplinary actions at the Vo-Tech Center by the Vocational Director in accordance to the disciplinary procedures in the Bay High School Handbook.

GRADING, CREDIT & COURSE SELECTION

1. Students will be graded on manipulative skills (shop and lab), daily work, tests, class work, as well as work ethics.

Hancock County Vo-Tech Center Grading Formula:

8% Class work

8% Work Ethics

24% Test

40% Lab

20% Nine Weeks Exam

In Year II classes, MS-CPAS2 will count as their final exam grade.

2. Vocational programs are 2 credit (full year) classes with the exception on Cooperative Education which is 2.5 credits; in order to receive these credits, students must complete the entire year. (No partial credit will be given).
3. Before a new vocational program can be started, any student must complete the second year of selected training.
4. When course requests exceed the space available, students will be selected by highest grade in the prerequisite class, if applicable, good attendance and/or lack of discipline referrals.
5. Students must earn a final average of 75 or above in Year I of a vocational course in order to be eligible for Year II.

VOCATIONAL GUIDANCE SERVICES

The Guidance Counselor's office is open to all students needing assistance in the formulation of educational or vocational plans. Any vocational student having problems that affect school progress or the attainment of goals should seek assistance from the Counselor.

RESOURCE LEARNING LAB

1. **All** students enrolled in a vocational program will be tested in the first year of the program in order to identify students that need related studies training in math or reading.
2. **All students scheduled for the lab must attend regularly in order to receive credit for their vocational program.**
3. **Once a student enters the lab program, he/she remains in the program until his/her vocational training is complete.**
4. **Any** vocational student may take advantage of the services offered in the lab.

PROJECTS

Personal projects or working on **any project** brought into the school by a non-profit community or governmental agency or group will only be allowed when the project can be utilized in a learning situation, and directly related to the module upcoming or presently in progress, unless approved by the Vocational Administration. **Before** work begins on any of these projects, a work order shall be completed and the instructor and director must give approval in writing. After permission is granted, the student or other agency will be required to either furnish or purchase materials for such projects. Before the project is started, the student or outside agency must also furnish a drawing or sketch to the instructor.

LEAVING CLASS/SHOP/LAB AREA

1. Students are not allowed to visit other shop/lab or classes.
2. Students will not be allowed to leave during a class at the Vo-Tech Center to go to Hancock High School without permission from the Vocational Administration. Students are not allowed to leave a class at Hancock High School to come to the Vo-Tech Center without approval from the High School Administration. Abuse of this rule will result in disciplinary action.
3. Vending machines must only be used in the building where your class meets at the appropriate time under your teacher's supervision.

SHOP LOCKERS

Shop students will be assigned lockers with a combination lock. The Vo-Tech Center will not assume responsibility for items lost or stolen. Therefore, your locker should be locked at all times. Keep your locker and the locker area clean. **Note: LOCKERS WILL BE CHECKED PERIODICALLY.**

VEHICLES ON CAMPUS

Bay High students will be required to **RIDE THE SCHOOL BUS** to and from the Vocational Center.

BAY HIGH SCHOOL BELL SCHEDULES 2009-2010

REGULAR SCHEDULE:

7:27 First Period Bell

7:30 Tardy Bell

7:30 – 9:07 (97 min.) 1st Block

9:10 – 9:13 Morning Announcements

9:13 – 10:50 (97 min.) 2nd Block

10:53 – 12:55 (97 min. instruction & 25 min. lunch) 3rd Block

10:56 – 11:21 A Lunch

11:24 – 11:49 B Lunch

11:52 – 12:17 C Lunch

12:58 – 2:35 (97 min.) 4th Block

ASSEMBLY SCHEDULE ON FRIDAYS:

7:27 First Period Bell

7:30 Tardy Bell

7:30 – 8:59 (89 min.) 1st Block

9:02 – 9:05 2nd Block/Morning Announcements

9:05 – 10:34 (89 min) 2nd Block Instruction

10:37 – 12:31 (89 min. instruction & 25 min. lunch) 3rd Block

10:40 – 11:05 A Lunch

11:08 – 11:33 B Lunch

11:36 – 12:01 C Lunch

12:34 – 2:03 (89 min.) 4th Block

2:05 – 2:35 Assembly

