

## TABLE OF CONTENTS

Administration.....5	Guidance and Counseling.....49
Admission Requirements.....6	Hazing.....26
Advisory .....49	Honor Roll.....36
Agenda Request Procedures.....48	Internet.....26
Alpha and Beta Awards.....37	ISI/ISS.....16
Arrival and Departure Times.....9	Library.....51
Assemblies.....53	Make-up Work .....7
Attendance Policy.....6	Mandatory Parental Attendance.....17
Bell Schedule.....55	Medication.....33
Bicycle Riders.....9	Overnight Suspension.....15
Board Of Trustees.....3	Parent Involvement Policy.....45
Bus Disciplinary Ladder.....11	PAWS.....12
Bus Regulations.....10	Perfect Attendance.....8
Cafeteria.....23	Plagiarism.....51
Car Pick-up/Drop Off Procedures.....9	Praise Referral.....12
Cell Phone Policy.....25	Principal’s Message.....4
Change of Address/Guardianship.....51	Promotion and Retention.....36
Class Rank.....40	Request for Student Records.....50
Check-out Policy.....8	School Calendar.....inside cover
Contacting Parents.....29	School Hours.....57
Cyberbullying.....28	Special Education/504.....48
Deliveries for Students.....52	Student Assistance Request.....43
Distribution of Flyers or Invitations.....53	Student Conduct.....11
Exclusion.....16	Student Withdrawals.....50
Expulsion.....16	Substance Abuse Policy.....19
Extra-curricular Events.....53	Suspension.....16
Faculty.....5	Tardies.....8
FERPA.....41	Telephone.....52
FERPA (en Espanol).....42	Textbooks.....51
Grading System and Reporting.....34	Uniform Policy.....29
Graduation Requirements.....37	Visitors.....52
	Weapons Policy.....17

## **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*

## ***BWMS Tiger Motto***

***I respect myself and others.***

***What I achieve is determined by my fortitude to be successful.***

***I take full responsibility for my education and my future.***

**Bay St. Louis-Waveland School Board**

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

**Central Office Administration**

Dr. Rebecca Ladner, Superintendent  
Dr. Rusty Dempsey, Assistant Superintendent  
Mr. Kevin Boyce, Business Manager  
Dr. Rusty Dempsey, Student Services Director  
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. Any Parker, Principal

**Bay-Waveland Middle School**

Dr. Cherie Labat, 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

## **A message from the Principal...**

Dear BWMS Students and Parents,

Welcome to the 2009-2010 school year at Bay-Waveland Middle School. Historically, BWMS has done an excellent job of challenging every student at his or her individual ability level. Here we pride ourselves in setting high expectations, mentoring relationships, and focusing on teaching and learning.

Bay-Waveland Middle School will continue PAWS, which is our academic, behavior, and attendance program. We will also continue an intensive honors program for grades 5-8 which will test students to think through problem-based learning in preparation for merging into the rigorous Honor's Diploma Program at the high school. The six facets of understanding and problem-based learning will also be incorporated into our general curriculum. The efforts of this program rest with the strength of teachers and support staff who strive to bring out the best in our students.

Thank you for your continued support. We look forward to having a great year that will encourage academic achievement and citizenship for all students.

Sincerely,

*Cherie Labat*

Cherie Labat, Ph.D.  
Principal

## Bay-Waveland Middle School Administration

Dr. Cherie Labat	Principal	463-0315
Mrs. Lynn Tammen	Asst. Principal	463-0315

### Support Staff

Suzanne Gilmore	Counselor	467-3655
Sally Kappus	Counselor	467-3655
Kathy Kulikowski	Records Clerk	467-3655
Vicki Arnold	Secretary	463-0315
Sharon Bissonnette	Secretary	463-0315
Annabelle Moran, RN	Nurse	467-2364
Teresa Everett	Intervention Assistant	
Patricia Hansell	Library Assistant	
Melissa Holcomb	Special Education Assistant	
Marla Pennington	ISS Monitor	
Cheryl Pittman	Librarian	

### Faculty

Noel Allen	Trina Kidd
Angela Benvenutti	Myra Ladner
Dale Bruce	Carol LaHitte
Nancy Calhoun	Elisabeth Magee
Pam Carrubba	Randy McCrory
Jenny Crowder	Lou Monti
Shelley Dalrymple	Marietta Murray
Lisa Dufrene	Patches Oliver
Susan Egloff	Gina Pepperman
Joan Estapa	Ellie Perniciaro
Stacey Ferguson	Jackie Roberts
Betty Foster	Connie Roth
Janet Freeman	Margie Schmitt
Al Gunsch	Phyllis Skinner
Terri Kerst	Cheryl Twiner
Theresa Ketchum	Luke Weems

## **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.

## **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 in grades K-8 who are not attempting to earn a Carnegie unit and/or 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)

### **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 semester or yearly 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 semester or yearly 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:

- a. The appeal must explain circumstances that lead to the absences and must include sufficient documentation. 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.
- b. Appeals will be reviewed by a District Attendance Committee composed of teachers and administrators.
- c. 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.

### **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.

#### **Consequences for Tardies:**

4 Tardies – One (1) In-School Isolation during activity period

5 Tardies – Two (2) Detentions – 30 minutes

6 Tardies – One (1) ISS

7 Tardies – One (1) Exclusion

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

### **PERFECT ATTENDANCE**

Any student with 100% attendance during the school year will be recognized and rewarded by the administration at the end of the year during grade-level awards ceremonies. 100% attendance indicates that a student attended school every day with no tardies or early checkouts. Participation in field trips and other school related events does not constitute an absence except when the student is checked out through the office so that he/she may ride in a personal vehicle.

### **CHECK-OUT POLICY**

In order to provide for the best welfare of each student and the school, the following check-out procedures have been developed:

As a part of the registration process, parents/guardians are asked to complete a form for sign-outs. Parents/guardians are to list all adults **at least age 21** (brothers, sisters, aunts, uncles, grandparents, friends, etc.) who may sign the pupil out in emergencies. **Under no circumstances will the student**

**be permitted to leave school with anyone not on the sign-out sheet.** Notes and phone calls requesting this will not be honored. Parents may add or remove names from this form by coming to the school office and making the appropriate changes. For the safety of the students, Bay-Waveland Middle School personnel will require a picture I.D. of any person wishing to check out a student. Please advise any person listed on the sign-out sheet of this procedure. No student may leave campus during school hours without being properly checked out through the principal's office. Early check-outs cause students to miss valuable class and closure time. The entire class and the teacher are disturbed and instructional time is interrupted to see that your child has the instructions and materials to go home. Check-outs for illness will be determined by the school nurse. We respectfully ask that no student be checked out after 2:00 p.m. except in the case of an emergency.

### **ARRIVAL AND DEPARTURE TIMES**

**Students are not to arrive on the school campus prior to 7:00 a.m., when teachers report for duty. The school will not assume responsibility for any students arriving on school grounds prior to the stated time unless they are transported by school bus. Students are to leave campus at the end of the school day unless they are participating in a supervised activity and under the direct supervision of a teacher. Any student remaining on campus more than 15 minutes after the dismissal bell (2:40 p.m.) or the end of a school-related activity without the expressed permission of the principal may be referred to the Bay St. Louis Police Department for suspicion of "child in need". School personnel are on duty to supervise students between 7:30 – 3:10.**

### **BICYCLE RIDERS**

Bicycle riders are subject to all rules governing student arrival and departure times. Bicycles are to be walked off the campus. Students should not ride until they have passed all walking students and are completely off the campus. Bicycles are to be parked and locked (lock provided by the owner) in racks provided for that purpose.

### **CAR PICK-UP/DROP-OFF PROCEDURES**

Parents/guardians who transport their children by car are asked to pick them up and drop them off on the Pine Street side of the campus. School personnel are assigned to be on duty from 7:00-7:30 and 2:40-3:10 to supervise and insure the safety of the children. For the safety of **all** children, no child will be allowed to be dropped off or picked up in any other location. Should this become a problem, the parent may be asked to come in for a conference with the principal.

At the afternoon bell, students who are car riders will be dismissed at 2:40 to the front campus. Cars should line up in single file in a U fashion entering from Pine Street, proceed to the loop, line up in front of the school, and exit on Pine Street. For safety of everyone, walkers will be dismissed after all buses have been released.

The administration and faculty realize that following these guidelines may require a little extra time on the parent's part. However, we strongly encourage any person picking up a student to adhere to the

prescribed procedure for the safety of all students. Please observe all “No Parking” signs. **Parents must go through the car line for drop off and dismissal. Students are subject to disciplinary action if the guidelines are not followed.**

## **SCHOOL BUS REGULATIONS**

The privilege of riding the bus carries with it a responsibility on part of the student. Students who accept this responsibility are welcome to ride; those who do not may be denied this privilege. Bus drivers are expected to keep order and discipline on the bus, but their major responsibility is to drive the bus; therefore, students are to follow these regulations included in this section.

Rules and Regulations of the State Board of Education Concerning Conduct Upon Public School Buses as Authorized by Chapter 15, Section 10, of the Extraordinary Session of 1953, and amended by House

Bill 893 Laws of 1973: It shall be the duty of the passengers transported in school buses owned and operated or contracted by the public school districts to conduct themselves in an orderly manner. The passengers shall abide by rules and regulations of the State Board of Education and rules and regulations adopted by the boards for the respective school districts.

## **LOADING AND UNLOADING**

1. Be at your bus stop or assigned loading zone on time.
2. Exercise extreme caution in getting to and from your bus stop.
3. Look in both directions before stepping from behind parked cars and before crossing any roadway.
4. Stay out of the roadway until the bus comes to a complete stop and the bus driver indicates that it is safe to board.
5. Do not play on or near the road while waiting for the bus to arrive.
6. Always walk on the left side of the road facing on-coming traffic and step off the road when a motor vehicle approaches.
7. Use the hand rail while getting on and off the bus.
8. When you must cross the road or enter the bus, or after leaving the bus, always cross in front of the bus upon the signal of the driver.
9. Students who ride a bus to and from school are subject to school regulations of conduct.

The school bus driver is empowered to enforce school regulations by reporting all student safety violations to the principal. If any pupil persists in disobeying any of the rules of good conduct, school officials may suspend or end free public transportation of the disobedient student.

## **WHILE ON THE BUS**

1. Students are to be courteous; follow the instructions of the bus driver.
2. Students should not distract the driver except in an emergency.

3. Students must identify themselves properly when requested to do so by the school bus personnel.
4. Students should speak in a conversational tone; no loud talking.
5. Students should remain seated on the bus at all times.
6. Students should keep their entire bodies and possessions inside bus at all times.
7. Students should use the emergency door only in a true emergency.
8. Students must sit in seats assigned by the driver.
9. Students will be held financially responsible for any damage to the bus.
10. Students are not allowed to get off the bus before arriving at school.
11. Unauthorized articles are not allowed on the bus, (i.e., combustibles, large articles, pets, weapons, radios, toys, etc.).
12. The following are prohibited:
  - Profane Language;
  - Smoking or tobacco products;
  - Fighting or scuffling;
  - Consumption of food or beverages;
  - Throwing objects within or from the bus.
13. Each passenger is expected to help in keeping the bus clean, such as picking up paper and other objects dropped on floor.

**NOTE: Students may ride another bus only in emergency situations.**

### **SCHOOL BUS DISCIPLINARY LADDER**

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

1. Warning issued to the student from the principal
2. One week, five (5) day bus suspension; parent/student conference required with the principal before student may ride the bus again.
3. Two week (10 school days) bus suspension; parent/student conference required with the principal before the student may ride again.
4. Three week (15 school days) bus suspension; parent/student conference required with the principal before the student may again ride again.
5. Loss of bus privileges for the remainder of the school year.
6. A student may be placed at a higher level of the discipline ladder as deemed appropriate by the principal due to the student behavior.

## **STUDENT REWARDS**

It is the goal of Bay-Waveland Middle School to establish an educational climate in which student behavior is, at all times, exemplary. To encourage appropriate student behavior, we have initiated two incentive programs, PAWS and Praise Referrals.

### **PAWS**

The PAWS Program is dedicated to bringing achievement, character, and attendance to new heights. Every student at Bay Waveland Middle School has an opportunity to be involved in one of the three levels of membership. Platinum members must achieve 90% above grade point average in all academic subjects, have no unexcused absences, and no discipline referrals. Gold members must achieve 80% grade point average in all academic subjects, have no unexcused absences, and no discipline referrals. Blue members must improve by 5 points grade point average in all academic subjects, have no unexcused absences, and no discipline referrals. No student may have an “F” average in any subject in order to be in the PAWS club. Random incentives are given as reward for maintaining PAWS status.

### **PRAISE REFERRALS**

Praise referrals are given to students that perform good deeds, practice good citizenship, or show compassion in the classroom for classmates or faculty and staff. This praise referral is presented to the student by the principal and a copy is sent home to the parent.

All discipline at Bay-Waveland Middle School is based on four basic rules:

- \*\* Be Safe \*\***
- \*\* Be Respectful \*\***
- \*\* Be Responsible \*\***
- \*\* Be Prepared \*\***

Students should refrain from any conduct that interrupts the educational process. It is necessary and expected that all students obey all instructions of the faculty and administration. Failure to comply with these instructions may result in that student’s suspension from school until a conference is arranged between the principal and the student’s parent/guardian.

Please note that Mississippi statute 37-11-59 states that any parent, guardian, or custodian of a compulsory-school-aged child who willfully fails to attend a conference to which such parent, guardian, or custodian has been properly notified shall be subject to a misdemeanor charge and upon conviction, shall be fined not to exceed two hundred fifty dollars (\$25.00).

## **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 the classroom which is conducive to learning.

The basic objectives of school discipline are to:

1. Ensure that no student will be permitted to prevent any teacher from teaching or any student from learning.
2. Maintain study conditions that are safe and conducive to learning.
3. Develop student habits and skills that make each one self-directed, responsible, and accountable for his/her own behavior.

It is to the discretion of administration to determine the disciplinary consequences for students who have been identified for severe disruptions.

Appropriate consequences will be determined by the severity of the infraction as well as the frequency of inappropriate behavior. Administration may assign one discipline consequence or a combination of consequences below:

1. Silent Lunch
2. In-School Isolation
3. After School Detention
4. In-School Suspension
5. Overnight Suspension
6. Exclusion
7. Mandatory Parental/Guardian Attendance
8. Alternative School
9. Other consequence deemed appropriate by the administration

Disciplinary actions which will result in an immediate recommendation for expulsion include but are not limited to the following unacceptable student behaviors:

- Use or possession of dangerous objects and/or weapons (Police contacted)
- Use, sale, or possession of a controlled substance (Police contacted)

### **DISCIPLINARY CONSEQUENCES:**

Teacher Driven Consequences

1. Warning (One)
2. Silent Lunch
3. ISI– note to parents
4. Office referral ...

The above consequences are teacher-driven consequences and the classroom teacher will determine which consequence will be assigned to the student based on the severity of the disruption. When behavior persists and teachers are issuing the above consequences to the same student multiple times, the following step ladder will be instituted:

3 Silent Lunches = 4th Silent Lunch plus one ISI during activity period

3 ISIs = 4<sup>th</sup> ISI plus one after-school detention – 24 hour written notice to parent

6 ISIs = Teachers will hold a phone or face-to face conference with parent. On the 6<sup>th</sup> ISI, an office referral will be instituted and discipline will be determined by an administrator.

Disciplinary actions which may result in overnight suspension and/or suspension or recommendation for expulsion include but are not limited to the following unacceptable student behaviors:

- \* Open defiance of a teacher .... Step 1-4
- \* Profanity or vulgarity (to include acts, gestures, or gang symbols) .... Step 3-4
- \* Use or possession of any form of tobacco or tobacco paraphernalia at school .... Step 6
- \* Use, sale, or possession of drugs or alcohol on school grounds .... Step 6
- \* Defacing or other wise injuring property that belongs to the school district (plus restitution for damages) .... Step 2
- \* Fighting at school or school activities .... Step 4-6
- \* Use or possession of dangerous/inappropriate objects (including fireworks, lasers, etc)... Step 4-6
- \* Improper behavior anywhere on campus and/or at any school function (including horseplay) Step 1-3
- \* Cutting class(es) and/or detention .... Step 3-4
- \* Truancy from school .... Step 3-5
- \* Being in an undesignated area, trespassing, or leaving campus without authorization .... Step 2-4
- \* Intimidation, threats, or harassment (to include sexual) or cyberbullying .... Step 4-6
- \* Stealing, theft, and/or possession of stolen property (must include restitution) .... Step 3-5
- \* Using forged or altered documents (report cards, progress reports, parental notes, hall passes, etc) .... Step 2-4
- \* Possession of radios, walkmans, or electronic beepers or games, telephones, or other electronic devices .... Step 1-2
- \* Persistent misbehavior or class disruption .... Step 3-5
- \* The unauthorized sale of anything, including candy and person belongings on school property Step 2-3
- \* Possession of any medications .... Step 4-6
- \* Public display of affection .... Step 2-3
- \* Writing or marking on one's self or clothing, or the person or clothing of others .... Step 1-2
- \* Wearing colored bands, commonly referred to as "sex bands" .... Step 2-3
- \* Use of rubber bands other than for the purpose of securing hair .... Step 1-2
- \* Gang activity or association .... Step 4-6
- \* Other behaviors as determined by the administration .... Step 1-6

### **DISCIPLINE STEP LADDER**

- Step 1
1. Contact parent or legal guardian (phone, e-mail, or written notification). Teacher generated consequences: silent lunch/ ISI
  2. Other consequences deemed appropriate by the administration.

- Step 2
1. Contact parent or legal guardian (phone, e-mail, or written notification).
  2. After-school detention, ISI, or possible ISS assignment
  3. Any student who is disruptive or uncooperative in after-school detention or ISI/ISS 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. Other consequences deemed appropriate by the administration.
- Step 3
1. Contact parent or legal guardian (phone, e-mail, or written notification).
  2. Student will be assigned to the ISI/ISS/Exclusion program and a parent conference with an administrator may be required after completion of the program. (5 day probation period)
  3. Other consequences deemed appropriate by the administration.
- Step 4
1. Contact parent or legal guardian (phone, e-mail, or written notification).
  2. A combination of Exclusion and ISS time with a parent conference required. (10 day probation)
  3. Other consequences deemed appropriate by the administration.
- Step 5
1. Contact parent or legal guardian (phone, e-mail, or written notification).
  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 administrator.
  3. Other consequences deemed appropriate by the administration.
- 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.
  3. Other consequences deemed appropriate by the administration.

**NOTE: Students may be placed on the next higher step after placement on any one step and assigned a probation period. At any time a student is sent to the office during a probation period, student will progress to the next step on the discipline ladder.**

### **OVERNIGHT SUSPENSION**

Overnight suspension requires a conference between the principal and the parent/guardian before the student will be allowed to return to class. While the student is not officially placed in out of school suspension, it is the responsibility of the parent to meet with the principal to discuss the student's behavior. Overnight suspension may be used in conjunction with other disciplinary actions as deemed appropriate by the administration.

## **IN SCHOOL ISOLATION**

In School Isolation (ISI) is used as a consequence for minor infractions that disrupt learning in the classroom. Examples are talking out, disrespect, or persistent misbehavior. Teachers send students directly to ISI. Students who misbehave while in ISI could be subject to consequences that are more serious.

## **DETENTION**

Students can be placed in after-school detention as a consequence for 30 minute duration in a designated area at the middle school. Students must arrive by 2:45 pm for after-school detention. Guardian is responsible for transportation when students are assigned detention. Release time is 3:15.

## **IN SCHOOL SUSPENSION**

In School Suspension will be used to place students in a highly structured classroom located on our campus in lieu of an out-of-school suspension. The time will be spent completing assignments made by the student's teachers. Students will be isolated from others throughout the day and will be expected to follow all rules, policies, and procedures of the middle school. Students are not permitted to attend any on-campus or off-campus school activity during their suspension period.

## **EXCLUSION**

Exclusion will be used by Second Street Elementary, high school and middle school administration to place students in a highly structured classroom located at Cross Roads Alternative School in lieu of out of school suspension. The time served will be spent completing assignments made by the student's teachers or alternative school staff. Students will be isolated from others throughout the day and will be expected to follow all rules, policies, and procedures of the alternative school. To be eligible to return to their home school, students must be present for the days assigned, complete their assignments, and be in full compliance with the school uniform policy. No book bags are permitted. If you would like to know more about this program, please contact the principal of your child's school.

## **SUSPENSION**

Out of School (OSS) suspension is a forfeiture of participation in regularly scheduled school activities for the time designated during suspension. In all cases, parents must have a conference with the designated school administrator before the student will be allowed to return to classes. A telephone call will not be acceptable. Students are not permitted on campus or at any school activity during their suspension period.

Any student who has been suspended may make up the missed work. The student will allowed one day to complete make-up work for each day of suspension, not to exceed (8) days. Any work not completed during the allotted time will result in a grade of zero. It is the responsibility of the student to turn in make-up work.

## **MANDATORY PARENTAL / GUARDIAN ATTENDANCE**

There may be times when the administration asks a parent or guardian to attend a class or classes with their child. Mandatory Parental/Guardian Attendance may be assigned to a student that frequently distracts from or disrupts the educational environment. If a parent or guardian is unable to attend, the principal may assign an alternative disciplinary consequence.

## **ALTERNATIVE SCHOOL**

There will be a mandatory probationary period for students returning from the Alternative School.

## **EXPULSION**

Expulsion is the total exclusion of the student from participation in or attendance at school or any school-related activity. A student may be recommended for expulsion by the principal. A disciplinary committee hearing, or a meeting with the superintendent in some cases, is then held for the student. The disciplinary committee/superintendent may make a recommendation of expulsion to the school board. Only the school board has the power to expel a student from school. When a student is expelled from school, the period of the expulsion may be either for the remainder of the current school year or one full calendar year as determined by the severity and nature of the offense.

## **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.

(2) 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.

## **SUBSTANCE ABUSE TESTING**

### INTRODUCTION

The Bay St. Louis – Waveland School District (BWSD) 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;
- D. to preserve the educational environment.

## STUDENTS SUBJECT TO TESTING

All students enrolled in BWSO 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 BWSO 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 BWSO Substance Abuse Testing Policy and to remain free of alcohol and illegal substances. The parent's signature signifies that the parent has read and understands the BWSO 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 BWSO in violation of BWSO 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 school-sponsored or school-approved activity;
- E. the presence of the drug on the student, detectable by the senses, such as 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. a school sponsored or school approved function, event or activity; or 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 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 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 otherwise 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 one 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 BWSD prohibits the misuse of prescribed (or over the counter) medication.

## **Testing Cost**

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

## **Test Results**

Test results are cumulative during grades 7 – 8. At the end of grade 8, the student's record is cleared of any previous violations. Beginning July 1, preceding the student's 9<sup>th</sup> 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 8<sup>th</sup> and 9<sup>th</sup> 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 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**

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 may immediately resume participation in all activities and privileges 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 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**

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 school-days of the meeting if 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 90 school days.

### **Third Positive Test**

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 with the parents and the school administrators, 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 with the parents and the school administrators, 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.

## **CAFETERIA**

### **Cafeteria/Child Nutrition**

- **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."

Students are to display proper table manner at all times. They are to choose their meal quickly so as not to delay others. After eating, students shall clean their places at the table and return cafeteria utensils to the designated area. The aisles and exits are not to be blocked by books and other items. Misconduct in the cafeteria may result in removal from the cafeteria or an office referral.

### **PAGERS, CELL PHONES, AND 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 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 1 week period.

**Third Offense:** 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 if the fine is paid or 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.

## **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.

The effective date for this process will begin 30 days after policy has been held in abeyance (on or about July 14).

## **HAZING**

Any student who attends and/or participates in “hazing” or “initiation” activities will face serious consequences.

## **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.

## **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. Cyberbullying 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 of 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 of 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.

## CONTACTING PARENTS

It is the responsibility of the parent/guardian to provide accurate and current telephone numbers that will permit school personnel to reach a responsible adult at all times. The school must be informed of any changes in telephone numbers and addresses. Parents/guardians are advised that if a responsible adult cannot be reached after good faith efforts have been made by school personnel, the Department of Human Services and/or the appropriate police department may be contacted for assistance.

## Mandatory School Student Dress Code 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.

### Student 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

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 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.

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.**

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.

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.

Designer/theatrical contact lens may not be worn, whether prescription or not; sunglasses or shades may not be worn.

All tatoos must be covered.

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.

Notched eyebrows, designs in hair, or unnatural multicolored hair are not allowed.

## 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.
  - h. T-shirts are not permitted at the Bay-Waveland Alternative School.
  - i. 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 official school 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.

### **District-wide Procedures for Noncompliance (K-12)**

- 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).**

## **MEDICATION**

School Board Policy limits the dispensation of medications for chronic illnesses to those prescribed by a physician. 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. Medication must be brought to and from school by the student's parent or guardian and given to the school nurse. Students found in possession of any type of medication on school campus may face disciplinary consequences.

## **GRADING SYSTEM AND REPORTING**

### **Grades 6-8**

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 to prevent passing. One passing grade is not sufficient basis for passing a course when all other grades are failing.

### **Grading and Reporting System**

A number of factors may be used in determining the student's grades and may include but not be limited to daily classwork, 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 the school year 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 semester grade shall be the average of the two nine week periods. The yearly grade shall be the average of the two semester grades.

- Numerical grades will be used on report cards and transcripts for students in grades six through eight. The following grading scale applies:

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

- Special education students receive grades on the general education reporting instruments and the service goal report of progress form. 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.
 

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 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 review. The principal's decision is final.
- Student conduct shall not be considered when computing the nine-week grade. Assessments shall be reflective only of academic performance.
- 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 Grades 6-8**

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 to their 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.

- A student shall be promoted when, in the professional judgment of the teacher, principal, and possibly other school staff, he/she has successfully met instructional level standards in math, reading, language arts, science, and social studies.
- Students shall not be retained for extra-curricular purposes.
- Students may be retained due to excessive absences.
- The Teacher Support Team shall review the educational record of any student who has failed to meet any promotion standards. Placement of the student for the next school year will be determined by this committee. A written report of the exceptions for promotion shall be filed in the office of the principal and with the superintendent.

### **HONOR ROLL 5-8 (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.

## ALPHA AND BETA AWARDS

Alpha and Beta Awards are given to students who demonstrate a consistently high level of subject area mastery. To be eligible for these awards, students must meet one of the following criteria:

1. Alpha Award

The student has achieved Alpha Honor Roll status for each of the first three nine-week periods of the current school year.

2. Beta Award

The student has achieved Beta Honor Roll for each of the first three nine-week periods of the current school year; **OR**, the student has achieved a combination of Alpha and Beta Honor Roll status for each of the first three nine-week periods of the current school year.

## GRADUATION REQUIREMENTS

### Regular Diploma

#### Graduation Course Requirements for entering 9<sup>th</sup> graders in 2009/2010

Discipline	Units	Required Subjects
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>	
<b>Total Units Required</b>	<b>30</b>	

**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 26 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 9<sup>th</sup> 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
----------------------	---	---

Optional course credits as determined by the individual education plan committee

<b>Minimum Total Units</b>	<b>26</b>
----------------------------	-----------

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.

**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.

**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.

**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

228-467-6621  
201 Carroll Avenue  
Bay St. Louis, MS 39520

Section 504 Coordinator..... Ms. Alicia Kelly

228-467-1021  
201 Carroll Avenue  
Bay St. Louis, MS 39520

## FERPA

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.]

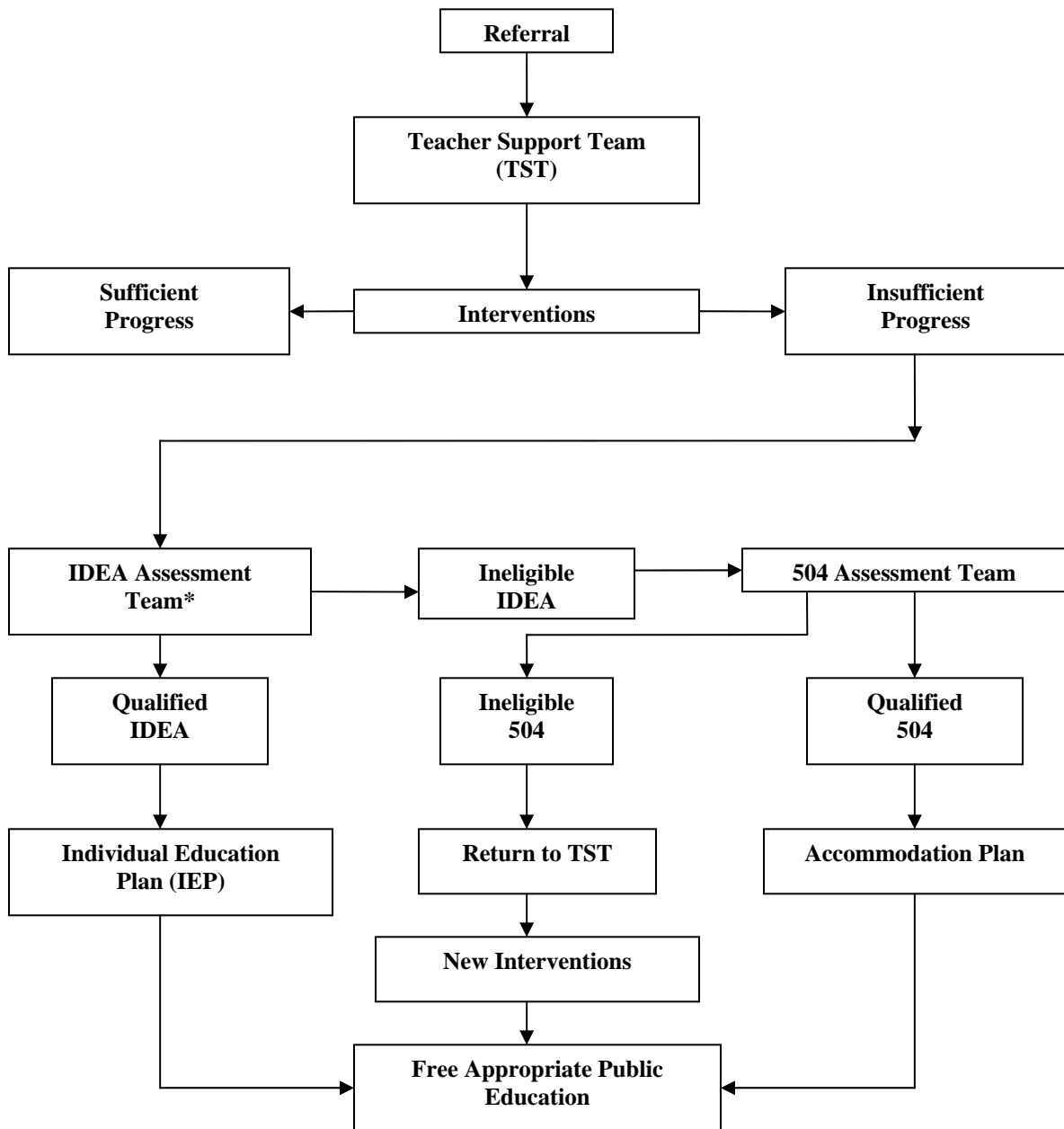
### **STUDENT ASSISTANCE REQUESTS**

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.

**Teacher Support Team  
Referral-To-Placement Process**

**Pre-Interventions Implemented and Deemed Unsuccessful**



**\*IDEA Rights**

**BAY ST. LOUIS-WAVELAND K-8**  
**TITLE I SCHOOLWIDE SCHOOLS**

- It is a federal funding program to help students in our nation's schools.
- The goal of Title I is to help **ALL** children get a good education.
- Schools in certain communities that meet income requirements can use Title I money for a **SCHOOLWIDE** program.
- Title I funding offers added programs and services that benefit children attending a **SCHOOLWIDE** program school.
- Attention to State standards
- Goals to address student achievement
- Diversity of services
- "Highly Qualified" faculty and staff
  - Learning to identify students needs
  - Learn new strategies and activities for successful classroom experiences
  - Meeting the necessary qualifications in subject areas in which they teach.

*\*\*\*Note: As a parent, you have the right to request information concerning your child's teacher's qualifications. \*\*\**

**SERVICES PROVIDED WITH TITLE I FUNDS**

- Counseling Services k-3
- Computer Assisted Learning k-7
- Intervention Specialist k-8
- Parent Center Check-out Program k-5
- Parent Resource Center 6-8
- Added Classroom teachers to lower per-pupil ratio
- Early Intervention Program k-3

**HOW PARENT CAN GET INVOLVED**

- Take the **School-Parent Compact** Seriously
- Attend Parent –Teacher conferences
- Volunteer at your child's school
- Attend PTO meetings and Parent Workshops
- Visit your school's Parent Center
- Visit your child's Computer Lab

---

**Parental Involvement in Education**

The Board believes that the education of children is a collaborative effort between parents and schools. Further, it is our belief that the involvement of parents increases the effectiveness of the educational program and contributes significantly to the success of the children.

The Goals of Parent Involvement are as follows:

1. To provide effective and positive communications between schools, home and community;
2. To promote parent and community involvement so that parents and community members become effective partners in education; and
3. To provide parenting education awareness training programs and activities that are beneficial for parents and children.

Further, Title I programs shall be planned, designed, and implemented with meaningful consultation of parents of participating students. This consultation shall be organized, systematic, ongoing, informed, and timely in relation to decisions about the program.

The Title I program shall:

1. Develop written policies, after consultation with and review by parents, regarding to parental involvement, including the district's commitment to give timely responses to recommendations by parents, and make those policies available to parents of participating students;
2. Convene an annual meeting, to which all parents of participating students are invited for the purpose of explaining the programs and activities provided in the Title I program;
3. Provide parents with reports of their children's progress;
4. To the extent practical, conduct a parent - teacher conference with the parents of each student to discuss the student's progress, placement, and methods the parent can use to complement instruction;
5. Make Title I personnel readily accessible to parents;
6. Permit parents to observe Title I program activities;
7. If parents desire, provide opportunities for regular parent meetings to formulate parental input to the program;
8. Provide parents with timely information about the program;
9. Make parents aware of parental involvement requirements and other relevant program matters;
10. Provide reasonable support for parental involvement activities, as parents may request;
11. Coordinate, to the extent possible, parental activities with other programs such as Head Start, Preschool Programs, Even Start, Practice Teacher Programs, etc.;
12. To the extent practicable, provide information, programs and activities for parents in a language and form that the parents understand;
  1. Provide educational programs that strengthen parenting skills and help parents to provide educational assistance to their children; and
  2. Through consultation with parents, annually assess the effectiveness of the parent involvement program and determine what action needs to be taken, if any, to increase parental participation.

This section will comply with all applicable provisions of the Mississippi Code of 1972, Annotated including but not limited to § 37-3-73 as amended, and with all other applicable federal and state laws.

## Bay – Waveland Middle School Title I Parent Involvement Policy

Bay – Waveland Middle School intends to follow the parental policy guidelines in accordance with ***NO CHILD LEFT BEHIND ACT of 2001*** as listed below. Second Street Elementary School will distribute this policy to parents of students participating in the Title I program and be updated periodically.

### Policy Guidelines

- Convene an annual meeting
- Explain the requirements and the rights of the parents to be involved
- Offer a flexible schedule of meetings (e.g. mornings and evenings)
- Involve parents in an organized, ongoing, and timely way to plan, review and improve programs such as
  - Parental involvement policy
  - School-wide policy
- Provide the parent of participating students with
  - Timely information
  - Description and explanation of curriculum to be used
  - The forms of academic assessment used to measure student progress
  - Proficiency levels that students are expected to meet
  - Opportunities for decision-making related to the education of their children
  - Provide materials and training on how parents can improve their child's achievement
  - Educate school staff on how to build ties between home and school
  - Coordinating and integrating, as appropriate, parent involvement with Head Start and public preschool programs
  - Ensuring, to the extent possible, that information sent home is in a language and form parents can understand
  - Developing appropriate roles for community-based organizations and businesses and encouraging partnerships with elementary, middle and high schools
- Respond to any parent suggestions as soon as practicably possible
  - Develop a School-Parent Compact which is a written agreement of what schools and parents are each supposed to do to help students achieve (copy attached)
- Provide such other reasonable support for parental involvement at parents' request

## **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.

### **SPECIAL EDUCATION/504**

Special education classes are available for students who are eligible and qualify for such classes. Accommodations for students who meet criteria under Section 504 will also be granted. Further information may be obtained by contacting the counselor at 467-3655 or the Special Services Director at 467-1021.

## **ADVISORY**

It is the objective of the Bay-Waveland Middle School to help each student profit as much as possible from his/her school experiences. The emotional and social well being of the student directly affects his/her learning.

The advisory process is based on an understanding of each student, gained from his/her cumulative record, his/her individual background, and from the analysis of test results. The advisor's role includes assisting students in obtaining information about themselves, their values, vocational and educational interests, aptitudes, and abilities, thereby enabling them to use this information on making decisions. Emphasis is placed upon the ability of the student to make wise decisions and solve his/her problems independently in order that he/she may grow and mature, making his/her unique contribution to society in a positive manner. If at anytime you, the student, or your parents, want information or assistance, please contact the guidance office. All confidences are respected. Appointments for parent-teacher conferences may be made by calling the guidance office at 467-3655.

## **GUIDANCE AND COUNSELING**

Bay-Waveland Middle School offers a comprehensive guidance program that includes therapeutic counseling, testing and placement, and parent/teacher consultation. It is designed to help every student acquire the knowledge and skills necessary to make sound choices, act responsibly, and achieve goals. The program guides every student to recognize and develop creative abilities concerning academic and social growth and occupational interests.

## **HANCOCK COUNTY FAMILIES FIRST RESOURCE CENTER**

HANCOCK COUNTY FAMILIES FIRST RESOURCE CENTER 308 I Highway 90, Waveland MS 39576 (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; Prevent family violence and disruption.

### **REQUEST FOR STUDENT RECORDS**

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)

When a student withdraws from Bay-Waveland Middle School, official school records will be mailed to a receiving school upon receipt of that school's request.

### **STUDENT WITHDRAWALS**

Students who plan to transfer to another school are asked to report to the office with a parent or legal guardian on or before the beginning of the last full day that the student will attend Bay-Waveland Middle School. At this time he/she will receive the proper withdrawal form(s) which are to be signed by parent/legal guardian and completed by his/her teachers indicating the grades

earned by the student while attending Bay-Waveland Middle School. At the end of the school day, these forms will be returned to the office in order for the student to receive a transfer form.

### **CHANGE OF ADDRESS/GUARDIANSHIP**

Should there be a change in the student's address, it is the responsibility of the parent/guardian to notify the school office. Documentation such as Proofs of Residency must be provided. If the student is a bus rider, this documentation is required prior to the student being allowed to change buses. In the event of a change in legal guardianship of student, a copy of the court records must be provided and placed in the student's cumulative record.

### **BAY-WAVELAND MIDDLE SCHOOL LIBRARY**

Students and teachers have access to all books and other materials belonging to the Bay-Waveland Middle School Library. Students may enter the library at any time during the day with permission from the teacher -- providing the librarian is available and a class is not in session.

Students may check out one (1) book per visit for one (1) week. Students are responsible for the books they check out, and will be required to pay for lost and damaged items. A fine of five cents (\$.05) per day (excluding Saturday and Sunday) will be charged for an overdue book. No student may check out any additional items if he owes the library either a fine or a book.

There is a copy machine in the library that students may utilize for a nominal fee. Pens and pencils will also be available for purchase.

Library hours will normally be from 7:00 – 2:55.

### **PLAGIARISM**

Plagiarism is the practice of claiming or implying original authorship of (or incorporating material from) someone else's written or creative work, in whole or in part, into one's own without adequate acknowledgement. This practice is not acceptable and does not reflect integrity. Plagiarizing someone else's written work will result in a zero for the assignment or project in addition to discipline consequence determined by administration.

### **TEXTBOOKS**

Student textbooks are furnished by the State in most instances, based upon a useful life of five years. Students will be required to pay for unnecessary damage of a book which would render it useless before the five-year period.

Before receiving free textbooks, each student may be required to present to the principal's office evidence that all books from the previous year were returned and all fines paid.

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

The following code will be used to note the condition of the textbook at the time it is issued to the student: 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 stated by the teacher.

Replacement costs will be prorated on the basis of the age of the book and its original cost as follows:

<u>Years Used</u>	<u>Prorated Price</u>
New - 1 year	100% of purchase price
1 - 2 years	75% of purchase price
2 - 3 years	50% of purchase price
3 or more	25% of purchase price

## **VISITORS**

Visitors and/or parents are welcome at Bay-Waveland Middle School. Upon arrival, all visitors should report directly to the principal's office to sign-in and receive a visitor's pass. This visitor's pass should be worn at all times while on campus.

## **TELEPHONE**

The office telephone is to be used by students ONLY in case of emergency. Students are expected to make necessary transportation and materials arrangements before they come to school. Forgotten books, assignments, and/or notes are not considered to be emergencies. Students should also make arrangements for after-school activities before coming to school.

## **DELIVERIES FOR STUDENTS**

Bay-Waveland Middle School is committed to excellence and protects instructional time as much as possible. Throughout the year student birthdays and special events take place that parents feel the need to honor students. We request that any celebrations such as flowers, balloons, or treats occur at home and not during the school day. Deliveries will not be made to students during school hours.

## **DISTRIBUTION OF FLYERS OR INVITATIONS**

Any individual wishing to distribute flyers or invitations to a community or personal event must have prior district approval to do so. This requirement does include birthday or party invitations. Please contact the Bay-Waveland School District office for this approval.

## **ASSEMBLIES**

The objectives of assembly programs are:

- To provide an opportunity for students to share mutual interests and experiences;
- To develop proper audience habits and attitudes;
- To provide an opportunity for students to cooperate with others in creating, directing, and participating.

The nature of assemblies is public. Appropriate student behavior should reflect politeness, respectfulness, and appreciativeness. Presenters at assemblies are guests of the school and should be treated with respect and dignity.

Students should enter the cafetorium quietly, under faculty supervision, and be seated. Be courteous by listening attentively to the speaker or performance. Do not disturb the audience by talking and applaud politely. Failure to comply with standards of acceptable behavior may result in the student's removal from the assembly.

At the end of assemblies, students should leave in an orderly fashion: avoid loud talking, whistling, loitering, running, and crowding.

## **EXTRA-CURRICULAR EVENTS**

Bay-Waveland Middle School offers students the opportunity to take part in a variety of clubs and organizations. Participation in all extra-curricular programs requires the consent of the student's parent/guardian.

Students must be in attendance at least 60% of the day to be eligible for participation in school related extra-curricular activities (example: sports, cheerleading, etc.) The principal may modify the policy for extenuating circumstances.

Permission to attend after-school events and transportation arrangements should be secured by the student prior to coming to school on the day of the event. Students will not be allowed to make telephone calls to obtain this information.

## **LOST AND FOUND**

A place for lost and found articles is located in room 202. Any student who finds an article should take it to the designated location 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 weeks. Bay-Waveland Middle School will not be responsible for these items.

## **SUCCESSFUL STUDY HINTS**

To have a happy, successful school life, students must develop proper study habits. A few suggestions for success are:

1. Have a regular time and place to study.
2. Have all necessary books and supplies ready.
3. Have eyes tested once a year.
4. Eat proper foods.
5. Keep up with your assignments from day to day.
6. Get proper rest.

## **Bay – Waveland Middle School Bell Schedule**

**2009-2010**

**6<sup>th</sup> – 8<sup>th</sup> Grades**

Morning Bell	7:27
Tardy Bell	7:30
Announcements	7:33 – 7:36
1 <sup>st</sup> Period	7:36 – 8:27
2 <sup>nd</sup> Period	8:30 - 9:21
3 <sup>rd</sup> Period	9:24 - 10:15
4 <sup>th</sup> Period	10:18 - 11:09
Advisory/Lunch	11:12 – 11:57
5 <sup>th</sup> Grade Lunch	10:45
6 <sup>th</sup> Grade Lunch	11:10
8 <sup>th</sup> Grade Lunch	11:20
7 <sup>th</sup> Grade Lunch	11:35
5 <sup>th</sup> Period	12:00 – 12:51
6 <sup>th</sup> Period	12:54 – 1:45
7 <sup>th</sup> Period	1:48 – 2:39

**Bay – Waveland Middle School Bell Schedule**

**2008-2009**

**5<sup>th</sup> Grade**

**(TO BE DETERMINED)**

**Bay – Waveland Middle School Assembly Bell Schedule**

**2008-2009**

**6<sup>th</sup> - 8<sup>th</sup> Grades**

**(TO BE DETERMINED)**

Morning Bell                      7:27

Tardy Bell                         7:30

1<sup>st</sup> Period                         7:30-

2<sup>nd</sup> Period

3<sup>rd</sup> Period

4<sup>th</sup> Period

5<sup>th</sup> Grade Lunch

6<sup>th</sup> Grade Lunch

8<sup>th</sup> Grade Lunch

7<sup>th</sup> Grade Lunch

5<sup>th</sup> Period

6<sup>th</sup> Period

7<sup>th</sup> Period

Assembly

Dismissal

## Bay St. Louis – Waveland School District 2009-2010 School Year

	<b>School Hours</b>	<b>60% Day</b>
North Bay Elementary	7:55 a.m. to 3:30 p.m.	7:55 a.m. to 12:50 p.m.
Second Street Elementary	7:55 a.m. to 3:15 p.m.	7:55 a.m. to 12:35 p.m.
Bay High School	7:30 a.m. to 2:35 p.m.	7:30 a.m. to 11:55 a.m.
Bay- Waveland Middle School	7:30 a.m. to 2:40 p.m.	7:30 a.m. to 12:00 p.m.
Bay-Waveland Alternative School	7:30 a.m. to 2:35 p.m.	7:30 a.m. to 11:55 a.m.

---

<b>Certified Staff Hours</b>	
North Bay Elementary	7:45 a.m. to 4:30 p.m. M*
North Bay Elementary	7:45 a.m. to 3:40 p.m. T-F
Second Street Elementary	7:45 a.m. to 4:15 p.m. M*
Second Street Elementary	7:45 a.m. to 3:25 p.m. T-F
Bay High School	7:20 a.m. to 3:35 p.m. M*
Bay High School	7:20 a.m. to 2:45 p.m. T-F
Bay-Waveland Middle School	7:20 a.m. to 3:40 p.m. M*
Bay-Waveland Middle School	7:20 a.m. to 2:50 p.m. T-F
Bay-Waveland Alternative School	7:20 a.m. to 3:35 p.m. M*
Bay-Waveland Alternative School	7:20 a.m. to 2:45 p.m. T-F

*\*Monday is designated for meetings unless otherwise notified*

---

<b>Paraprofessional Staff Hours</b>	
North Bay Elementary	7:50 a.m. to 3:35 p.m.*
Second Street Elementary	7:50 a.m. to 3:20 p.m.*
Bay High School	7:20 a.m. to 2:45 p.m.*
Bay-Waveland Middle School	7:20 a.m. to 2:50 p.m.*
Bay-Waveland Alternative School	7:20 a.m. to 2:45 p.m.*

*\*unless attendance is required at a Monday meeting*

---

<b>Office Hours</b>	
North Bay Elementary	7:10 a.m. to 4:00 p.m.
Second Street Elementary	7:10 a.m. to 3:45 p.m.
Bay High School	6:45 a.m. to 3:05 p.m.
Bay-Waveland Middle School	6:45 a.m. to 3:10 p.m.
Bay-Waveland Alternative School	6:45 a.m. to 3:05 p.m.
Central Office	7:00 a.m. to 4:00 p.m.

**Revised 05/27/09**

