

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

# **Student - Parent Handbook**

## **2011-2012**



Waveland Elementary  
1101 Saint Joseph St  
Waveland, MS 39576-2528  
467-6630

### **Mission Statement**

The Bay St. Louis-Waveland School District is a system that teaches and expects all to 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. (Adopted from the “Monroe Doctrine” 01/02/07)

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

Dear Students and Parents:

I welcome you and your student to Waveland Elementary School. The faculty and staff share a strong commitment to providing a safe, nurturing school environment that teaches and expects all students to 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. (Adopted from the "Monroe Doctrine" 01/02/07) The Bay St. Louis-Waveland School District remains committed to providing excellent academics, art, music, and physical education for all of our students. During the 2011-2012 school year, the faculty and staff will begin implementation of the new Common Core State Standards which have been adopted by the Mississippi Department of Education to increase the rigor and relevance of classroom curriculum and instruction.

Two issues are constant challenges to effective education: academics and discipline. Through the persistence of dedicated faculty and staff, the schools of the Bay St. Louis-Waveland School District offer quality academic programs. Every effort will be made to create a positive, student-centered school environment where all students can learn by focusing attention on school wide training, monitoring, and reinforcement of expected social behaviors. However, some students who do not respond to those efforts impede the learning process for others in the classroom. Students, parents, teachers, and administrators must work together to establish such an outstanding environment for the benefit of all students. We are committed to keeping our surroundings sparkling clean and filled with happy, enthusiastic, respectful teaching and learning.

Our Accelerated Reading program is a great success. Students will continue to reach and exceed their goals with your assistance at home and their teachers' guidance and encouragement at school. Many teachers have achieved certification as a Model Reading Classroom for their outstanding work with Accelerated Reading by providing their students the opportunity to become passionate learners who take pride in achieving challenging academic goals.

We will continue to be inspired by our mission statement and will diligently strive to maintain the highest level of standards for ourselves, for our students, and for our community. If we can be of any assistance to you throughout the year, please feel free to call upon us.

Sincerely,

*Frances Weiler*

Dr. Frances Weiler  
Waveland Elementary

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

Dr. Sherry Ponder, President  
Mr. Cleland Williams, Secretary  
Mrs. Robinette Lawler  
Mrs. Cheryl Ladner  
Mr. Mike Benvenuti

Dr. Rebecca Ladner, Superintendent

Dr. Rusty Dempsey, Assistant Superintendent

**Bay High School**

Dr. Andy Parker, Principal

**Bay-Waveland Middle School**

Dr. Cherie Labat, Principal

**Waveland Elementary**

Dr. Frances Weiler, Principal

**North Bay Elementary**

Mr. Myron Labat, Principal

**Crossroads Learning Center**

Mrs. Toy Watts, Principal

## Bay St. Louis – Waveland School District 2011-2012

### Board Approved April 11, 2011

<b>July</b>		<b>January</b>	
4	Independence Day Holiday	3	Professional Development
4-8	District Closed	4	School Resumes/Students Return
11	Board Meeting		Third Quarter Begins (day #91)
20-21	Student Registration	9	Board Meeting
		12	Report Cards (K-12)
<b>August</b>		16	Martin Luther King, Jr. Holiday
1-4	Professional Development	<b>February</b>	
5	First Student Day	9	Progress Reports (K-12)
	First Quarter Begins (day #1)	11	ACT
8	Board Meeting	13	Board Meeting
<b>September</b>		20-22	President's Day/Mardi Gras Holidays
5	Labor Day Holiday	22	Professional Development
8	Progress Reports (K-12)	<b>March</b>	
10	ACT	1	4 <sup>th</sup> & 7 <sup>th</sup> grade State Writing Tests
12	Board Meeting	9-12	BHS: ½ Credit Final Exams; 1 Credit Mid-Term Exams
14-15	SATP: Writing 08/09 Retest	12	Board Meeting
19-22	SATP: Retests and Transfers	12	Third Quarter Ends (day #135)
<b>October</b>		13	Fourth Quarter begins (day # 136)
6-7	BHS: ½ Credit Final Exams; 1 Credit Mid-Term Exams	21	SATP: Writing Primary & Retest
7	Last Day of 1 <sup>st</sup> Quarter (day #45)	22	Report Cards (K-12)
10	Second Quarter Begins (day #46)	26-29	SATP: Retests
	Board Meeting	<b>April</b>	
13	Report Cards (K-12)	2-9	Spring Break
22	ACT	TBA	MS-CPAS2
<b>November</b>		14	ACT
9	English II Writing Test	16	Board Meeting
10	Progress Reports (K-12)	26	Progress Reports (K-12)
14	Board Meeting	<b>May</b>	
21-25	Thanksgiving Holidays	1-4	SATP: US Hist., Alg.I, Eng.II
28	School Resumes/Students Return	1	5 <sup>th</sup> & 8 <sup>th</sup> Science Tests
<b>December</b>		8-10	MCT2 Tests grades 3-8
1	SATP: Writing Retest	14	Board Meeting
5-8	SATP: English II, Bio. I, US Hist., Alg. I	10-11	Senior Exams
10	ACT	17	Graduation
12	Board Meeting	21-22	BHS: ½ Credit Final Exams; 1 Credit Final Exams
15-16	BHS: ½ Credit Final Exams; 1 Credit Final Exams	21-22	Exams (3-11)
16	Second Quarter Ends (day #90)	22	Last Student Day/ 60% day
	60% Day		Fourth Quarter Ends (180 days)
19-Jan. 2	Winter Break	22	Report Cards (K-2)
		23	*Professional Development
		28	Memorial Day Holiday
		<b>June</b>	
		9	ACT
		11	Board Meeting

Student Days: 180/Teacher Contract Days: 187

## **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, 2011. First graders must be six (6) on or before September 1, 2011.

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.

## **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/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

## **AGENDA REQUEST PROCEDURES**

### **Procedures for Addressing Parent Concerns**

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.

- 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 assistant superintendent or 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.

### **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 -- two 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 for the student's cumulative record.

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

### **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. 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 Waveland Elementary 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 the 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 Waveland Elementary School.

## **ARRIVAL AND DEPARTURE TIMES**

### **SCHOOL HOURS 7:55 A.M. - 3:15 P.M. Waveland Elementary**

Students are **NOT** to arrive on the school campus prior to 7:25 A.M., 30 minutes before the beginning of the school day, when teachers report for duty. The school will not assume responsibility for any students arriving on school grounds prior to 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 30 minutes after the dismissal bell (3:45) or the end of a school related activity without the expressed permission of the principal may be referred to the appropriate police department for suspicion of “child in need”. School personnel are on duty to supervise students between 7:25 - 3:45.

### **Walkers and Bicycle Riders**

Walkers and bicycle riders are subject to all rules governing student arrival and departure times. Students who walk or ride bikes to and/or from school are subject to school regulations of conduct. Walkers and bicycle riders will be dismissed from the designated area for car riders to parent/guardian by a teacher on duty.

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.

All walkers should walk on public sidewalks when available or on the side of the street. When leaving campus, students needing to cross a street should cross at a corner where supervision is provided.

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

The administration and faculty realize that following these guidelines may require a little extra time on the parent’s part, but the guidelines are for the safety of all students. This procedure was put into place following a study of the traffic situation by the Bay St. Louis Police Department.

### **Car Line**

You will drop off and pick up all students from the street in front of the cafeteria. Buses will always have the right of way. Please do not block the street at any time. Safety is our primary goal.

The children who ride home in cars each day have specific instructions to follow. The teachers on duty must watch these students carefully. Please follow the plan for the safety of your child and every other child on the campus. Your child’s name must be posted on the dash of your vehicle and remain visible until your child is in the car. After most students have left, remaining students will be taken to the office to wait.

No cars may enter or park in front of the school entrance between 7:00 and 8:00 A.M or between 2:30 and 3:45 P.M. If you have business to attend to in the office during these times, please park in the first right and first left section of the front parking lot. The main front parking area will remain closed until bus traffic has cleared.

Please do not pull into the main front parking area. This is an extremely dangerous and busy area when school dismisses. **Do not pass parked school buses.** All children who ride in cars must go to the car line. Children who walk will be picked up from the designated rooms by their parents.

Please send a note to school if you must change the transportation procedure for your child. Do not call the school office to leave a message. **For the safety of your child, telephone calls for transportation changes will not be accepted.**

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. This procedure was put into place following a study of the traffic situation.

## ATTENDANCE

### Philosophy

Regular and punctual school attendance is a vital aspect of developing and maintaining a successful educational experience. Regular and punctual attendance promotes a sense of responsibility, ensures educational continuity, facilitates academic growth, and prepares the student for his/her future career. Furthermore, daily attendance is important to both the school and the community in that it is the measure by which state funds are allocated to the school. While it is our belief that students have the primary responsibility for regular and punctual attendance to all classes, we recognize that parents, teachers, administrators, and other school personnel share in that responsibility.

### Policy

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

A student should adhere to the following attendance policy to assist in the earning of credit or promotion to the next grade for students on the block system who are attempting to earn Carnegie units in grades 8 - 12:

- a. must be present 42 days for a half-credit course. (maximum 3 absences);
- b. must be present 84 days for a one-credit course. (maximum 6 absences);
- c. must be present 168 days for a year long course. (maximum 12 absences).

A student should adhere to the following attendance policy to assist in the earning of credit or promotion to the next grade for students in grades K – 8 who are not attempting to earn a Carnegie unit.

- 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).

Additional absences may be granted at the discretion of the BWSO for military-connected students whose parents are experiencing a deployment. The conditions under which the local schools may approve absences are: (1) the absences is preapproved; (2) the student is in good standing; (3) the student has a prior record of good attendance; (4) missed work is completed and turned in within the school's allotted time period; and (5) the absence is not during standardized testing dates.

## **Grades 8-12**

**Students who exceed this standard will not receive a grade nor Carnegie unit credit in the course. A notation of No Credit (NC) will be recorded on the report card and on the transcript.**

## **K-12 Procedures**

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

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

Written documentation regarding the reason for the absence should be provided to the school office. Documentation may come from a dental or medical provider, parent/legal guardian, or court officer. In the event of a death in the immediate family, a copy of the obituary may serve as sufficient documentation.

In grades K-8, the first (3) valid parent notes (one note provides documentation for one day) will be excused. In grades 9-12, the first (3) valid parent notes (one note provides documentation for one day) per class will be excused. Parent notes must contain the reason for the absence, the date of absence, parent signature, and phone number. Additional parent notes will be taken into consideration during the appeals process.

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

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

## **Penalties for Absence**

- A student will not be permitted to take part in any school-sponsored extracurricular competition, event, or practice on the same day that he/she is absent from school for more than 60% of the day. Administrative, school-sponsored, and medical reasons are exceptions.

- Any student who exceeds the maximum number of absences allowed for a nine-week, semester or year long course will not be allowed to leave school early for school-sponsored extracurricular activities.
- Any student who exceeds the maximum number of absences allowed for a nine-week, semester or year long 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.

Process that will be followed:

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

### **Make-up Work**

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

## **Tardies and Early Checkouts**

Tardies and early checkouts cause the student to miss valuable instructional time. Therefore, each school will have appropriate consequences for excessive tardies clearly defined in the student handbook. Tardies and early checkouts also count against perfect attendance. In grades 8-12, excessive tardies and early check outs may lead to a student failing to receive credit in any course as outlined in the attendance policy.

Any student arriving on campus when no faculty/staff member is on duty **MUST** be escorted to the office. Any student arriving after 7:55 a.m. **MUST** be escorted to the office by a parent to receive a tardy slip.

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

At registration, parents/guardians must complete a form, listing all adults (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, 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. Procedures for addressing check-outs are the same as tardies. We respectfully ask that no student be checked out after 3:00 p.m. except in the case of an emergency.

### **Consequences for Tardies/Early Checkouts:**

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

10 Tardies – One (1) ISS

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 means 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 that he/she may ride in a personal vehicle.

## **GRADING SYSTEM AND REPORTING**

### **K-2**

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.

Careful consideration should be given to all work and each piece of work or each assignment may be valued according to the individual teacher's grading rationale. Failure on one test or assigned task except for instances of cheating or failing the final exam is not sufficient basis to prevent passing. One passing grade is not sufficient basis for passing a course when all other grades are failing grades.

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

Students are evaluated and assessed continually throughout the school year because rate of instruction and appropriateness of instruction depend upon up-to-date assessments of student growth, development, and learning. This evaluation will take the form of student reflections on their own learning, teacher observation, daily and weekly tests, projects, district common assessments at the end of every nine weeks, performance assessments, and other methods of diagnosing strengths and weaknesses.

Performance assessment relates directly to classroom work and allows for different learning styles. It also stresses "thinking" skills including making decisions, seeing relationships, and using concepts. Students are encouraged to become more responsible for their own progress. Standardized tests have limitations and do not take into consideration different learning styles or cultural backgrounds. Performance assessment evaluates the "whole" child and focuses on active learning.

- There shall be four grading periods of nine weeks each.
- Progress reports will be completed by the teacher and sent to the parents/ guardians on a regularly scheduled basis beginning with the end of the first six weeks of school.
- 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.
- Alpha letter grades will be used on report cards and transcripts for students in grades kindergarten through second grades. The following grading scale applies:
 

A	90-100	D	60-69
B	80-89	F	59 and below
C	70-79	I	Incomplete
D	60-69		
- A grade of S (Satisfactory) or U (Unsatisfactory) will be given in music, art, and physical education.
- Teachers will 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 (F) for a nine week period or is experiencing a significant decline in achievement. This contact should occur as early as possible during. Documentation of parent/guardian notification will be kept by the teacher.
- 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.
- 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 K-2**

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 total capabilities for scholastic progress.

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

•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, and language arts for the following:

- State adopted [Common Core State Standards](#)
- District adopted curriculum guide
- Student report card
- Students shall not be retained for behavior or extra-curricular purposes.

•When the fourth term progress report is sent home, the teacher will have a parent conference with the parent/guardian of any student who is in danger of being retained. Documentation of parent/guardian conference will be kept by the teacher, and a copy will be sent to the Teacher Support Team chair person.

•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.

- 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.

- 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 a 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.

## **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.

## **SPECIAL EDUCATION/504**

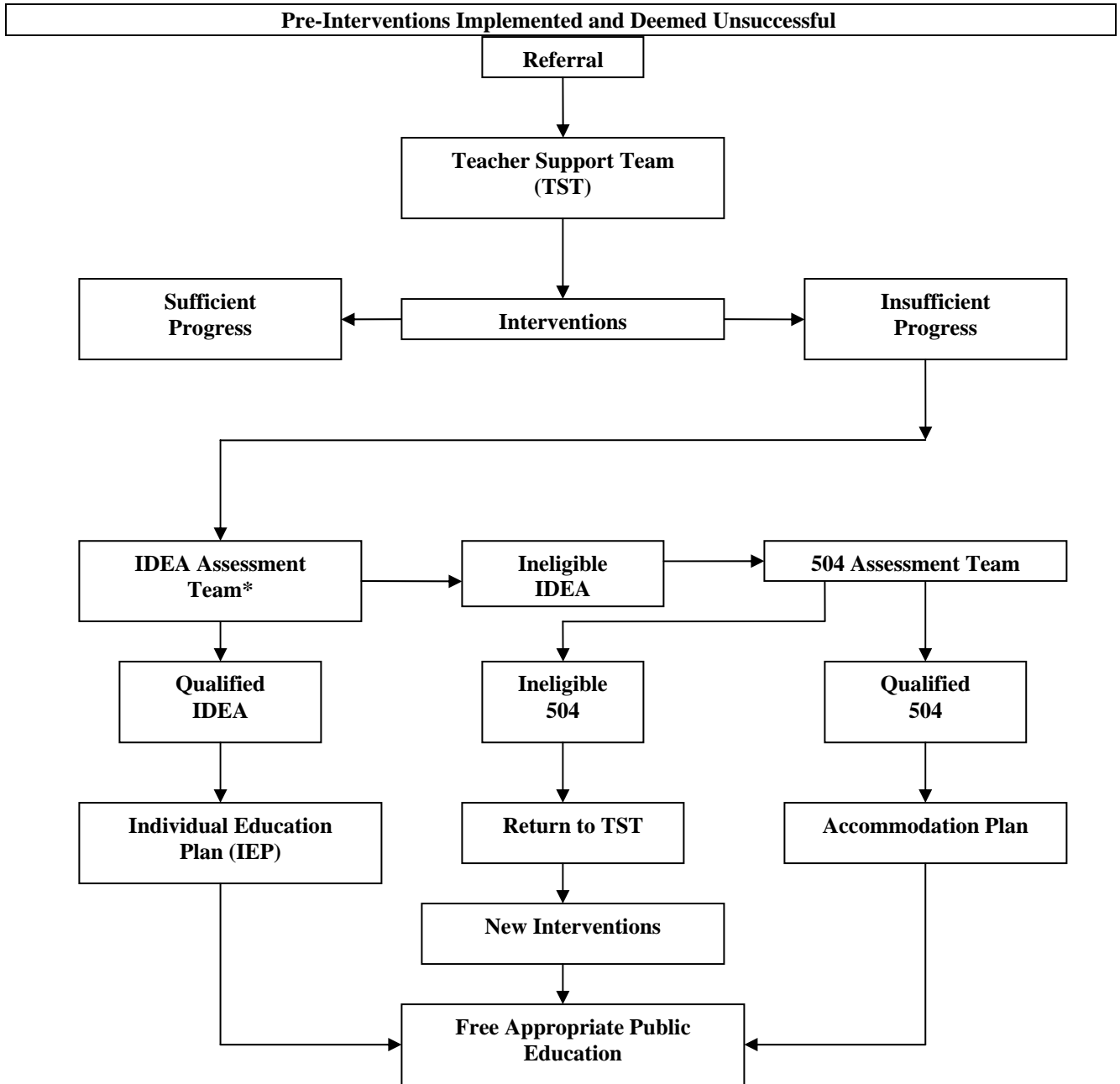
Special education classes are available for students who are eligible and qualify for such classes. Accommodations for students who meet criteria under Section 504 will also be considered.

## **STUDENT ASSISTANCE REQUESTS**

When any verbal/written statement/request is received from a parent, teacher, student, or other referring source, these 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 Chairperson at the appropriate school. The referral form shall be available to any employee of the school district or outside referring agency.
2. The Teacher Support Team 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/Student Intervention Process  
Referral-To-Placement Process**



\*IDEA Rights

## **GUIDANCE AND COUNSELING**

It is the objective of the elementary school Guidance Department 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 guidance and counseling 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 counselor'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 Waveland Elementary School office at 467-6630.

## **SCHOOL LIBRARY**

Students and teachers have unlimited access to all books and other materials belonging to the 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.

Periodicals are kept on file for five years. Single issues of noncurrent periodicals are circulated through the teachers. Single volumes of encyclopedias with a copyright date five years old or older may be checked out overnight.

Books are checked out for a one week period and may be renewed 2 other times for one week periods. Students are responsible for books which they check out. Students will be required to pay for lost or damaged books. A fine of five cents (\$.05) per day is charged for every library book overdue. Students may check out one book per library visit.

## **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.

Should a student lose a textbook, a replacement book must be purchased. 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

### **TELEPHONE**

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

### **ASSEMBLIES**

The objectives of assembly programs are:

- To provide opportunities for students to share 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 an assembly 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 assembly area 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.

Morning announcements will be made daily in an assembly in the gym. All students, faculty, and staff will gather in the gym when the first bell rings. The Pledge of Allegiance, the tiger code pledge, the daily message, student recognitions, and other announcements will be made. Students will be dismissed from the gym to their classrooms to begin their school day.

### **PARTIES AT SCHOOL**

Each class is allowed two parties per year to be chosen from: Halloween, Christmas, Valentine's, Easter, or end of the year. **Students will not be allowed to hold birthday celebrations during school hours. Do not send items to school to celebrate birthdays, i.e.: balloons, flowers, cakes. If a student brings party invitations to school, there must be an invitation for every child in the class. Invitations may not be given to students in other classes.**

## **EXTRA-CURRICULAR EVENTS**

Students must be in attendance at least 60% of the day to be eligible for participation in any school related extra-curricular activity (example: PTO programs, club meetings, 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.

## **VISITORS**

Visitors and/or parents are welcome in any of our classrooms. 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. Visitation during instructional time is limited to adults only.

## **PARENT CENTER**

The Bay St. Louis-Waveland School District is proud to have a Parent Liaison who will offer a wide variety of activities to assist parents/guardians in working with their children at home. A Parent Resource Center is located at Waveland Elementary. Please call 466-4178 for the days and hours that the Parent Resource Center is open.

Throughout the school year, parent workshops are also offered to provide information on parenting skills, ways to develop study skills in children, and relevant topics relating to the home-school connection. If you have a suggestion for a workshop topic or a particular need in working with your child, please let us know.

## **P.T.O.**

Parents, teachers, and other interested persons are encouraged to participate in the Parent/Teacher Association. P.T.O. meetings are held as follows:

- Waveland - the second Tuesday of designated months at 6:00 p.m.

The organization encourages close cooperation between home and school and is important to the successful development of a child.

The P.T.O. engages in many activities, all designed toward improving the lives of the children. Parents and teachers work closely together to help the school and provide better opportunities for its students. Some of the items and activities sponsored by the P.T.O. are: yearbook, field day, field trips, science fair, etc. Occasionally, events are held to raise funds for special equipment for the school. Any child owing money to PTO may not attend any PTO sponsored functions.

## **LOST AND FOUND**

A place for lost and found articles has been designated at each elementary school. 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 Goodwill Industries at the end of each semester. The school will not be responsible for these items.

## DAILY COMMUNICATION FOLDERS

Ongoing communication between teachers and parents is crucial. Every effort will be made to send all graded work and parent communications home with students through the use of Communication Folders. These folders should be signed by the parent/guardian and returned to the teacher as directed.

## MANDATORY SCHOOL UNIFORM POLICY

The Board of Trustees of the Bay St. Louis-Waveland School District finds it is appropriate to implement a mandatory school uniform policy 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 uniform dress code for all students. All due process procedures provided in Section 37-7-335 of the Mississippi Code shall be followed in the administration of this policy.

### UNIFORM DRESS CODE

- **This dress code outlines the only acceptable form of attire approved to be worn by students in this district. Any deviations, however slight, are disallowed.**
- **Every component of the student uniform 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 UNIFORM 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

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**

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

Must be pullover

May have a hood

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

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

May be a fleece half zipper pullover without a hood

## **Sweaters**

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

May be cardigan (button-up) or pullover

May have a hood

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

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

## **Vests**

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

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

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

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

Must be properly hemmed

Must be worn at the waist

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 top of the kneecap

May not have belt loops removed

## **Belts (optional for K-grade 3)**

Must be solid color: brown, black, or navy

Mandatory for grades 4-12 for clothing items with belt loops

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

### **Socks (Required)**

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

Tights/hose must be neutral or solid color: white, navy blue, khaki (tan), or brown

### **Shoes**

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

Basic athletic shoes are allowed (no lights, or skates)

Platform shoes, CROCS, flip flops, sandals, stiletto heels, and any other shoe deemed unsafe by the administration are prohibited **Shoes:** solid navy blue, white, brown, or black; basic athletic  
All shoes must be fastened properly

### **Jackets/Coats**

Must not advertise or exhibit any likeness of alcohol, drugs, tobacco, etc., or be in any way lewd, profane, obscene, suggestive, vulgar, or in any way harass, threaten, intimidate, or demean other groups, or in any way display illegal merchandise or contraband, or in any way be distracting to the educational process

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. Bay High School allows the wearing of BHS Letterman and other BHS or team jackets in the classroom to promote school spirit.

## **UNIFORM VENDORS**

The uniform dress 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 DRESS CODE CONSIDERATIONS**

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

1. Students are prohibited from wearing additional "patches", pins, tattoos, earrings, jewelry, or any other item that may be considered lewd, profane, obscene, suggestive, vulgar, or distracting which may harass, threaten, intimidate, or demean other groups; or which display illegal merchandise or contraband; or any item which may distract from the educational process. Any heavy type chains used to attach wallets or as decorative use are prohibited. Visible body piercing is not allowed, **including but not limited to tongue piercing.**
2. Head coverings, including but not limited to caps, hats, bandannas, "doo" rags, hair curlers, sunglasses, or any "gang" paraphernalia, is prohibited. Exceptions to any head covering

may include a hair net or cap required where long hair poses a health or safety threat near open flames, moving machines, or in food preparation classes or where required by a physician.

3. Oversize clothing is prohibited. The waistband of shorts, slacks, skirts, and similar garments shall not be worn below the waist. If belts, suspenders, or straps are worn, they shall be worn in place and fastened. "Sagging" and/or "low-riding" is prohibited.
4. Designer/theatrical contact lens may not be worn, whether prescription or not; sunglasses or shades may not be worn.
5. Gang-identifiable tattoos cannot be visible; they must be covered.
6. No facial jewelry is allowed **including tongue jewelry**. Earrings in ears are permissible. No sticks in ears are allowed. Any articles of clothing or jewelry that may cause injury to oneself or other students are not allowed.
7. Notched eyebrows, designs in hair including mohawks or spiked hair, and/or unnatural multicolored hair are not allowed.

#### **OPTIONAL ARTICLES OF ATTIRE**

1. Students enrolled in the AFJROTC program shall be exempt from wearing the mandatory school uniform on the day(s) they are required to wear their military uniform. **Instructors must obtain permission from 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 wearing the school uniform on the day(s) they wear their pregame/pre-performance attire, for example Friday dress attire. **Prior approval from school administration is required.** Pregame/pre-performance attire must conform to the district's dress code and must be approved by the school administration prior to purchase.
3. Each site may approve one logo to be used on approved T-shirts/sweatshirts only.
4. T-Shirts may be worn with the following restrictions:
  - a. T-shirts must be purchased from the school, its PTO, or sanctioned booster club.
  - b. T-shirts must have the site approved logo.
  - c. Any variations regarding the logo will be for the purpose of differentiation among various school organizations (clubs, teams, etc.) and the variation shall not be the logo itself.
  - d. T-shirts must have a crew neck (no collar, no V-neck), and no buttons.
  - e. T-shirts may be short sleeve or long sleeve.
  - f. T-shirts must be a solid color.
  - g. There may be only one (1) approved color selected by each school.
  - h. T-shirts are not permitted at the Bay-Waveland Alternative School.
  - i. Bay High School promotes school spirit by designating Fridays as "Spirit Days"; students are encouraged to wear any Bay High School team or club shirt on these days. Otherwise, the official Bay High t-shirt which displays the "Tiger Spirit" may be worn on any school day as a part of the uniform.
  - j. **No t-shirt purchased from another school or club can be worn as part of Waveland Elementary's school uniform. District-sponsored spirit t-shirts may only be worn on Fridays.**

## **HARDSHIP STATUS DETERMINATION**

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

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.

## **UNIFORM 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 uniform dress code.

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

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

## **DISTRICTWIDE PROCEDURES FOR NONCOMPLIANCE (K-12)**

- Parents will be called to bring clothing that meet uniform standards.**
- After 3 referrals, the student may be placed on overnight suspension.**
- Additional noncompliance will be treated as a discipline referral (open defiance). At Waveland Elementary, students will be placed in isolation.**

## **Uniform Free Day**

As part of the SWPBS at Waveland Elementary, the last Friday of every month **MAY** be a designated uniform free day. Throughout the month students will be able to earn the privilege of dressing out of uniform on that day. Parents will be notified about all uniform free days through notes in the daily folder and/or the monthly calendar or by a Connect Ed phone call. Students may earn that privilege by

1. No teacher or office discipline referrals
2. Perfect attendance with no tardies or early checkouts
3. No uniform referrals
4. Other reward designated by the principal

**Free uniform dress must follow the district dress code including these requirements:**

1. **Every component of the student dress should be appropriate in length and size.**
2. **Appropriate is defined as that which properly covers the body and in good taste.**
3. **Appropriate shoes and socks must be worn.**

**(Please refer to district policy beginning on page 21 for the complete uniform policy and dress code.)**

## **STUDENT DISCIPLINE**

It is the goal of Bay St. Louis-Waveland District elementary schools to establish an educational climate in which student behavior is at all times exemplary and in which the important processes of education can best be carried out. To accomplish this goal, an atmosphere of harmonious and cooperative relationships built on mutual respect and understanding between students, parents, and teachers is necessary.

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

To provide a safe and orderly learning environment, it is necessary for students to obey any and all instructions of the faculty and administrators. If a student refuses to comply with these instructions, that student may be suspended from school until a conference between the principal and the student's parent/guardian can be arranged.

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 (\$250.00).

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

- Profanity or vulgarity including acts or gestures
- Improper behavior
- Unauthorized fund raising while on school property

- Gambling or possession of gaming devices
- Loitering in unauthorized areas
- Stealing (to include restitution)
- Cutting classes
- Truancy
- Gang activity or association (Police contacted)
- Improper behavior in the cafeteria or on campus
- Improper behavior at assemblies or other school activities
- Disruption of classroom instruction

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

- Open defiance or disrespect to an adult
- Defacing or otherwise injuring property belonging to the school district (to include restitution for damages)
- Use or possession of fireworks
- Use or possession of tobacco related products and/or lighters
- Leaving campus without permission (Police contacted)
- Harassment, intimidation, or threatening of other students
- Sexual harassment and bullying
- Refusal to identify oneself properly when asked to do so by an adult
- Using forged or altered documents
- Fighting at school, on the bus, or other school activities
- Use, sale, or possession of alcohol (Police contacted)
- Threatening a teacher
- Non-compliance to uniform policy

Disciplinary actions which will result in an immediate suspension for up to nine (9) days and a 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)

Staff members that encounter students exhibiting unacceptable student behaviors will forward a completed discipline referral to the office. The principal or his /her designee in his/her absence will discuss the incident with the student and determine the appropriate consequence. Appropriate consequences will be determined by the severity of the infraction as well as the frequency of inappropriate behavior.

The basic objectives of discipline within the school setting are three-fold:

1. To establish conditions under which no student will be permitted to prevent any teacher from teaching or any student from learning.
2. To establish and maintain study conditions that are safe and conducive to learning.
3. To develop, on the part of each student, the habits and skills that make him/her self-directive and to help him/her realize that he/she is responsible for his/her own behavior.

It is the goal of Waveland Elementary to establish an educational climate in which student behavior is at all times exemplary and in which the important processes of learning can be accomplished. Effective discipline requires the shared responsibility of students, parents, and school personnel. Waveland Elementary will continue to implement our “Best Me Program,” the School Wide Positive Behavior Support Plan (SWPBS). SWPBS is a *positive way of dealing with students in order to reduce discipline issues* and provide a link in the Response to Intervention process which is mandated in all schools. By addressing behavior early, we hope to increase the classroom instructional time and student time on task. All discipline at the elementary school level is based on three basic rules:

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



### **Positive Referrals**

To promote positive student behaviors, elementary school faculty and staff will be on the alert to catch students being well behaved. Students may be awarded “Tiger Paws” as a result of their positive actions.

In addition to “Tiger Paws,” positive referrals to the principal will be used as an incentive for exemplary student behavior. To achieve this recognition, a student must demonstrate behavior toward others that goes above and beyond normal standards of acceptable behavior.

### **Isolation (Time Out/In school suspension)**

We encourage all students to behave in socially acceptable ways and have in place classroom and school-wide incentives to reward our students for good behavior and good citizenship. However, students who break classroom and/or school rules could be subject to isolation in the Early Intervention classroom.

### **Early Intervention**

Behavior modification class/early intervention is designed to provide both an alternative to out of school suspension for disciplinary infractions, provide opportunities for students to develop skills necessary to insure appropriate study and behavioral habits, and/or provide intensive academic assistance in a small group setting. As a part of behavior modification/early intervention, the school counselor and/or the behavior facilitator will guide activities in conflict resolution, anger management, study skills, and coping skills. The goal of this program is to get students on the “right track” to success by assisting them in acquiring necessary skills to change the behaviors that led to the disciplinary actions, while helping them accept responsibility for their actions. Assignment to behavior modification may occur as a consequence of office referrals or habitual classroom disruption. Students in behavior modification/early intervention are isolated from other students and must earn back privileges to attend special area classes and other activities including recess. The early intervention class for K-4 students is located on the Waveland Elementary School campus.

## **STUDENT DISCIPLINARY LADDER**

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

1. First Office Referral: Warning issued to the student from the principal; office referral sent home for parent signature.
2. Second Office Referral: Student will spend one complete day in isolation in the Early Intervention classroom. The office referral will be sent home for parent signature. The School Counselor will write a Behavior Intervention Plan with the assistance of the classroom teacher.
3. Third Office Referral: Student will spend two complete days in isolation in the Early Intervention classroom. The office referral will be sent home for parent signature, and a parent conference will be required for the student to return to the classroom.
4. Fourth Office Referral: Student will be placed in isolation in the Early Intervention classroom for 3 or more complete days. The office referral will be sent home for parent signature, and a parent conference will be required for the student to return to the classroom. The School Counselor will revise the Behavior Intervention Plan with the assistance of the classroom teacher. The student may be placed on Tier III of the behavior intervention process.
5. Fourth Office Referral: Student will be placed in isolation in the Early Intervention classroom for 5 or more complete days. The office referral will be sent home for parent signature, and a parent conference will be required with the principal, the counselor, and the Early Intervention teacher for the student to return to the classroom. The student may be removed from the regular classroom and placed in the Early Intervention Classroom.

A student may be placed at a higher level of the discipline ladder as deemed appropriate by the principal due to the student's behavior. Section 37-11-18 Mississippi Code requires that any student who brings a knife and/or any other weapon on the school campus must be referred for a district discipline hearing and automatic expulsion .

### **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 principal

### **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 suspended from school shall not be allowed to make up work\* and will receive a grade of zero (0) for all assignments and exams that are missed. (\*Students may make up unit tests and/or major class projects previously assigned.) It is the responsibility of the student to turn in make-up work.

## **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.

The student's parent, guardian, or custodian is responsible financially for his or her minor child's destructive acts, including fines incurred for criminal acts against property or persons. School districts are entitled to recover damages in an amount not to exceed twenty thousand dollars (\$20,000) plus necessary court costs from the parents of any minor under the age of eighteen and over belonging to such school district.

Any expelled student must petition the School Board for re-entry to the school district.

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

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

### **I. Definitions**

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

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

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

## II. Procedures for Processing a Complaint

Any student, school employee or volunteer who feels he/she has been a victim of bullying or harassing behavior, or has witnessed or who has reliable information that a student, school employee or volunteer has been subject to bullying or harassing behavior shall report such conduct to a teacher, principal, counselor or other school official. The report shall be made promptly but no later than five (5) calendar days after the alleged act or acts occurred. The school official shall complete a "Bullying/Harassing Behavior" complaint form which shall include the name of the reporting person, the specific nature and date of the misconduct, the names of the victim of the misconduct, the names of any witnesses and any other information that would assist in the investigation of the complaint. The report shall be given promptly to the principal who shall institute an immediate investigation. Complaints against the principal shall be made to the superintendent and complaints against the superintendent shall be made to the Board chairman.

The complaint shall be investigated promptly. Parents will be notified of the nature of any complaint involving their child. The District official will arrange such meetings as may be necessary with all concerned parties within five (5) working days after initial receipt of the complaint by the District. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The District official conducting the investigation shall notify the victim and parents as appropriate when the investigation is completed and a decision regarding disciplinary action, as warranted, is determined.

If the victim is not satisfied with the decision of the District official, he/she may submit a written appeal to the superintendent. Such appeal shall be filed within ten (10) working days after receipt of the results of the initial decision. The superintendent will arrange such meetings with the victim and other affected parties as deemed necessary to discuss the appeal. The superintendent shall provide a written decision to the victim's appeal within ten (10) working days.

If the victim is not satisfied with the decision of the superintendent, a written appeal may be filed with the Board. Such appeal shall be filed within ten (10) working days after receipt of the decision of the superintendent. The Board shall, within twenty (20) working days, allow the victim and parents as appropriate to appear before the Board to present reasons for dissatisfaction with the decision of the superintendent. The Board shall provide a written decision within ten (10) working days following the victim's appearance before the Board.

### **PAGERS, CELL PHONES, 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.**

**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.

### **SELLING ITEMS ON CAMPUS**

The sale or trade of anything, including candy, Pokemon cards, jewelry, and other personal belongings, on school property is prohibited without special permission from the principal.

### **TOYS, GAMES, ETC.**

To minimize disruptions and prevent the possibility of theft or damage, toys will not be permitted at school. This includes, but is not limited to items such as laser pointers, radios, tape players, games, beepers, yo-yos, sports cards, Pokemon cards and paraphernalia, sunflower seeds, etc. In addition, video computer games and tapes (ex. Gameboys) are not permitted at school. If this rule is broken and an item confiscated from a student, it will be given to the parent or guardian upon request in the principal's office.

### **MEDICATION**

School Board Policy limits the dispensation of medications for chronic illnesses to those prescribed by a physician. A completed consent form must be on file in the nurse's clinic. All medication must be in the original prescriptive container and appropriately labeled. All medication must be brought to school by the student's parent or guardian and given to the school nurse. **NO MEDICATION MAY BE BROUGHT TO SCHOOL BY A STUDENT.**

### **HEAD LICE**

Parents/guardians of students found to have head lice will be required to provide **proof of proper treatment before the child is allowed to return to class. A parent or guardian must accompany the student to the nurse's clinic before the student is allowed to return to school. A head check will be conducted upon reentry.** There are numerous items which treat this condition available at the local store. Additional information may be obtained from the school nurse or the health department regarding the proper treatment for your child and your home. Only one day of absence shall be documented for each occurrence.

## **CONTAGIOUS DISEASES, SERIOUS INJURIES, ETC.**

Any student who is found to have a contagious disease, or a serious injury, may be required to present a doctor's certificate of clearance to the office prior to the student being allowed to return to class.

## **SCHOOL BUS REGULATIONS**

The privilege of riding the bus carries with it a responsibility on the 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. Information about the specific bus stops and times of the bus routes must be obtained from First Student at 466-9002.

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.
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. Authorized articles are not allowed on the bus, (i.e., combustibles, large articles, pets, weapons, radios, toys, etc.).
12. The following are prohibited:
  - a. Profane Language;
  - b. Smoking or tobacco products;
  - c. Fighting or scuffling;
  - d. Consumption of food or beverages;
  - e. Throwing objects within or from the bus.
13. Each passenger is expected to help in keeping the bus clean.

Any student desiring to ride a different bus or to depart at a different stop shall present to the driver a note signed by his or her parent and approved by the school principal. Please note that approval to ride a different bus simply to go home with another student for an overnight stay or for a visit will not be granted due to the limited space available on buses.

### **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; written contact with parent.
2. Three (3) day bus suspension; parent/student conference required with the principal before student may ride the bus again; phone contact with parent.
3. Five (5) day bus suspension; parent/student conference required with the principal before the student may ride again; phone contact with parent.
4. Ten (10) day bus suspension; parent/student conference required with the principal before the student may again ride again; phone contact with parent.
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 or be assigned another consequence as deemed appropriate by the principal due to the student's behavior.



### **CAFETERIA** **Cafeteria/Child Nutrition**

**Civil Rights Statement:** Nutritious meals are served to all students at regular, reduced, or no cost based on Federal Meal Application eligibility **for the 2011-2012 school year**

#### **School Year 2011-2012 Meal Prices:**

- |  |  |
|--|--|
| 1. Reduced student breakfast \$0.30                            | 4. Reduced student lunch \$0.40                        |
| 2. Regular student breakfast or extra student breakfast \$1.25 | 5. Regular student lunch or extra student lunch \$2.50 |
| 3. Adult breakfast \$2.00                                      | 6. Adult lunch \$3.00                                  |

\*A la cart prices will follow market price changes.

- **ID Cards:**
  1. **Secondary Schools:** All students will be issued one (1) free photo ID card for cafeteria meals, library use, and student activities. A \$5.00 replacement fee applies for any lost card. The funds collected will be used for additional printing and supplies.
  2. **Elementary Schools:** Our school encourages all parents, students, and staff to promote and support the use of the cafeteria ID cards for quick meal service.
  
- **Cafeteria Schedule:** It shall be the responsibility of the principal to arrange the schedule so that the students will have a minimum of 25 minutes to enter the cafeteria, eat their lunch, and return to their classroom. 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 Administrator.
  
- **School Health Council:** It shall be the responsibility of the principal to monitor a minimum of three (3) School Health Council meetings per year as determined by the Mississippi Department of Education
  
- **Kitchen Access:** 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.
  
- **Kitchen Use Policy:** Individuals seeking the use of any Bay St. Louis-Waveland School District kitchen must complete and abide by the policies indicated on the Kitchen Use form.
  
- **Staff Visitors:** Relatives and/or visitors of Child Nutrition employees shall not visit school kitchens during hours of operation or be granted privileges denied to other students.
  
- **Healthy School Environment:** Any food sold or offered to students during regular school hours must pass the Beverage and Snack Regulations for MS Schools set by the Mississippi Department of Education.
  
- **Charge Policy:** No meals may be charged for anyone at anytime unless approved by the Child Nutrition Director and his designee.
  
- **Competitive Food:** 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. Students and school staff are not allowed to bring any labeled food or beverage containers from outside the school cafeteria during meal times.
  
- **Nutrition:** The Child Nutrition Program shall serve only those foods that are components of the approved Federal Meal Pattern being served and any additional foods necessary to meet the caloric requirements of the age group being served.

- **Cafeteria Sales:** 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.
- **NSF Checks:** The Bay St. Louis-Waveland School District has an agreement with Payliance 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 Payliance Inc. for collection of the face amount plus the state allowed collection fee of \$40.00.
- **Additions:** 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.

### **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 conversation 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.

### **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. The Bay St. Louis-Waveland School District has an agreement with Payliance 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 Payliance Inc. for collection of the face amount plus the state allowed collection fee of \$40.

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.

### **TOBACCO RELATED PRODUCTS**

Possession or use of any tobacco product on campus, while on a school bus or at a bus stop is prohibited. In addition, students are not permitted to be in possession of lighters.

### **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.

## WEAPONS POSSESSION ON EDUCATION PROPERTY

### Section 97-37-17 Mississippi Code

(1) The following definitions apply to this section:

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

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

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

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

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

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

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

(5) It shall be a misdemeanor for any person to cause, encourage or aid a minor who is less than eighteen (18) years old to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade, knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving) and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for

preparation of food, instruction and maintenance on educational property. Any person violating this subsection shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than One Thousand Dollars (\$1,000.00), or be imprisoned not exceeding six (6) months, or both.

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

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

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

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

(7) This section shall not apply to:

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

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

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

(d) Competitors while participating in organized shooting events;

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

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

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

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

### **ANNUAL REPORT TO PARENTS**

The Federal Environmental Protection Agency (EPA) requires that on an annual basis each school district notify every parent and employee of the status of any asbestos in the school. This report will serve as the annual notification by the Bay St. Louis-Waveland School District.

The School District completed the required reinspection report. There was no major change in the report. A copy of this report is on file in the school administration office and is available to the public for review.

### **FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

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. 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

### **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.]

**BAY ST. LOUIS-WAVELAND K-8**  
**TITLE I SCHOOLWIDE SCHOOLS**  
**CONTACT Ms Vikki Wescovich**  
**228-467-0444**

- 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
  - Counseling Services K-5
  - Computer Assisted Learning K-8
  - Intervention Specialist 6-8
  - Parent Center Check-out Program K-8
  - Parent Resource Center K-8
  - Added Classroom teachers to lower per-pupil ratio
  - Early Intervention Program K-2

*\*\*\*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-5
- Computer Assisted Learning K-2
- Intervention Specialist 6-8
- Parent Center Check-out Program K-5
- Parent Resource Center K-8
- Added Classroom teachers to lower per-pupil ratio
- Early Intervention Program K-4

**HOW PARENTS 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

## **Title I Parent Involvement Policy**

BWSD schools intend to follow the parental policy guidelines in accordance with ***NO CHILD LEFT BEHIND ACT of 2001*** as listed below.

### 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
  - Schoolwide 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
- Provide such other reasonable support for parental involvement at parents' request

### BAY ST. LOUIS - WAVELAND SCHOOL DISTRICT PARENT INVOLVEMENT POLICY

It shall be the policy of this school district to implement programs, activities, and procedures for involvement of parents in programs assisted under Title I consistent with the provisions of Sections 1118. Such activities shall be planned and implemented with meaningful consultation with parents of participating children.

The school district shall develop jointly with, agree upon with, and distribute to, parents of participating children a written parent involvement policy that is incorporated into the school district's plan developed under Section 1112, establishes the expectations for parent involvement and describes how the school district will involve parents in the planning, review and improvement of the Title I Program.

    | 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.
4. Actively recruiting the support and involvement of parents in the education process.

To achieve these goals the Bay St. Louis - Waveland School District Title I program will:

1. Convene annually a public meeting for parents of eligible Title I students at each school site to seek parental input into the planning, design, and implementation of Title I project. If possible, these meetings will be held at flexible times to better coordinate with the hectic schedules of families.
2. Notify parents of student selection for Title I service, types of services available, and identification of Title I staff.
3. Conduct meetings for parents of Title I students to provide project information, seek input, and conduct workshops for topics of interest to parents including parenting education, information about specific school subjects, and behavior management or discipline.
4. Encourage communication among parents, district staff and Title I staff by establishing personal or telephone contact with Title I parents throughout the school year.
5. Respond to parent recommendations in a timely manner.
6. Inform parents of annual program results and student progress evaluations (also called the annual evaluation of the Title I program).
7. Assess annually the Title I parental involvement program by compiling data regarding frequency and type of involvement, reviewing workshop and meeting evaluation forms, and surveying parental interests, needs, and program satisfaction.

To further meet the requirements of Section 1118 of Title I, the school district shall provide parents of participating children:

- A. timely information about programs under Title I;
- B. school performance profiles as required under Section 1116 (A) (3) and their child's individual student assessment results, including an interpretation of such results.
- C. a description and explanation of the curriculum in use at the school level, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
- D. opportunities for regular meetings to formulate suggestions, share experiences with other parents, and participate as appropriate in decisions relating to the education of their children if such parents so desire.

Each school served under Title I may amend the district's Parent Involvement Policy, if necessary, to meet the requirements of Section 1118(b).

As a component of the school-level parental involvement policy, each school shall jointly develop with parents for all children served under Title I a school-parent compact that outlines how parents, the school staff, and students will share the responsibility for improved student achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's standards.

#### ASSESSMENT OF PARENTAL INVOLVEMENT, TITLE I PROGRAM

It shall be the policy of this school district to annually assess Title I Parent Involvement as required by P.L. 103-382, Section 1118. The school district shall use the following documents for assessment:

- A) Attendance sign-in sheets from Title I workshops and parent meetings;
- B) Records of materials and equipment checked out by parents at the Parent Center; and
- C) Written records of parent teacher conferences held during the school year.

## Waveland Elementary School School-Parent-Student 2011-2012 School Year Compact

*The Bay St. Louis Waveland School District, and the parents of the students participating in activities, services, and programs funded by Title I of the Elementary and Secondary Education Act, agree this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.*

### School Responsibilities

**The faculty and staff at Waveland Elementary School will:**

- Provide high-quality curriculum and instruction **in both academics and the arts** in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards.
- Hold parent-teacher conferences during which the individual child's achievement will be discussed.
- Provide parents with frequent reports on their child's progress.
- Provide a warm, safe, and caring learning environment.
- Provide meaningful, daily homework assignments to reinforce and extend learning.
- Provide parents opportunities for parental involvement through parent-teacher organizations, parent workshops and volunteerism
- Provide assistance to help parents understand student academic achievement standards.
- Provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training, to foster parental involvement.
- Be prepared when calling mandatory meetings for parents and students.

\_\_\_\_\_  
*Teacher*

\_\_\_\_\_  
*Student*

\_\_\_\_\_  
*Parent/Guardian*

\_\_\_\_\_  
*Date*

### Student Responsibilities

**We, as students, will share the responsibility to improve our academic achievement. Specifically, we will:**

- Demonstrate respect and responsibility.
- Complete all classroom and homework assignments.
- Know and follow school and class rules.
- Ask for help when I need it.
- Read 30 minutes per day (or grade level appropriate).
- Limit my TV watching/recreational technology use to one hour per day.
- Eat a nutritious breakfast everyday either at home or at school.
- Communicate necessary information from school to parents/guardians.

### Parent Responsibilities

**We, as parents, will support our children's learning in the following ways:**

- Provide a quiet time and place for homework and monitor TV viewing/recreational technology **use to support a one hour per day limit.**
- Read to my child or encourage my child to read every day (20 minutes K-3 and 30 minutes for 4-6).
- Communicate with the teacher or the school when I have a concern.
- Ensure that my child attends school every day on time, gets adequate sleep, regular medical attention and proper nutrition.
- Regularly monitor my child's progress in school.
- Participate in school activities such as open houses, parent-teacher conferences, parent workshops and/or parent-teacher organizations as often as possible.
- Communicate the importance of education and learning to my child.
- Respect the school, staff, students, and families.

# Bay St. Louis-Waveland Elementary School

## Rules and Behavioral Expectations

Common Area	Be Safe	Be Respectful	Be Responsible
All Common Areas	<ul style="list-style-type: none"> <li>Walk facing forward</li> <li>Keep hands, feet, and objects to self</li> <li>Get adult help for accidents and spills</li> <li>Use all equipment and materials appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Use kind words and actions</li> <li>Wait for your turn</li> <li>Clean up after yourself</li> <li>Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>Follow school rules</li> <li>Remind others to follow school rules</li> <li>Take proper care of all personal belongings and school equipment</li> <li>Be honest</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li>Keep all food to yourself</li> <li>Sit with feet on floor, bottom on stool, and facing the table</li> </ul>	<ul style="list-style-type: none"> <li>Allow anyone to sit next to you</li> <li>Use quiet voices</li> </ul>	<ul style="list-style-type: none"> <li>Get all utensils, milk, etc., when first going through the line</li> <li>Put up lunch tray and clear area when finished</li> <li>If you drop it, pick it up.</li> </ul>
Gymnasium	<ul style="list-style-type: none"> <li>Walk into gym</li> <li>Sit in designated area</li> <li>Sit crisscrossed, bottom on floor, and facing the stage</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions</li> <li>Practice good sportsmanship</li> </ul>	<ul style="list-style-type: none"> <li>Leave glasses, money, pencils, etc in book bag or in classroom</li> </ul>
Playground/ Recess	<ul style="list-style-type: none"> <li>Walk on the playground equipment</li> <li>Stay within boundaries</li> <li>Be aware of activities/games around you</li> <li>No play fighting</li> <li>What is on the ground stays on the ground</li> </ul>	<ul style="list-style-type: none"> <li>Play fairly</li> <li>Include everyone</li> </ul>	<ul style="list-style-type: none"> <li>Get permission from the adult on duty before leaving the area</li> </ul>
Passing Areas: Halls, Sidewalk Areas	<ul style="list-style-type: none"> <li>Stay to the right</li> <li>Allow others to pass</li> </ul>	<ul style="list-style-type: none"> <li>Hold the door open for the person behind you</li> <li>Do not talk in the hallways.</li> </ul>	<ul style="list-style-type: none"> <li>Practice silence</li> <li>Walk</li> </ul>
Bathrooms	<ul style="list-style-type: none"> <li>Keep feet on floor</li> <li>Keep water in the sink</li> <li>Wash hands</li> <li>Put towels in the garbage can</li> </ul>	<ul style="list-style-type: none"> <li>Knock on stall door</li> <li>Give people privacy</li> <li>Use quiet voices</li> </ul>	<ul style="list-style-type: none"> <li>Flush toilet after use</li> <li>Return to room promptly</li> <li>Get permission before going</li> </ul>

Common Area	Be Safe	Be Respectful	Be Responsible
Arrival and Dismissal	<ul style="list-style-type: none"> <li>Follow bike safety rules</li> <li>Use sidewalks and crosswalks</li> <li>Wait in designated areas</li> </ul>	<ul style="list-style-type: none"> <li>Use kind words and actions</li> <li>Wait for your turn</li> <li>Clean up after yourself</li> <li>Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>Arrive on time</li> <li>Report to designated area promptly</li> <li>Leave on time</li> </ul>
Special Events and Assemblies	<ul style="list-style-type: none"> <li>Wait for arrival and dismissal signals</li> <li>Enter and exit in an orderly manner</li> </ul>	<ul style="list-style-type: none"> <li>Use audience manners</li> <li>Sit on your bottom</li> </ul>	<ul style="list-style-type: none"> <li>Follow school rules</li> <li>Remind others to follow school rules</li> <li>Take proper care of all personal belongings and school equipment</li> <li>Be honest</li> </ul>
Classrooms	<ul style="list-style-type: none"> <li>Keep the area around your desk clean and neat</li> <li>Listen to your teacher for instructions</li> </ul>	<ul style="list-style-type: none"> <li>Use kind words and actions</li> <li>Wait your turn</li> <li>Speak appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Have books/materials ready for class</li> <li>Complete all assignments</li> <li>Return Thursday folders</li> </ul>



## Tiger Code

I will be respectful.

I will be responsible.

I will be safe.

I will be prepared.

I am here to learn; therefore, I will do nothing to keep the teacher from teaching and anyone, myself included, from learning. I will cooperate with all my classmates and adults. I will respect myself, others, and the environment. By acting in this way, I am preparing myself to be the best ME that I can be.