

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

# **Student - Parent Handbook**

## **Elementary Schools**

### **2018-2019**

North Bay Elementary School  
Jeremy Weir, Principal  
467-4052

Waveland Elementary School  
Steven Engle, Principal  
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.

**Approved by  
The Bay-Waveland School District  
Board of Trustees**

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**Waveland Elementary**

Mr. Steven Engle, Principal

**North Bay Elementary**

Mr. Jeremy Weir, Principal

## **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temporarily enrolled before the transcript is received provided the student can present evidence that he has officially withdrawn from the previous school.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, 2017. First graders must be six (6) on or before September 1, 2017.

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.

## **SCHOOL ADMISSION**

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

## **ENROLLMENT AGE**

Except as provided in subsection (2) and subject to the provisions of subsection (3) of MS Code ' 37-15-9, no child shall be enrolled or admitted to any kindergarten which is a part of the free public school system during any school year unless such child will reach his fifth birthday on or before September 1 of said school year, and no child shall be enrolled or admitted to the first grade in any school which is a part of the free public school system during any school year unless such child will reach his sixth birthday on or before September 1 of said school year. No pupil shall be permanently enrolled in a school in the State of Mississippi who formerly was enrolled in another public or private school within the state until the cumulative record of the pupil shall have been received from the school from which he transferred. Should such record have become lost or destroyed, then it shall be the duty of the superintendent or principal of the school where the pupil last attended school to initiate a new record. '37-15-9 (1)

## **EVIDENCE OF AGE**

It shall be the responsibility of the person in charge of each school to enforce the requirement for evidence of the age of each pupil before enrollment. If the first prescribed evidence is not available, the next evidence obtainable in the order set forth below shall be accepted:

- a. A certified birth certificate;
- b. A duly attested transcript of a certificate of baptism showing the date of birth and place of baptism of the child, accompanied by an affidavit sworn to by a parent, grandparent or custodian;
- c. An insurance policy on the child's life which has been in force for at least two (2) years;

- d. A bona fide contemporary Bible record of the child's birth accompanied by an affidavit sworn to by the parent, grandparent or custodian;
- e. A passport or certificate of arrival in the United States showing the age of the child;
- f. A transcript of record of age shown in the child's school record of at least four (4) years prior to application, stating date of birth; or
- g. If none of these evidences can be produced, an affidavit of age sworn to by a parent, grandparent or custodian. Any child enrolling in Kindergarten or Grade 1 shall present the required evidence of age upon enrollment. Any child in Grades 2 through 12 not in compliance at the end of sixty (60) days from enrollment shall be suspended until in compliance. ' 37-15-1 (2013)

### **PARENT, LEGAL GUARDIAN OR LEGAL CUSTODIAN**

Whenever any minor child seeks or applies to enroll or gain entrance to any public school in this state, and the child is not accompanied by an adult or is accompanied by an adult who is not the child's parent, guardian, if a legal guardian has been appointed for the child, or legal custodian, the school official or officials or teacher to whom the child applies or reports for enrollment or admission may delay consideration of the enrollment or enlistment of the minor child and require the child's parent, legal guardian or legal custodian to accompany the child and apply for enrollment and admission into the school for and on behalf of the minor child. '37-15-11 (2013)

### **GENERAL ELIGIBILITY**

- 1. This school district shall admit into its free public schools all minor-age children (MS Code ' 1-3-27) and all compulsory school age children as defined by in MS Code ' 37-13-91 (2) (f).
- 2. Each minor child shall attend school in the school district of his/her residence unless legally transferred to another school district by the school board pursuant to MS Code ' 37-15-29.
- 3. Except for those students who have been legally transferred, each minor child seeking to enroll in this school district shall be a school district resident. All students shall register at the school they are assigned to attend. ' 37-15-29; '37-15-13
- 4. Any new student enrolling in this school district or any continuing student whose residence has changed shall be accompanied to enrollment by a parent, guardian, adult custodian or adult agent of a social service agency of the district who shall register the minor child for admission, except students who have been legally transferred. The accompanying adult shall be required to verify his/her residence as herein provided as part of the registration process. '37-15-11
- 5. The person in charge of each school shall require any child enrolling in kindergarten or grade 1 to present a certified birth certificate and valid immunization certificate upon enrollment. No child will be allowed to enroll in or attend any school without a certified birth certificate or valid immunization certificate. ' 37-15-1
- 6. Subject to the provisions of MS Code 37-15-9, subsection (3), [see item 7 below] any child who transfers from an out-of-state public or private school in which that state's law provides for a first grade or kindergarten enrollment date subsequent to September 1, shall be allowed to enroll in this school district at the same grade level as their prior out-of-state enrollment, if:

- a. The parent, legal guardian or custodian of such child was a legal resident of the state from which the child is transferring;
  - b. The out-of-state school from which the child is transferring is duly accredited by that state's appropriate accrediting authority;
  - c. Such child was legally enrolled in a public or private school for a minimum of four (4) weeks in the previous state; and
  - d. The superintendent of schools of this school district has determined that the child was making satisfactory educational progress in the previous state. ' 37-15-9
7. When any child applies for admission or enrollment in any public school in the state, the parent, guardian or child, in the absence of an accompanying parent or guardian, shall indicate on the school registration form if the enrolling child has been expelled from any public or private school or is currently a party to an expulsion proceeding. If it is determined from the child's cumulative record or application for admission or enrollment that the child has been expelled, the school district may deny the student admission and enrollment until the superintendent of the school or his designee has reviewed the child's cumulative record and determined that the child has participated in successful rehabilitative efforts including, but not limited to, progress in an alternative school or similar program. If the child is a party to an expulsion proceeding, the child may be admitted to a public school pending final disposition of the expulsion proceeding. If the expulsion proceeding results in the expulsion of the child, the public school may revoke such admission to school. If the child was expelled or is a party to an expulsion proceeding for an act involving violence, weapons, alcohol, illegal drugs or other activity that may result in expulsion, the school district shall not be required to grant admission or enrollment to the child before one (1) calendar year after the date of the expulsion. ' 37-15-9(3)
8. No child in grades 2 through 12 shall be allowed to enroll in or attend any school without a valid immunization certificate. ' 37-15-1 Valid certificates include:

Form 121 -- Certificate of Compliance

- a. Form 121-A -- Medical Exemption Certificate
- b. Form 121-T -- Temporary Compliance Certificate

The Temporary Compliance Certificate, Form 121-T, is not valid after the date shown. After that date, the principal shall deny school attendance by such child unless or until the principal is furnished another Temporary Compliance Certificate, Form 121-T, or a Certificate of Compliance, Form 121, or a Medical Exemption Certificate, Form 121-A.

**RESIDENCY VERIFICATION PROCEDURE**

Definition of residence for school attendance purposes: The student physically resides full time week days/nights and weekends, at a place of abode located within the limits of this school district.

Residency may be determined in the following manner:

**A. STUDENTS LIVING WITH PARENT(S) OR GUARDIAN(S)**

The parent(s) or legal guardian(s) of a student seeking to enroll must provide this school district with at least two of the items numbered 1 through 9 below as verification of their address, except that a document with a post office box as an address will not be accepted.

1. Filed Homestead Exemption Application form
2. Mortgage documents or property deed
3. Apartment or home lease
4. Utility bills
5. Driver's license
6. Voter precinct identification
7. Automobile registration
8. Affidavit and/or personal visit by a designated school district official
9. Certified copy of filed petition for guardianship if pending and final decree when granted

#### **B. HOMELESS CHILDREN**

When a child is determined to be homeless as defined by the Stewart B. McKinney Act 42 USC Section 11431 (1), 11432 (e) and 11302 (a), this school district shall consider and take enrollment action that is in the best interest of the child pursuant to 42 USC 11432 (e) (3).

#### **C. STUDENTS LIVING WITH ADULTS OTHER THAN PARENTS OR LEGAL GUARDIANS:**

1. The non-parent(s) claiming district residency must meet the criteria of subparagraph (a) (1) through (10) above, required of a parent or legal guardian.
2. The district resident must provide the school with an affidavit (see last page of this policy) stating his or her relationship to the student, and that the student will be living at his/her abode full time, and provide documentation fully explaining the reason(s) (other than school attendance zone or district preference) for this arrangement. The superintendent or his/her designee will make the necessary factual determinations as required under this policy. Examples of situations where "in loco parentis" authority of an adult will be recognized to establish residency of the minor include but are not limited to the following:
  - a. Death or serious illness of the child's parent(s) or guardian(s);
  - b. Abandonment of the child;
  - c. Child abuse or neglect;
  - d. Unstable family relationships or undesirable conditions in the home of the child's parents or guardians having a detrimental effect on the child;
  - e. Students enrolled in recognized exchange programs residing with host families.
3. Whenever appropriate the person who has assumed responsibility for the care and custody of the child shall be encouraged to obtain legal guardianship of the child.

D. The school district may require additional documentation and verification at any time.

E. At the minimum, this school district shall maintain in a file a written instrument identifying the types of documents used to verify each student's residency and copies of any relevant guardianship petition or decree.

***Any court ordered procedure shall take precedent over any procedure contained herein.***

#### **TRANSFER STUDENTS**

1. No student is to be enrolled in this school district until any and all questions regarding residence or immunizations have been resolved.



2. Students suspended or expelled from another school or school district may not be allowed to enroll. ' 37-15-9 (3)
3. No pupil shall be permanently enrolled in a school in this school district who formerly was enrolled in another school within the state or outside the state until the cumulative record of said pupil shall have been received from the school from which he transferred. Should such record have become lost or destroyed, then it shall be the duty of the superintendent or principal of the school where the pupil last attended school to initiate a new record. ' 37-15-9(1)
4. Unless a transfer student is tested in the manner provided in paragraph 5 below, the student will be permanently enrolled and placed in a grade or class on the basis of an official transcript of credits from the last school attended. ' 37-15-33
5. All students seeking to transfer from any school, public, private or home school, within or outside of the boundaries of the State of Mississippi, to this school district shall be required to take a standardized test to determine the grade and class to which the pupil shall be assigned at the time of pupil transfer.

The administrative head of the school shall administer the test or tests to such pupil or pupils as shall apply for transfer to such public school. Such test or tests shall be administered within thirty days after the filing of each such application for transfer. Notice of the giving of such test shall be given the applicant not less than five days prior to the date of the administration of such test.

No transfer of a pupil shall be affected until the test has been given and the pupil is assigned to the grade and class for which the test shows he is best suited. No pupil shall be assigned to a grade and class more than three (3) grades above or below the grade or class that the pupil would have been assigned to had the pupil remained in the school from which the transfer is being made. Pending the administration of the test herein provided for and its grading and an assignment based thereon the superintendent of this school district or the attendance center principal to which the pupil seeks admission may assign the pupil temporarily to a grade and class comparable to that in which the pupil would have been had the pupil continued in the school from which the transfer was being made.

If any student is transferred or reassigned within this school district by an order of the board of trustees of this school district as designated by law of the State of Mississippi and not at his own request, the requirement of that pupil's taking the standardized test shall be waived. Likewise, if a pupil shall transfer from one school district to another school district in the manner provided and required by the laws of the State of Mississippi, the requirement of such pupil taking the standardized test shall be waived. ' 37-15-33

6. Any legal guardianship formed for the purpose of establishing residency for school district attendance purposes shall not be recognized by this school board. ' 37-15-31 (1) (d)

#### **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 VII Coordinator.....Dr. Cherie Labat  
200 North Second Street 228-467-6621  
Bay St. Louis, MS 39520

Title IX Coordinator.....Mr. Vernon Powell  
200 North Second Street 228-467-6621  
Bay St. Louis, MS 39520

Section 504 Coordinator.....Mrs. Kristen Ladner  
200 North Second Street 228-467-4536  
Bay St. Louis, MS 39520

## **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 North Bay or 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 North Bay or Waveland Elementary School.

## ARRIVAL AND DEPARTURE TIMES

### SCHOOL HOURS

#### **8:05-3:25 North Bay Elementary**

(Drop off begins at 7:25)

#### **7:55-3:15 Waveland Elementary**

(Drop off begins at 7:25)

No student may be dropped off prior to 7:25.

Students are to leave campus at the end of the school day unless they are participating in a supervised activity and under the direct supervision of a teacher. Any student remaining on campus more than 15 minutes after the dismissal bell 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".

## WALKERS AND BICYCLE RIDERS

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

In order to be considered a walker the student **must live NO more than 1 mile from the school (no exceptions)**. Violation of the walker rules will result in the parent arranging other means of transportation. All walkers should be walked off the school property. Parents are **NOT allowed** to drive and park on school property, Casey Lane or Tiffany Street to pick up their student. 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. When we have inclement weather at dismissal, walkers will automatically become car riders and parents must arrange to have them picked up.

Bicycles and scooters are to be walked off the campus. Students should not ride until they have passed all walking students and are completely off the campus. Bicycles are to be parked and locked (lock provided by the owner) in racks provided for that purpose.

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

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 by the Bay St. Louis Police Department.

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. All transportation changes must be received in the office by noon daily. **For the safety of your child, telephone calls for transportation changes will not be accepted.**

#### **Car Line- NBE**

Those parents, guardians or siblings who drop off or pick up NBE students must follow the prescribed procedure which involves approaching the school building's front door from the north access road (which runs through the district sports complex). Drivers must follow the directions of the teachers on duty to insure the safety of all students near the car line. Students must remain in the car until 7:25. (Please see the diagram drop off and pick up procedures)

#### **Car Line – WES**

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.

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 1:45 and 2:30 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.

### **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 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).

Documentation for all absences must be received by the school office within three days of the absence, but no later than five days of the end of each grading period.

Additional absences may be granted at the discretion of the BWSD 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.

### **COMPULSORY SCHOOL ATTENDANCE**

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

This school district shall comply with the requirements of the "Mississippi Compulsory School Attendance Law" (' 37-13-91). Appropriate reports as required by law shall be provided to the Mississippi Department of Education's Office of Compulsory School Attendance Enforcement.

#### **COMPULSORY- SCHOOL-AGE CHILD**

"Compulsory-school-age child" means a child who has attained or will attain the age of six (6) years on or before September 1 of the calendar year and who has not attained the age of seventeen (17) years on or before September 1 of the calendar year; and shall include any child who has attained or will attain the age of five (5) years on or before September 1 and has enrolled in a full-day public school kindergarten program. ' 37-13-91 (2) (f) (2013)

Compulsory-school-age children must be enrolled in school unless the child is:

1. Physically, mentally or emotionally incapable of attending school as determined by the appropriate school official based upon sufficient medical documentation;
2. Enrolled in and pursuing a course of special education, remedial education or education for handicapped or physically or mentally disadvantaged children; or
3. Being educated in a legitimate home instruction program. ' 37-13-91 (3)

## REPORTS

If a compulsory-school-age child has not been enrolled in school within fifteen (15) calendar days after the first day of the school year or if a child has accumulated five (5) unlawful absences during the school year, the superintendent shall or his designee, within two (2) school days or within five (5) calendar days, whichever is less, report, on the form provided by the State Department of Education, the absences to the school attendance officer. The superintendent, or his designee, shall report any student suspensions or student expulsions to the school attendance officer when they occur. ' 37-13-91 (6)

School districts shall maintain accurate records documenting enrollment and attendance in a manner that allows the State Department of Education to make an assessment of changes in enrollment and attendance, including dropout rates.

The State Department of Education shall compile annually a statewide report on school district effectiveness in reducing absentee problems, dropout rates, and other attendance-related problems during the previous school year, incorporate the information into the annual Mississippi Report Card required by Section 37-3-53, Mississippi Code of 1972, on school district performance and offer technical assistance and coordination services to assist districts in improving performance.

## UNLAWFUL ABSENCES / VALID EXCUSES

An "unlawful absence" is an absence during a school day by a compulsory-school-age child, which absence is not due to a valid excuse for temporary nonattendance. Days missed from school due to disciplinary suspension shall not be considered an "excused" absence under this section. Each of the following shall constitute a valid excuse for temporary nonattendance, provided satisfactory evidence of the excuse is provided to the superintendent or his designee:

1. Attendance at an authorized school activity with the prior approval of the superintendent of the school district or his designee.
2. Illness or injury which prevents the student from being physically able to attend school.
3. When isolation is ordered by the county health officer, by the State Board of Health or appropriate school official.
4. Death or serious illness of a member of the immediate family, which includes children, spouse, grandparents, parents, brothers, sisters, stepbrothers and stepsisters.
5. A medical or dental appointment with prior approval of the superintendent or his designee, except in the case of emergency.
6. Attendance at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness.
7. Observance of a religious event, with the prior approval of the superintendent or his designee. (Approval should not be withheld unless, in the professional judgment of the superintendent or his designee, the extent of the absence would adversely affect the student's education.)

8. Participation in a valid educational opportunity, such as travel including vacations or other family travel, with the prior approval of the superintendent or his designee. (Approval shall be based on the professional judgment of the superintendent or his designee but shall not be withheld unless the extent of the absence would adversely affect the student's education.)
9. Other conditions sufficient to warrant nonattendance, with prior approval of the superintendent or his designee. However, no absences shall be excused when any student suspensions or expulsions circumvent the intent and spirit of the compulsory attendance law. ' 37-13-91 (4)
10. An absence is excused when it results from the attendance of a compulsory-school-age child participating in official organized events sponsored by the 4-H or Future Farmers of America (FFA). The excuse for the 4-H or FFA event must be provided in writing to the appropriate school superintendent by the Extension Agent or High School Agricultural Instructor/FFA Advisor.
11. An absence is excused when it results from the compulsory-school-age child officially being employed to serve as a page at the State Capitol for the Mississippi House of Representatives or Senate.

NOTE: According to a 1998 Attorney General Opinion, automatic fail provision of an absences policy may not apply against legal, excused absences. Such absences policies may not be applied against absences resulting from disciplinary suspensions if absences policies are applied to truant children who are otherwise passing, the district must afford the child procedural due process. (Attorney General Opinion, Carter, 1-9-98) (#183) (97-0817)

#### SCHOOL ATTENDANCE OFFICER

The superintendent and principals shall cooperate with the school attendance officer employed by the State Department of Education, pursuant to ' 37-13-85.

#### **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, and parent signature. 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 63% 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 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.

Any student arriving on campus when no faculty/staff member is on duty **MUST** be escorted to the office. Any student arriving after **8:05 a.m. at North Bay and 7:55 at Waveland MUST** be escorted to the office by a parent to receive a tardy slip.

#### **Waveland and North Bay Elementary Tardy Policy**

The consequences for tardiness to school are effective immediately:

- Tardy # 1 – 4      No consequences
- Tardy # 5 -      Parent conference with school administration
- Tardy # 6 – 10      The student will be assigned to silent lunch and no recess for each tardy
- Over 10 days of tardiness student may start losing school privileges (e.g. field trips, classroom parties, field day, school programs, etc.) or receive ISS (administration discretion).

### **CHECK-OUT POLICY**

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

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. We respectfully ask that no student be checked out after 2:20 p.m. except in the case of an emergency.

### **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-5**

Beginning in the 2014-2015 school year, a student scoring at the lowest achievement level in reading on the established state assessment for 3rd grade will not be promoted to 4th grade unless the student meets the good cause exemptions for promotion.

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.

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.

### **Grading System**

The established grading system is to communicate to parents a periodic evaluation summarizing significant factors of the student's adjustment in the total education program. The grading system is based upon student achievement and performance, bearing in mind that any system incorporates both subjective and objective considerations in student evaluation.

#### **Objectives**

1. To motivate students to exert their best efforts in the learning process
2. To provide a uniform technique for converting numerical values to letter grades
3. To monitor each student's progress

#### **Grading System**

Student grades will be calculated in the following manner:

Test/Quizzes – 50%

Classwork/Homework/Participation – 30%

Exams – 20%

A grade of S (Satisfactory), N (Needs improvement), or U (Unsatisfactory) will be given in Kindergarten.

To evaluate student performance for the purposes of promotion, retention, or alternative programs. The following numerical values shall be used in determining letter grades.

1st- 12th grade

A (Excellent) 90-100

B (Above Average) 80-89

C (Average) 70-79

D (Below Average) 60-69 F

(Failure) 59 and below

### **Grading Changes**

1. No school board member, school superintendent, assistant superintendent, principal, guidance counselor, other teachers, coaches, or other administrative staff members of the school or the central staff of a local school board shall attempt, directly or indirectly, to change, alter, or otherwise affect the grade received by a student from his teacher except as otherwise specifically allowed by this section.
2.
  - a. A teacher's determination of a student's grade as a measure of the academic achievement or proficiency of the student shall not be altered or changed in any manner by any school official or employee other than the teacher except as provided in this subsection.
  - b. A school official or employee having authority provided under formally adopted written rules and procedures adopted by the local school board to change a student's grade can take such action only upon it being determined that the grade is an error or that the grade is demonstrably inconsistent with the teacher's grading policy.
3. Any local school district or personnel employed by the school district who violates the provisions of this act shall cause the local school district or school to be subject to losing its accreditation in the manner determined by the policies and procedures of the State Board of Education.

In Addition:

- There shall be four grading periods of nine weeks each.
- A minimum of 9 grades per nine weeks for K-5 schools.
- 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 four and half 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.

- A grade of S (Satisfactory) or U (Unsatisfactory) will be given in music, art, physical education, and health. A grade of S or U is given in grade 3 for science and social studies only.
- A grade of S (Satisfactory), N (Needs improvement), or U (Unsatisfactory) will be given in Kindergarten.
- Special education students receive grades on the general education reporting instruments and the service goal report of progress form. Grades for students receiving special education services are determined by the teacher serving the student for each subject area. The course grade for students served by a general and special education teacher for the same subject is cooperatively determined by the teachers.
- No grade (NG) is required on a progress report or report card if the student has been enrolled in the school fewer than 20 school days of the grading period and/or there have been no grades received from the previous school for that time period.
- 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.
- Teachers should notify parents/guardians by personal contact or in writing (in addition to the standard progress report) if a student is in danger of receiving a failing grade (F) for a nine week period or is experiencing a significant decline in achievement. This contact should occur as early as possible during the grading period. Documentation of parent/guardian notification must be kept by the school.

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 curriculum
- District adopted curriculum guide
- Student report card
- Students shall not be retained for 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 justification shall be documented on the TST Summary Form.

**Honor Roll K-5**

Grade point averages will be computed each nine-week period using all grades from subjects graded numerically. In computing grade point averages, the following values are used to correspond with grades:

A	(90 - 100)	D	(60-69)
B	(80 - 89)	F	(0 - 59)
C	(70 - 79)	I	(Inc.)

Alpha Honor Roll - All A's

Beta Honor Roll - All A's and B's

No student with grades D, F or U in any subject will be considered for the Honor Roll. Honor rolls may be published in the local newspaper.

**TESTING PROGRAMS**

This school board shall periodically assess student performance and achievement in each school. Such assessment programs shall be based upon local goals and objectives which are compatible with the state's plan for education and which supplement the minimum performance standards approved by the state board of education. Data from district assessment programs shall be provided to the state department of education when such data is required in order to evaluate specific instructional programs or processes or when the data is needed for other research or evaluation projects. This district may provide acceptable, compatible district assessment data to substitute for any assessment data needed at the state level when the state department of education certifies that such data is acceptable for the purposes of Section 37-16-3. ' 37-16-5 (1983)

1. It is unlawful for anyone knowingly and willfully to do any of the following acts regarding mandatory uniform tests administered to students as required by the State Department of Education and the General Educational Development Test (GED):
  1. Give examinees access to test questions prior to testing;
  2. Copy or reproduce all or any portion of any secure test booklet;
  3. Coach examinees during testing or alter or interfere with examinees' responses in any way;
  4. Make answer keys available to examinees;
  5. Fail to account for all secure test materials before, during and after testing;
  6. Participate in, direct, aid, counsel, assist in, encourage or fail to report any of the acts

prohibited in this section.

2. Any person violating any provisions of subsection (1) of this section is guilty of a misdemeanor and upon conviction shall be fined not more than One Thousand Dollars (\$1,000.00), or be imprisoned for not more than ninety (90) days or both. Upon conviction, the State Board of Education may suspend or revoke the administrative or teaching credentials, or both, of the person convicted.
3. The district attorney shall investigate allegations of violations of this section, either on his own initiative following a receipt of allegations, or at the request of a school district or the State Department of Education.
4. The district attorney shall furnish to the State Superintendent of Education a report of the findings of any investigation conducted pursuant to this section.
5. The State Board of Education shall establish statistical guidelines to examine the results of state mandated tests to determine where there is evidence of testing irregularities resulting in false or misleading results in the aggregate or composite test scores of the class, grade, age group or school district. When said irregularities are identified, the State Superintendent of Education may order that any group of students identified as being required to retake the test at state expense under state supervision. The school district shall be given at least thirty (30) days' notice before the next test administration and shall comply with the order of the State Superintendent of Education. The results from the second administration of the test shall be final for all uses of that data.
6. Nothing in this section may be construed to prohibit or interfere with the responsibilities of the State Board of Education or the State Department of Education in test development or selection, test form construction, standard setting, test scoring, and reporting, or any other related activities which in the judgment of the State Superintendent of Education are necessary and appropriate.

'37-16-4

#### TRANSFER STUDENTS

All students seeking to transfer from any school, public, private or home school within or outside of the boundaries of the State of Mississippi, to this school district may be required to take a test to determine the grade and class to which the pupil shall be assigned at the time of pupil transfer.

The district shall administer the test or tests to such pupil or pupils as shall apply for transfer to such public school. Such test or tests shall be administered within thirty days after the filing of each such application for transfer. Notice of the giving of such test shall be given the applicant not less than five days prior to the date of the administration of such test.

No transfer of a pupil shall be affected until the test has been given and the pupil is assigned according to the grade and class for which the test shows he is best suited. No pupil shall be assigned to a grade and class more than three (3) grades above or below the grade or class that the pupil would have been assigned to had the pupil remained in the school from which the transfer is being made. Pending the administration of the test herein provided for and its grading and an assignment based thereon the superintendent of the school district or the attendance center principal to which the pupil seeks admission may assign the pupil temporarily to a grade and class comparable to that in which the pupil would have been had the pupil continued in the school from which the transfer was being made.

If any student is transferred or reassigned within the school district by order of the board of trustees of that

school district as designated by law of the State of Mississippi and not at his own request, the requirement of that pupil's taking the standardized test shall be waived. Likewise, if a pupil shall transfer from one school district to another school district in the manner provided and required by the laws of the State of Mississippi, the requirement of such pupil taking the standardized test shall be waived. '37-15-33

#### SPECIAL EDUCATION STUDENTS

The State Department of Education shall establish goals for the performance of children with disabilities that will promote the purpose of IDEA and are consistent, to the maximum extent appropriate, with other goals and standards for children established by the State Department of Education. Performance indicators used to assess progress toward achieving those goals that, at a minimum, address the performance of children with disabilities on assessments, drop-out rates, and graduation rates shall be developed. Every two (2) years, the progress toward meeting the established performance goals shall be reported to the public. '37-23-1

Children with disabilities shall be included in general statewide and district-wide assessments programs, with appropriate accommodations, where necessary. As appropriate, the State Department of Education and the local educational agency shall:

1. Develop policies and procedures for the participation of children with disabilities in alternate assessments for those children who cannot participate in statewide and district-wide assessment programs; and
2. Develop and, beginning not later than July 1, 2000, conduct those alternate assessments. '37-16-9

The Mississippi Public School Accountability Standards for this policy are standards 13, 20, and 22.

#### NOTES:

1. According to a 1998 Attorney General Opinion, automatic fail provision of an absences policy may not apply against legal, excused absences. Such absences policies may not be applied against absences resulting from disciplinary suspensions if absences policies are applied to truant children who are otherwise passing, the district must afford the child procedural due process. (Attorney General Opinion, Carter, 1-9-98) (#183) (97-0817)
2. Please refer to the current edition of the Mississippi Public School Accountability Standards for information on Performance Standards and Requirements of the Mississippi Assessment System.

#### **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:

1. Promote a more effective climate for learning with fewer discipline referrals
2. Increase safety and security
3. Foster school unity and pride
4. Eliminate label competition
5. Ensure appropriate attire

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. Items that are offensive because of reference to race, sex, ethnic group, etc. shall be prohibited anywhere on school property.**

**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, royal 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

If this sweatshirt/hoodie is not a school color or does not have a school logo, a school polo or approved t-shirt must be worn underneath

### **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 wind suits, or overalls.

Length of shorts/skorts/jumpers must be no more than three (3) inches above the top of the kneecap May not have belt loops removed

### **Belts (optional for K-grade 5)**

Must be solid color: brown, black, or navy

Mandatory for grades 6-12 for clothing items with belt loops May not have visible emblem, trademark, logo, etc.

### **Socks**

Must be solid color: not neon

Tights/hose must be neutral or solid color: not neon

### **Shoes**

Must be solid color: navy blue, white, brown, or black Basic athletic shoes are allowed (no lights, or skates)

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

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 distractive 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. Shirts are not required to be worn tucked into pants, skirts, slacks, shorts or skorts.
2. 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.**
3. 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.
4. 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.
5. Designer/theatrical contact lens may not be worn, whether prescription or not; sunglasses or shades may not be worn.
6. Gang-identifiable tattoos cannot be visible; they must be covered.
7. 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.
8. Notched eyebrows, designs in 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 pre-game/pre-performance attire, for example Friday dress attire. **Prior approval from school administration is required.** Pre-game/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:
5. T-shirts must be purchased from the school, its PTO, or sanctioned booster club.
6. T-shirts must have the site approved logo. 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.
7. T-shirts must have a crew neck (no collar, no V-neck), and no buttons.
8. T-shirts may be short sleeve or long sleeve.
9. T-shirts must be a solid color.
10. There may be only one (1) approved color selected by each school.
11. T-shirts are not permitted at the Bay-Waveland Alternative School.

- ❖ No book bags with wheels.

### **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 are called to bring clothing that meet uniform standards.**
- After 3 referrals, the student is placed on overnight suspension.**
- Additional noncompliance is treated as a discipline referral (open defiance).**

### **STUDENT CONDUCT**

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 are not 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).

All discipline at the elementary school level is based on three basic rules:

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

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

To establish conditions under which no student will be permitted to prevent any teacher from teaching or any student from learning.

To establish and maintain study conditions which are safe and conducive to learning.

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.

We will continue to implement a 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.

We encourage all students to behave in socially acceptable ways. We do 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 **In School Isolation (ISI)**.

Students who fail to follow classroom rules may receive **Classroom Referrals** from the teacher. These referrals must be signed by the parent and returned to the teacher. Four (4) classroom referrals will result in an **Office Disciplinary Referral**, which carries with it a higher level consequence. Students assigned to ISI complete assignments given by their teachers.

## **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: Student will spend one complete day of in school isolation. A parent call home will be made. The office referral will be sent home for parent signature. (Upon receipt of a

fifth short form from the teacher, the child will be sent to the principal with a long form for persistent misbehavior.)

2. Second Office Referral: Student will spend two complete days of in school isolation. A parent call home will be made. 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 write a Behavior Intervention Plan with the assistance of the classroom teacher.
3. Third Office Referral: Student will serve three or more complete days of in school isolation. 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.
4. Fourth Office Referral: Student will be placed in the in school isolation room for five or more 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 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 (or lower 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.

#### **IN SCHOOL SUSPENSION/TIME OUT**

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 in school isolation room.

#### **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-2 students is located on the Waveland Elementary School campus and early intervention class for 3-5 students is located on the North Bay Elementary School campus.

#### **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 is allowed to return to classes. A telephone call is not acceptable. Students are not permitted on campus or at any school activity during their suspension period.

Any student suspended from school shall be allowed to make up work. It is the responsibility of the student to turn in make-up work within 3 days of their expected return.

## **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.

## **STUDENT RESTRAINT AND SECLUSION POLICY**

The Bay St. Louis - Waveland School District Board of Trustees supports a positive approach to behavior that uses proactive strategies to create a safe school climate that promotes dignity, creates authentic student engagement, and improves student achievement for all students.

In accordance with Miss. Code Ann. §§ 37-9-69 and 37-11-57, it is recognized that staff may intercede in situations wherein students are displaying physically violent behavior or are deemed to be a danger to themselves or others. The use of excessive force or cruel and unusual punishment regarding student management is prohibited. Restraint and/or seclusion shall not be utilized as a punitive measure.

Only school personnel trained in the use of restraint and seclusion should be used to observe and monitor these students. Staff engaged in monitoring students shall have knowledge of effective restraint and seclusion procedures, emergency procedures, and knowledge of how to effectively debrief students after the use of restraint or seclusion.

This policy in no way shall inhibit the right of staff to reasonable self-defense in accordance with the provisions of the 5th and 14th amendments to the Constitution of the United States, or the Constitution of Mississippi, nor negate the obligation of the district to provide a safe work environment.

In any situation in which a student is a danger to himself/herself or others, and it becomes necessary to contact law enforcement or emergency medical personnel, nothing in this policy guidance shall be construed to interfere with the duties of law enforcement or emergency medical personnel.

Parents or guardians shall be notified verbally or in writing on the day of the restraint or seclusion or no later than 48 hours following the incident. In the event a parent cannot be reached by telephone, a letter shall be sent informing the parent of the incident and the person who can be contacted at the school to address any questions the parent may have.

If you have a complaint regarding the restraint or seclusion of your child, please contact the school principal.

### **UNIFORM FREE DRESS DAY**

The last Friday of every month is a designated uniform-free day. The principal has the option to designate the last Friday of the month as a uniform-free day. Throughout the month students will be able to earn the privilege of dressing out of uniform on that day. Students may earn that privilege by maintaining a record of:

- No office discipline referrals
- Perfect attendance with no tardies or early checkouts
- No uniform referrals

### **Free Dress**

Students who earn Free Dress must follow the district dress code including these requirements: Every component of the student dress should be appropriate in length and size.

Appropriate is defined as that which properly covers the body and in good taste.

Appropriate shoes and socks must be worn. No platforms, flip-flops, sandals, etc. can be worn. Socks must be a solid color. (Please refer to district policy for the complete dress code.)

### **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.

### **BAY-WAVELAND SCHOOL DISTRICT'S EMERGENCY DRILLS**

Emergency drill procedures are found in the Crisis Plan and located in the office and each classroom.

### **WEAPONS POSSESSION ON EDUCATION PROPERTY**

No student, employee or visitor may possess a weapon in, on or about school buildings, grounds, athletic fields or any other property used for school-related purposes, except as permitted by law.

#### **A. DEFINITION OF PROHIBITED WEAPONS**

Prohibited weapons include, but may not be limited to, the following:

1. Gun, rifle, pistol, other firearm
2. Dynamite cartridge, bomb, grenade, mine or other explosive
3. BB gun, air rifle, air pistol
4. Bowie knife, dirk, dagger, switchblade, pocketknife or other knife
5. Slingshot Leaded cane, blackjack Metallic or other artificial knuckles

6. Razors, razor blades Any sharp-pointed or edged instrument (except instructional supplies, unaltered nail files and clips and tools used only to prepare food or for instruction and maintenance of school property)
7. Any instrument having the effect or appearance of a weapon (including utensils, imitation firearms or knives, etc.)

#### B. PERMITTED USES

The superintendent or principal, as appropriate and in his discretion, may give prior approval for weapons to be on or about campus under the following circumstances:

1. Students and employees may possess weapons on school grounds only when the weapons are used for valid educational purposes or school-sanctioned ceremonies.
2. Law enforcement officers and other government officials may carry weapons onto school grounds as permitted by law.

#### C. PENALTIES FOR VIOLATIONS

Any student who violates this policy will be suspended and recommended for expulsion in accordance with District Policy.

Any employee who violates this policy will be subject to disciplinary action in accordance with District Policy.

Any visitor who violates this policy will be asked to leave school property immediately and further action, including but not limited to filing criminal charges, may be taken as necessary.

Any person violating this policy may be subject to criminal action and penalties as provided in Miss. Code Ann. '97-37-17.

#### D. REPORTING VIOLATIONS

Violations of this policy shall be reported to the appropriate law enforcement officials in accordance with Policies JCBF.

#### E. NOTICE

A copy of Miss. Code Ann. '97-37-17 shall be posted in public view at each school in the district.

### **AUTOMATIC EXPULSION FOR WEAPON OR CONTROLLED SUBSTANCE POSSESSION**

1. **GUNS/FIREARMS** Any student who has in his/her possession any type of gun/firearm, operable or inoperable, while he/she is in school, on school property, on the school bus, on the way to and from school, or at any school function or activity will immediately be suspended and recommended for expulsion by the superintendent or principal of the school where the offending student is assigned.

#### 2. OTHER WEAPONS - USE OF

Any student who uses or threatens to use any hard or sharp object, regardless of its original purpose, for a weapon while he/she is in school, on school property, on the school bus, on the way to and from school or any school function or activity will immediately be suspended and recommended for expulsion. Examples of such weapons, but not limited to, include knife, bully club, brass knuckles, ammunition, throwing stars, pipe club, brick, bat, chain, razors, box cutters, etc.



Weapons used by students shall be seized and turned over to the school district's security officer, Principals shall exercise their own discretion in each instance concerning the necessity of the notification of the appropriate law enforcement authorities.

### 3. OTHER WEAPONS - POSSESSION OF

Possession, by students, of any hard or sharp object, regardless of its original purpose, that may be considered a weapon while he/she is in school, on school property, on the school bus, on the way to and from school or any school function or activity shall be considered in violation of this policy.

Suspensions or other punishment for violation of this section of the policy shall be awarded by the principal who shall deal with each individual case based on the circumstances.

The superintendent is hereby authorized to purchase, install and utilize metal detecting devices to enforce this policy.

Students who violate this policy shall be afforded all due process rights and procedures provided by any and all policies of the school district. However, suspensions awarded by the provisions of this policy shall not be delayed or postponed because of tests and/or examinations.

The school district may use video camera equipment in classrooms for the purpose of monitoring school disciplinary problem.

This school board authorizes a reward of up to \$500.00 to any person who provides information that leads to the confiscation by the school district or by a law enforcement agency of any illegal firearm on school property. The name of any person who provides such information leading to the confiscation of an illegal firearm shall remain confidential. The superintendent is charged with the responsibility of insuring that procedures are in place to maintain such confidentiality. '37-3-84 (1997).

## **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.

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 move to the bus.
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**

- Students are to be courteous; follow the instructions of the bus driver.
- Students should not distract the driver except in an emergency.
- Students must identify themselves properly when requested to do so by the school bus personnel.
- Students should speak in a conversational tone; no loud talking.
- Students should remain seated on the bus at all times.
- Students should keep their entire bodies and possessions inside bus.
- Students should use the emergency door only in a true emergency.
- Students must sit in seats assigned by the driver.
- Students will be held financially responsible for any damage to the bus.
- Students are not allowed to get off the bus before arriving at school.
- Unauthorized articles are not allowed on the bus, (i.e., combustibles, large articles, pets, weapons, radios, toys, etc.).

#### **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.

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; parent contacted
2. Three (3) day bus suspension; parent/student contact required with the principal before student may

ride the bus again.

3. Five (5) day bus suspension; parent/student contact required with the principal before the student may ride again.
4. Ten (10) day bus suspension; parent/student conference required with the principal before the student may again ride again.
5. Loss of bus privileges for the remainder of the school year.
6. A student may be placed at a higher level (or lower level) of the discipline ladder as deemed appropriate by the principal due to the student's behavior.

## **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.

### **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.

### **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.

### **Cafeteria/Child Nutrition**

- **Civil Rights Statement:** The Bay St. Louis-Waveland School District – Office of Child Nutrition is an equal opportunity provider.
- **Free Meals (K-8):** Students attending schools of grades Kindergarten through Eight receive free breakfast and lunch meals through the USDA Community Eligibility Program. Regular Meal Applications and Meal Prices apply to High School students as listed below.
- **Meal Applications:** Federal Meal Applications are made available for free & reduced student meal benefits to all households during school registration, in school offices, and on the school district website available at [www.bwsd.org](http://www.bwsd.org)
- **Meal Prices:**
  - Reduced student breakfast \$0.30
  - Regular student breakfast \$1.75
  - Adult/extra breakfast \$2.00
  
  - Reduced student lunch \$0.40
  - Regular student lunch \$2.75
  - Adult/extra lunch \$3.00

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

\*\*Prepayments and online account monitoring available at [www.bwsd.org](http://www.bwsd.org)

- **Student ID Cards:**
  - **High School:** 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.

- **Elementary & Middle 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 school year as determined by the Mississippi Department of Education.
- **Kitchen Access:** Only 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. Anyone present in a kitchen during regular business hours shall wear all required Health Department Hygiene apparel to protect the food safety of the campus.
- **Kitchen Use Policy:** Individuals seeking the use of any Bay St. Louis-Waveland School District kitchen must complete and abide by the policies & procedures indicated on the Kitchen Use form.
- **Healthy School Environment:** Any food sold or offered to students during regular school hours must pass any/all current Beverage and Snack Regulations for MS Schools set by the Mississippi Department of Education.
- **Charge Policy:** No meals may be charged for anyone at any time unless approved by the Child Nutrition Director or 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. Any food brought on campus for student consumption must abide by the “Smart Snacks in Schools” regulations enforced by USDA. Students and school staff are not allowed to bring any commercially labeled food or beverage containers from outside the school cafeteria during meal times.
- **Nutrition:** The Child Nutrition Program shall be administered by a Registered Dietitian and only serve foods that are components of the approved Federal Meal Pattern and any additional foods necessary to meet the required nutrition requirements of the age group being served.
- **Cafeteria Sales:** With the exception of dairy 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 dairy products and/or bottled water.
- **NSF Checks:** The Bay St. Louis-Waveland School District contracts with an NSF check collection company 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 the contract provider for collection of the face amount plus the current state allowed collection fee.

- **Additions:** Further, this section will comply with all current provisions of the State of Mississippi Department of Education Policy and Procedure Manual for Child Nutrition Programs, and with all other applicable federal and state laws.

### **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 cell phone or electronic device will be impounded and returned only to the parent/guardian upon request, no sooner than the end of that school day.

**Second offense-** The cell phone or electronic device will be impounded until the end of the semester. *Violation in a state testing environment will be treated as a second offense.*

**Third offense-** The cell phone or electronic device will be impounded until the end of the school year.

**No device will be released prior to the close of the school day on the same day it is confiscated. The device will not be released to anyone other than the parent or legal guardian. 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, 2016, 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.

### **INTERNET ACCEPTABLE USE POLICY**

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.

It is the policy of **Bay St. Louis – Waveland School District** to: (a) prevent user access over its computer network, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

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.

## **Definitions**

Key terms are as defined in the Children’s Internet Protection Act.

### **Access to Inappropriate Material**

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the **Bay St. Louis – Waveland School District** online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

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

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

### **Illegal and/or Unacceptable Usage**

- 1. User agrees not to access, transmit or retransmit any material(s) in furtherance of any illegal act or conspiracy to commit any illegal act in violation of local, state or federal law or regulations and/or school district policy.**
- 2. User shall not access, transmit, or retransmit: copyrighted materials (including plagiarism), threatening, harassing, or obscene material, pornographic material, or material protected by trade secret, and/or any other material that is inappropriate to minors.**
- 3. User shall not access, transmit, or retransmit any material that promotes violence or the destruction of persons or property by devices including, but not limited to, the use of firearms, explosives, fireworks, smoke bombs, incendiary devices, or other similar materials.**
- 4. User shall not use the network for any illegal activity including, but not limited to, unauthorized access including hacking.**
- 5. User shall not access, transmit, or retransmit language that may be considered offensive, defamatory, or abusive.**
- 6. User shall not access, transmit, or retransmit information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.**

### **User Rights**

- 1. User shall have the responsibility to use computer resources for academic purposes only. Therefore, as mandated by CIPA, filtering will be utilized on all computers accessing the Internet. The only exception will be for academic research by a staff member with the approval of school administration.**
- 2. The Bay St. Louis-Waveland School District will fully cooperate with local, state or federal officials in any investigation related to illegal activities conducted through the user's Internet account.**
- 3. Under no conditions should a user provide his/her password to another person or use another person's password.**
- 4. User should not expect files stored on a school-based computer to remain private. Routine review and maintenance of the system may indicate that user has violated this policy, school codes, municipal law, state law or federal law.**
- 5. Individual schools within the district may create additional guidelines and procedures consistent with this policy. Such guidelines and procedures will be appropriate for the electronic information resources being used and the students served at the school. They will also comply with the CIPA guidelines.**

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 Tech. 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.

### **Education, Supervision and Monitoring**

It shall be the responsibility of all members of the **Bay St. Louis – Waveland School District’s** staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of The Technology Director or designated representatives.

The **Bay St. Louis – Waveland School District** or designated representatives will provide age-appropriate training for students who use the **Bay St. Louis – Waveland School District** Internet facilities. The training provided will be designed to promote the **Bay St. Louis – Waveland School District’s** commitment to:

- I. The standards and acceptable use of Internet services as set forth in the **Bay St. Louis – Waveland School District’s** Internet Safety Policy;
- II. Student safety with regard to:
  - a. safety on the Internet;
  - b. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
  - c. cyberbullying awareness and response.
- III. Compliance with the E-rate requirements of the Children’s Internet Protection Act (“CIPA”).

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District’s acceptable use policies

### **SELLING ITEMS ON CAMPUS**

The sale or trade of anything, including candy, toys, 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, athletic balls, 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 with the exception of electronic devices.

### **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.

### **STUDENT ASSISTANCE REQUESTS**

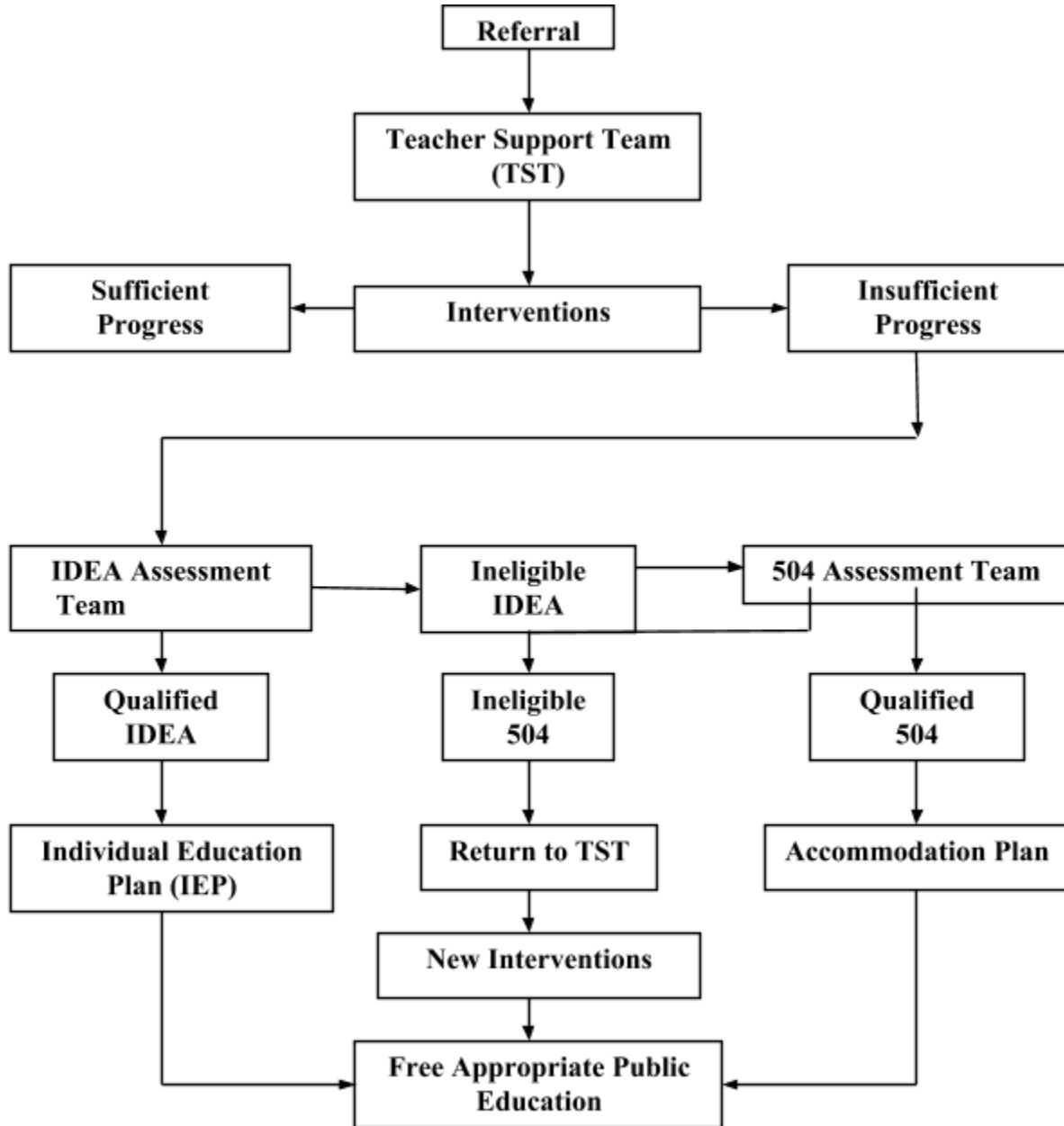
#### **Student Assistance Requests**

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

1. The person receiving the request shall complete the Request for Assistance form and forward the referral to the Teacher Support Team 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 identified and addressed with parental input.
3. Parental input will be guaranteed by appropriate parent notification of meetings in Tier 2 and parent invitations to attend all meetings in Tier 3.

Teacher Support Team/Student Intervention Process  
 Referral-To-Placement Process

Pre-Interventions Implemented and Deemed Unsuccessful



## **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 any time 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 NBE office at 467-4052 or the WES office at 467-6630.

## **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.]

### **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 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, 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.

### **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.**

### **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.

### **CROSSING THE STREET**

When crossing any street going to or from school, remember to:

**\*Walk\***

**\*Look both ways\***

**\*Cross between the yellow lines\***

### **VISITORS**

Any person desiring to visit a school must report upon arrival at the school to the principal's office for clearance. The principal shall have the right to deny visitation rights to any individual if in the judgment of the principal the visit might negatively affect the classroom procedures.

Members of the supervisory or administrative staff who have invited professional visitors may elect to serve as hosts to the visitors whom they have invited, as well as to other visitors who may have a mutual interest and area of competency.

Parents and other persons who wish to visit the public schools should be routed to the school office, be greeted by the principal and guide services. All visitors are to be made to feel welcome. There shall be no solicitation of teachers or pupils on personal matters on the school premises by salesmen or agents. Out of town visitors who have made arrangements through the superintendent's office will have a member of the superintendent's staff or a principal as host for the visitor or delegation.

### **PROCEDURES FOR SCHOOL VISITATION**

Upon approval, all visitors should report directly to the principal's office to sign-in and receive a visitor's badge. Visitors must leave their driver's license in the office in exchange for a visitor's badge. This visitor's badge should be worn at all times while on campus. All visitors must sign out in the office and at this time the badge will be exchanged for the visitor's driver's license. Exceptions to this requirement are when visitors are attending a general school function such as a pep rally, assembly program, athletic event, etc. Unauthorized persons shall not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering buildings or from loitering on grounds. Such persons will be prosecuted to the full extent of the law.



## **PUPIL VISITATION**

The schools, because of space factors in the classrooms, will not be able to allow school pupils to have pupil visitors accompany them as visiting guests in the school.

## **CLASSROOM VISITATION**

As part of the district's safety and security program, only school or district personnel, law enforcement officials, or educational professionals designing an individual educational program shall be allowed to visit classrooms during instructional times unless escorted by an administrator.

## **LUNCH DATE**

Parents or Guardians who would like to join their student for lunch must turn in a lunch date form one school day in advance. The form is located on our school page of the district website. Hardcopies are also available in the office. This gives the school the opportunity to verify requests and to prepare for extra people in our lunch count.

## **PARENT CENTER**

The Bay St. Louis-Waveland School District has two Parent Resource Centers. The centers are located at North Bay and Waveland Elementary. Please call the office 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.

## **PARENT-TEACHER ORGANIZATION**

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

NBE - the third Thursday of each month at 6:00  
p.m. WES – the second Tuesday of each month 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.

### **THURSDAY FOLDERS – NBE ONLY**

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. At NBE one of these folders will be provided to the students at no charge. At NBE, additional folders must be purchased in the office for \$1.00. These folders should be signed by the parent/guardian and returned to the teacher as directed.

### **DAILY COMMUNICATION FOLDERS – WES Only**

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.

### **SUCCESSFUL STUDY HINTS**

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

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

### **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 inspection report. There was no major change in the report. A copy of this report is on file in the school administration office and is available to the public for review.

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

**CONTACT Mrs. Rhonda Herrington**

**228-467-6621**

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 student's needs
- Learn new strategies and activities for successful classroom experiences
- Meeting the necessary qualifications in subject areas in which they teach
- Counseling Services K-8
- Computer Assisted Learning K-5
- Intervention Specialist K-8
- Added Classroom teachers to lower per-pupil ratio
- Early Intervention Program K-5

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

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**Parental Involvement in Education**

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**Title I Parent Involvement**

The Bay St. Louis-Waveland Board of Education endorses the parent involvement goals of Title I and encourages the regular participation by parents of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, school, and community. In this policy, the word "parent" also includes guardians and other family members involved in supervising the child's education.

Pursuant of federal law, this district will develop jointly with, agree on with, and distribute to parents of children participating in the Title I program a written parent involvement policy.

A meeting of the parents of participating Title I students will be held annually to explain the goals and purposes of the Title I program.

Parents will be given the opportunity to participate in the design, development, operation, and evaluation of the program for the next school year and to participate in planning activities, to offer

suggestions, and to ask questions regarding policies and programs. Parents will be encouraged to attend the meeting and to become involved.

In addition to the required annual meeting, at least three (3) additional parent meetings shall be held, at various times of the day and/or evenings, for the parents of children participating in the Title I program. Notices will be sent to the parents and articles will appear in the local newspaper advising parents and interested persons of the meetings. These meetings shall be used to provide parents with:

1. Information about programs provided under Title I;
2. A description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
4. The opportunity to bring parent comments, if they are dissatisfied with the school's Title I program, to the district level.

Title I funding, if sufficient, may be used to facilitate parent attendance at meetings through payment of transportation and childcare cost.

The parents of children identified to participate in Title I programs shall receive from the school principal and Title I staff an explanation of the reasons supporting each child's selection for the program, a set of objectives to be addressed, and a description of the services to be provided. Parents will be advised of their children's progress on a regular basis. Opportunities will be provided for the parents to meet with the classroom and Title I teachers to discuss their children's progress. Parents will also receive information and training that will assist them in helping their children at home and at school.

Each school in the district receiving Title I funds shall jointly develop with parents of children served in the program a "School-Parent Compact" outlining the manner in which parents, school staff and students share the responsibility for improved student academic achievement in meeting state standards. The School-Parent Compact shall:

Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the state's academic achievement standards;

Indicate the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, monitoring television watching, volunteering in the classroom, and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time; and

Address the importance of parent-teacher communication on an on-going basis, with at a minimum, parent teacher conference, frequent reports to parents, and reasonable access to staff.

NOTE: Districts with more than one school participating in a Title I program may wish to consider the establishment of a district-wide parent advisory council.

## **TITLE I**

### **PARENT INVOLVEMENT POLICY**

North Bay and Waveland Elementary schools intend to follow the parental policy guidelines in accordance with *Every Student Succeeds Act (ESSA) of 2015* as listed below.

#### Policy Guidelines

1. Convene an annual meeting
2. Explain the requirements and the rights of the parents to be involved
3. Offer a flexible schedule of meetings (e.g. mornings and evenings)
4. Involve parents in an organized, ongoing, and timely way to plan, review and improve programs such as
5. Parental involvement policy
6. School wide policy
7. Provide the parent of participating students with
8. Timely information
9. Description and explanation of curriculum to be used
10. The forms of academic assessment used to measure student progress
11. Proficiency levels that students are expected to meet
12. Opportunities for decision-making related to the education of their children
13. Provide materials and training on how parents can improve their child's achievement
14. Educate school staff on how to build ties between home and school
15. Coordinating and integrating, as appropriate, parent involvement with Head Start and public preschool programs
16. Ensuring, to the extent possible, that information sent home is in a language and form parents can understand
17. Developing appropriate roles for community-based organizations and businesses and encouraging partnerships with elementary, middle and high schools
18. Respond to any parent suggestions as soon as practicably possible
19. Guidance does not require compact. We no longer have parent centers
20. Provide such other reasonable support for parental involvement at parents' request

## **TITLE I**

### **PARENT INVOLVEMENT REGULATIONS**

In order to achieve the level of Title I parent involvement desired by the board of education policy on this topic, these regulations guide the development of each school's annual plan designed to foster a cooperative effort among the parents, school, and community.

#### **GUIDELINES**

Parent involvement activities developed at each school will include opportunities for:

Volunteering;  
Parent education;  
Home support for child's education;  
Parent participation in school decision-making.

The school system will provide opportunities for professional development and resources for staff and parent/community regarding effective parent involvement practices.

## ROLES AND RESPONSIBILITIES

### 1. Parents

It is the responsibility of the parent to:

- a. actively communicate with school staff;
- b. be aware of rules and regulations of the school;
- c. take an active role in the child's education by reinforcing, at home, the skills and knowledge the student has learned in school; and
- d. utilize opportunities for participation in school activities.

### 2. Staff

It is the responsibility of the staff to:

- a. develop and implement a school plan for parent involvement;
- b. promote and encourage parent involvement activities;
- c. effectively and actively communicate with all parents about skills, knowledge, and attributes student are learning in school and suggestions for reinforcement; and
- d. send information to parents of Title I children in a format and to the extent practicable, in a language the parents can understand.

### 3. Community

Community members who volunteer in the schools have the responsibility to:

- a. be aware of rules and regulations of the school; and
- b. utilize opportunities for participation in school activities.

### 4. Administration

It is the responsibility of the administration to:

- a. facilitate and implement the Title I Parent Involvement policy and plan;
- b. provide training and space for parent involvement activities;
- c. provide resources to support successful parent involvement practices;
- d. provide in-service education to staff regarding the value and use of contribution of parents on how to communicate with and work with parents as equals partners; and
- e. send information to parents of Title I children in a format and, to the extent practicable, in a language the parents can understand.

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

This School board reaffirms the school district's strong commitment to the role of parents in their

children's education and to effective, comprehensive parental involvement. In this policy, a parent is intended to include parents, guardians, and other family members involved in supervising the child's schooling. Parental/family involvement in a child's learning is a critical link to achieve academic success and to promote a safe and disciplined learning environment.

Schools and families will work together to ensure that the educational process includes quality learning at home, in school, and in the community.

The following steps will be taken to achieve this goal:

1. The superintendent will assess the status of parental involvement, review existing policies and procedures, and develop necessary regulations and procedures to support this policy, including a review of staff and budget support.
2. The Board of Education will support parental involvement by seeking parental input on school system policies, including curriculum, facilities, and funding issues.

#### STRATEGIES FOR PARENT/ FAMILY INVOLVEMENT

1. Effective two-way communication between all parents and schools regarding school system policies and regulations, local school policies, and individual child's progress.
2. Activities to encourage parental volunteer opportunities in schools both in the classroom and in other areas of the school including attendance at local school programs and events.
3. Information and programs for parents on how to establish a home environment to support learning and appropriate behavior.
4. Information and programs for parents about how they can assist their own children to learn.
5. Assistance to develop parental involvement in educational advocacy through PTAs and other organizations, including school system task forces and advisory committees.

#### ROLE OF LOCAL SCHOOLS

While each division, office, and school must assess its role and plan of action to meet these goals, all school district employees are expected to convey a commitment to parental involvement. Consistent with this commitment, local schools are expected to:

1. Develop activities and materials that provide for effective two-way communication between parents and the school on local school policies and individual student progress;
2. Support and encourage parental volunteer opportunities;
3. Provide programs that assist parents in learning how they can help children learn, including activities that are connected to what children are learning in the classroom; and,
4. Work with PTA leadership to ensure parental input.

## ROLE OF CENTRAL OFFICE STAFF

In addition to the role of the local schools, appropriate staff in central offices are expected to support local school effort and, where relevant:

1. Communicate with parents on school system policies and regulations;
2. Provide for the development of parenting programs and materials, including the use of cable television, pamphlets, adult education courses, parent resource centers, and programs designed to orient new parents to the school district;
3. Maintain and support with appropriate information and training parental volunteer opportunities countywide;
4. Assist in the development of parental leadership through PTAs and other recognized groups;
5. Work with businesses, organizations, and other government agencies which by their policies and activities can provide support and assistance for parental involvement efforts;
6. Provide appropriate teacher and staff training to support effective parental involvement; conduct staff and parent training in ways to communicate and work together including problem solving, conflict resolution skills, and outreach strategies;
7. Identify and publicize promising programs and practices related to parental involvement;
8. Work with colleges and universities that prepare teachers and administrators to support the inclusion of school and family connections in their training programs;
9. Develop methods to accommodate and support parental involvement for all parents with special needs including those with limited English proficiency and individuals with disabilities; and,
10. Develop mechanisms for local schools to use in order to assess the effectiveness of their parental involvement efforts.

The Mississippi Public School Accountability Standard for this policy is standard 12.

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

It shall be the policy of this school district to annually assess Title I Parent Involvement. The school district shall use the following documents for assessment:

- A) Attendance sign-in sheets from Title I workshops and parent meetings;
- B) Written records of parent teacher conferences held during the school year.



## **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 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 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” or returned for any other reason shall be forwarded from the depository to the contracted company to collect said funds.

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.

## **SCHOOL SEARCHES**

The Fourth Amendment to the United States Constitution and Article 3, Section 23 of the Mississippi Constitution provides all people with the right to be secure in their persons, houses, papers, and effects against unreasonable searches. However, circumstances will arise where searches of students' persons, possessions, lockers, desks and vehicles will be necessary. Administrators have the authority and obligation to exercise discretion in the implementation of this policy, balancing the District's responsibility to maintain discipline, order, and a safe environment conducive to education with the students' legitimate expectations of privacy.

## **REQUIREMENTS**

All searches must be pre-approved by the superintendent, principal, assistant principal or acting principal. No other District employee may authorize a search except where an emergency situation exists.

At least two District employees must be present while a search is conducted. If, in the discretion of the administrator or employee conducting the search, the search is particularly intrusive, the person conducting the search and the witnesses, or at least one of them, should be the same sex as the student. No student other than the student who is the subject of the search may be present during the search. All searches must be reasonable in scope.

## **SEARCHES PERMITTED**

Searches are permitted as follows:

- a. **PERSON, POSSESSIONS, LOCKERS:** Searches of a student's person, possessions or lockers may be conducted if a District employee has prior individualized reasonable

suspicion that a student has violated or is violating a District policy, school rules or regulations or the law and that the search will result in discovery of evidence of such violation.

b. **DESKS, OTHER SCHOOL PROPERTY:**

Searches of desks and other school property (except lockers) may be conducted at any time, with or without reasonable suspicion of a violation.

c. **VEHICLES:**

Searches of vehicles driven to school by or for students may be searched by visual inspection with or without reasonable suspicion of a violation. If a visual search results in individualized reasonable suspicion of a violation, a more intrusive search of the vehicle may be conducted at the direction of the principal.

d. **CANINE SEARCHES:**

The District may at any time utilize canines to search vehicles, possessions not on the student's person, desks, lockers and other school property, with or without reasonable suspicion of a violation. A canine response indicating the presence of contraband constitutes reasonable suspicion and a more intrusive search may be conducted at the direction of the principal.

e. **GROUP SEARCHES:**

Caution shall be exercised when a search involving a number of students is conducted. In most instances, in order to justify a search, the District's reasonable suspicion must be particularized to an individual student. Exceptions to this requirement are appropriate only where the intrusiveness of the search is minimal, such as canine searches of lockers, desks or bookbags or automobile searches, etc.

f. **STRIP SEARCHES:**

No student shall be subjected to a strip search except where an emergency situation exists and with pre-approval by the principal. No student shall be asked to remove any article of clothing in the presence of a member of the opposite sex or of other students.

## **DEFINITIONS**

a. "Reasonable in scope" means that the degree of the intrusion must be consistent with the objective of the search. Factors to be considered in whether the scope of a search is reasonable include, but are not limited to, the following:

- i. The student's age, maturity, and sex;
- ii. The nature or level of seriousness of the suspected violation; and
- iii. The intrusiveness of the search, e.g. a canine search is less intrusive than a locker search; a locker search is less intrusive than a "pat down;" etc.

b. "Reasonable suspicion" refers to a flexible concept requiring the application of experience and common sense. Determinations of whether reasonable suspicion to support a search exists shall be made on a case-by-case basis with due consideration of all circumstances. In all cases, "reasonable suspicion" must be supported by articulable facts.

Factors to be considered in making this determination include, but are not limited to, the following:

- i. The reliability of the information indicating that evidence of a violation may

- ii. The existence of reasonable suspicion that such evidence will be discovered;
  - iii. The individualization of the suspicion toward the person to be the subject of the search;
  - iv. The prevalence or seriousness of the problem to which the search is directed;
  - v. The exigency of the circumstances; and
  - vi. In some circumstances, the student's history and record in school.
- c. An "emergency situation" exists if the destruction of evidence or use of contraband is an immediate possibility. In such a case, an administrator must be notified immediately. However, if an emergency situation does not exist, employees should take steps to prevent the possible destruction of evidence or use of contraband while securing approval for a search.

### **DISCIPLINARY ACTION**

If a search reveals grounds for a reasonable belief that a violation of a district policy, school rules or regulations or the law, the student will be subject to disciplinary action as provided by District policy.

### **POLICE SEARCHES**

School officials are obligated to cooperate with law enforcement authorities who are validly carrying out their official duties. In such cases involving a student, the District shall make an immediate attempt to notify the student's parent, guardian, or custodian. The principal or principal's designee shall attend the search if conducted on or about the school premises and shall take any disciplinary action necessary as a result of the search.

## **Crossroads Learning Center (CLC)**

### **CLC Goal**

The goal of Crossroads Learning Center (CLC) is to provide the support for each student's academic and behavioral needs in order to facilitate a successful transition to CLC and then back to the home school by providing a positive learning environment that fosters academic and behavioral success.

### **Dress Code**

Students will follow the Bay St. Louis - Waveland School District dress code.

### **Level/Point System**

There are three different performance levels that students must complete during the period they are placed at Crossroads Learning Center (Level 1, Level 2, and Level 3). The students will receive daily points that will correspond to appropriate level advancement. Each level has appropriate incentives and privileges to promote positive behavior.

### **Returning to the Home School**

Upon reaching Level 3, the student will be required to continue meeting behavior and/or academic

goals and must complete 5 consecutive days of at least 90 percent to be able to transition back to the student's home school. IIP or IEP committee will determine the appropriate date to transition back to the student's home school.

### Participation in Activities

CLC students are not allowed to attend activities on any other Bay-Waveland School District campus for any reason unless accompanied by a CLC staff member or given written permission by CLC principal (reserved as positive behavior incentive for students on Level 3).

### Perfect Attendance Incentive

If a student has perfect attendance while at CLC, the student may be eligible to transition back to their home school up to 5 days earlier if he/she is meeting behavior and/or academic goals (Perfect attendance as defined in this handbook).

### Pick-up and Drop Off

Students must be dropped off between 6:45 and 7:25 a.m. at the side door on State Street. After 7:30 a.m. students will be considered tardy and must be escorted by a parent into the 201 N. Toulme Street Office entrance and sign student into school with the secretary.

### Prohibited Items

- Cell phones or any other electronic devices are not allowed at CLC.
- Book bags or purses are not allowed.
- Students may not carry money, except for lunch money.
- Personal items such as wallets, brushes, combs, picks, make up bags, etc. are not allowed on campus.

<b>Bay St. Louis-Waveland Elementary School</b>			
<b>RULES AND BEHAVIORAL EXPECTATIONS</b>			
<b>Common Area</b>	<b>Be Safe</b>	<b>Be Respectful</b>	<b>Be Responsible</b>
All Common Areas  Playground/ Recess	Walk facing forward Keep hands, feet, and objects to self  Get adult help for accidents and spills Use all equipment and materials appropriately	Use kind words and actions Wait for your turn  Clean up after yourself Follow adult directions	Follow school rules Remind others to follow school rules  Take proper care of all personal belongings and school equipment Be honest
Cafeteria	Keep all food to yourself Sit with feet on floor, bottom on stool, and facing the table	Allow anyone to sit next to you Use quiet voices	Get all utensils, milk, etc., when first going through the line Put up lunch tray and clear area when finished
Playground/ Recess	Walk on the playground equipment Stay within boundaries Be aware of activities/games	Play fairly Include everyone	Get permission from the adult on duty before leaving the area

	around you No play fighting What is on the ground stays on the ground		
Passing Areas: Halls, Sidewalk Areas	Stay to the right Allow others to pass	Hold the door open for the person behind you Use quiet voices	Stay on sidewalks Walk
Bathrooms	Keep feet on floor Keep water in the sink Wash hands Put towels in the garbage can	Knock on stall door Give people privacy Use quiet voices	Flush toilet after use Return to room promptly Get permission before going
Arrival and Dismissal	Follow bike safety rules Use sidewalks and crosswalks Wait in designated areas	Use kind words and actions Wait for your turn Clean up after yourself Follow adult directions	Arrive on time Report to designated area promptly Leave on time
Special Events and Assemblies	Wait for arrival and dismissal signals Enter and exit in an orderly manner	Use audience manners Sit on your bottom	Follow school rules Remind others to follow school rules Take proper care of all personal belongings and school equipment Be honest
Classrooms	Keep the area around your desk clean and neat Listen to your teacher for instructions	Use kind words and actions Wait your turn Speak appropriately	Have books/materials ready for class Complete all assignments Return Thursday folders

**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.