

PASS CHRISTIAN MIDDLE SCHOOL



"COMMITTED TO EXCELLENCE"

**STUDENT/PARENT HANDBOOK
2013-2014**

STUDENT/PARENT HANDBOOK 2013 - 2014

PASS CHRISTIAN PUBLIC SCHOOL DISTRICT

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**PASS CHRISTIAN MIDDLE SCHOOL
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District Website
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WELCOME TO STUDENTS AND PARENTS

Welcome to Pass Christian Middle School. Our District has earned the highest academic performance level rating in the state. The Pass Christian School District is accredited by AdvancED and the State of Mississippi. This places the district in the top 1% of districts in the state. We have an award-winning faculty and administration with a high percentage of advanced degrees and National Board certification. Pass Christian Middle School was recognized in 2012 as a No Child Left Behind Blue Ribbon School by the United States Department of Education. Pass Christian Middle School student achievement, based on a challenging and rigorous curriculum, has helped our district earn national recognition.

The middle school years are marked by the beginning of new things. High school is around the corner, and a lot of learning as well as growing is taking place. Pass Christian Middle School offers many opportunities to make the most of the “middle school years” and make great memories in the process. As students from Pass Christian Elementary and DeLisle Elementary come together for the first time to share the same classrooms, Pass Christian Middle School is a place where friendships are formed, lessons are learned, and memories are made.

The primary function of the student handbook is to make available to the students and parents the applicable rules and policies of Pass Christian Middle School. While the handbook cannot possibly list every situation, it does provide the basic criteria necessary to convey the rules of proper conduct, the guidelines for academic and extra-curricular activities, the acceptable code of dress, and the criteria for awards, etc.

The Board of Trustees of the Pass Christian School District serves as policy maker for the district. It is the duty of the superintendent, school administrators, teachers and staff to enforce the policy. We hope this handbook will contribute to a better understanding and appreciation of our educational program.

Joe Nelson, Principal

Haleigh Cuevas, Assistant Principal

**PASS CHRISTIAN PUBLIC SCHOOL DISTRICT
Pass Christian, Mississippi
SCHOOL CALENDAR**

2013-2014

MONTHLY ATTENDANCE REPORTS

MONTHS	SCHOOL DAYS	TEACHING DAYS	PROFESSIONAL DEVELOPMENT DAYS	180
1	August 8 – September 30, 2013	37		
2	October 1 – October 31, 2013	22	Monday, August 5, 2013	4
3	November 1 – November 22, 2013	16	Tuesday, August 6, 2013	
4	December 2 – December 20, 2013	15	Friday, October 11, 2013	
5	January 6 – January 31, 2014	19	Wednesday, March 5, 2014	
6	February 3 – February 28, 2014	20		3
7	March 6 – March 31, 2014	18	Wednesday, August 7, 2013	
8	April 1 – April 30, 2014	16	Friday, January 3, 2014	
9	May 1 – May 23, 2014	17	Tuesday, May 27, 2014	
	TOTAL	180	TOTAL	187

A minimum of 330 minutes of classroom instruction is required each school day.

TERM TEST AND EXAMINATIONS

TERM	DAYS	DATES	TERM TESTS	SEMESTER FINAL EXAMS	PROGRESS REPORTS ISSUED	REPORT CARDS ISSUES
1	45	August 8 – October 11	October 7-10		September 10	October 18
2	45	October 14-December 20		December 17-20	November 12	January 10
3	45	January 6-March 13	March 10-13		February 4	March 21
4	45	March 14-May 23		May 20-23	April 23	June 3-4

*63% days for Students ONLY – December 20, 2013 and May 23, 2014

Pass Christian High School exam dates will be October 9 & 10; December 19 & 20; March 12 & 13; and May 22 & 23

HOLIDAYS

September 2	Labor Day	January 20	Dr. Martin Luther King Day
October 11	Professional Development	March 3-4	Mardi Gras
November 25-29	Thanksgiving	March 5	Professional Development
December 23-January 2	Winter Break	April 14-21	Spring Break
January 3	Teacher Work Day	May 26	Memorial Day

STATE TESTING SCHEDULE

December 3	SATP English II	May 5	SATP English II
December 4	SATP English II Retesters	May 6	SATP English II Retesters
December 5	SATP U.S. History	May 7	SATP U.S. History
December 6	SATP Algebra I	May 8	SATP Algebra I
December 9	SATP Biology I	May 9	SATP Biology I
April 28 – May 1	Grade 8 Science Test	May 13	MCT2 Reading Grades 3-8
May 5 – 8	Grade 5 Science Test	May 14	MCT2 Writing Grades 3-8
		May 15	MCT2 Math Grades 3-8

CLOSING EVENTS

May 16 Graduation May 23 Last Day of Student Attendance May 27 Last Teacher Workday

MAKE-UP DAY CALENDAR: October 11, 2013; November 25, 2013; November 26, 2013; April 21, 2014; and/or, if needed, the end of the school year

CALENDAR NUMBER 1

APPROVED: MARCH 14, 2013

PASS CHRISTIAN PUBLIC SCHOOL DISTRICT

VISION

Committed
To
Excellence

BELIEFS

Students excel when:

Curriculum is challenging and progressive
Actively engaged in the learning process
All have an equal opportunity to learn
Learning is a shared responsibility
Held to clearly defined, high expectations
All are accepted, valued, and safe

THE PASS CHRISTIAN PUBLIC SCHOOL DISTRICT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, SEX, RELIGION, COLOR, NATIONAL ORIGIN, AGE, OR DISABILITY IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN ITS PROGRAMS AND ACTIVITIES TO THE EXTENT PROVIDED BY THE LAW.

ADMISSIONS

1. In accordance with the laws of the State of Mississippi, in order to be admitted to kindergarten, students must be 5 years of age on or before September 1 of the current school year. First grade students must be 6 years of age on or before September 1 of the current school year. Certificates of Immunization and Vaccination are required upon entering school.
2. A certified birth certificate or documentation as permitted by law should be presented upon admission. The birth certificate must be from the Bureau of Vital Statistics or from the State Department for students born overseas. The principal or his/her designee must verify the birth certificate.
3. The principal shall require that a U.S. postal money order to the Bureau of Vital Statistics in the required amount be deposited for students who are unable to present a certified birth certificate upon admission, and the student will be enrolled on a temporary basis until the certified birth certificate is received by the school. Temporary enrollment will preclude official recording or release of grades for 30 calendar days.
4. Student must present an up-to-date original immunization record. (See statement about Immunizations and Vaccinations following.)
5. If a student is transferring into a Pass Christian School from a school accredited by a state or regional accrediting agency, an official transcript mailed directly from the office of the school previously attended will be required. A report card or transfer papers from the previous school attended will be used for temporary class placement.
6. Students transferring into a Pass Christian School from a non-accredited school or home schooling must be given appropriate placement tests (grades K-8) as determined by school officials.
7. A copy of the student's Social Security Card is needed.
8. Students will be enrolled in the Pass Christian School District only if they are residing with their parent or legal guardian and said parent or legal guardian resides within the Pass

Christian School District. "The district will not recognize or accept guardianship paper for "health and school purposes" only. Partial guardianship of the student by a resident within the district will not be recognized as meeting full legal guardianship." (See Policy JBC)

VERIFICATION OF RESIDENCY REQUIREMENTS

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 the Pass Christian Public School District.

1. The parent(s) or legal guardian(s) of a student seeking to enroll must provide the Pass Christian Public School District with a **current utility bill** and at least one of the items numbered (1) through (10) below as verification of their address, except that a document with a post office box as an address will not be accepted.
 - (1) Mortgage documents or property deed
 - (2) Apartment or home lease (signed original)
 - (3) Utility bills
 - (4) Driver's license
 - (5) Filed Homestead Exemption Application form
 - (6) Voter precinct identification
 - (7) Automobile registration
 - (8) Affidavit and/or personal visit by a designated school official
 - (9) Any other documentation that will objectively and unequivocally establish that the parent or guardian resides within the school district
 - (10) Certified copy of filed petition for guardianship if pending and final decree when granted.
2. If you are the legal guardian/custodian of the student, you must also provide documentation titled "Letters of Guardianship" or a custodial court order issued by a judge appointing you as guardian.

3. If you cannot meet the requirements for residency, you must meet with the Superintendent's designee to determine whether your child will be eligible for enrollment under an Affidavit of Residency. Both the parent and the Pass Christian resident must be present at the meeting and provide the documentation required in item 1.

4. If the Pass Christian School District receives a complaint regarding the residence of a student, the district is required to take action to further verify legal residency including, but not limited to, follow-up visits to the resident's address by school officials.

RELEASE OF STUDENT INFORMATION

DIRECTORY INFORMATION

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance to colleges, military organizations, prospective employers, and other legitimate groups determined to operate in the student's best interests. A parent may request that directory information about his/her child be withheld from release by submitting a written request to the principal within thirty (30) days of the first official day of the year stating that identifiable information regarding the student be deleted from school publications. The school will not disclose student directory information on the district website without permission from the parents.

NON-CUSTODIAL AND CO-CUSTODIAL PARENTS

The Board of Trustees of the Pass Christian Public School District recognizes the value of providing information, whenever it is possible and legal, to non-custodial parents regarding school progress and activities pertaining to their child. The school district also recognizes that many separated/divorced parents continue to share care-giving and custody and that each

parent, under legal and practical circumstances, should have access to information regarding the child's academic progress and school activities.

Non-custodial parents and parents with shared custody not normally receiving information on their child from the school may request this service on an annual basis. Upon written request to their child's school principal, the school will subsequently and routinely mail to the non-custodial parent a copy of all school information that is normally sent home with the child to the custodial parent or legal guardian. This information will be provided for the remainder of the school year in which the request has been made.

In some situations, by court order, non-custodial parents are not entitled to access to school information regarding their child. Challenges to a parent's access to information will be referred to the superintendent or designee. Any information regarding the student will be withheld from a parent pending resolution of the superintendent's (or designee's) investigation. The principal will advise anyone challenging a parent's right to information that this right can only be frustrated by court action. Those launching challenges are advised to provide documentation regarding court orders providing or prohibiting access to information.

ATTENDANCE

Punctual and regular attendance is of paramount importance to a student's academic success. Each student should attend school each day. When it is necessary for a student to be absent from school, the parent or legal guardian is requested to telephone the school on the day of the student's absence.

School Board policy JBD establishes new guidelines regarding student absence from school. Parents and students are advised that the following requirements will be followed according to the policy:

1. A student must bring in the doctor or parent note within five days of returning to school (with the first day of five being the day the child returns to school) in order for the absence to be excused.
2. A parent or guardian may send a note for up to eight (8) days of excused absences per year. Subsequent absences due to illness require a doctor's excuse in order to be excused.

A student who is absent from school must assume the responsibility of completing missed assignments in a timely manner.

ABSENCES

The Pass Christian Public School District supports the belief that instructional program is the most critical element in a child's education. Regular attendance is extremely important to student progress and achievement. School attendance is ultimately the responsibility of the student and the student's family.

No school-sponsored activity can be participated in if the student is absent more than 63% of the day. Students who are absent due to a scheduled, approved school-related function will not have that absence counted toward the total allowed in any course; however, the school district will not participate in activities that require any student to miss more than 20 class periods per year or more than five (5) planned absences in sessions for the same class for which grades are given.

When a student is absent from school, whether the absence is for a full or partial day, the student should return to school with documentation regarding the reason for the absence. Absences will be recorded in the following ways:

OFFICIAL: An official absence applies when a student is representing the school in an official capacity. This classification includes students who are part of a school-related field trip or other educational activity.

EXCUSED: An excused absence is one which results from a personal illness/injury, medical or dental appointment, isolation ordered by county health officer or appropriate school official, death or serious illness involving an immediate family member (sibling, parent, grandparent), observances of religious holidays of a student's own faith (requires prior approval); or circumstances such as court ordered appearances, family emergencies, extreme weather, etc. that require immediate attention and that the school principal deems necessary. When students are sent home by the school nurse, the absence is considered excused for that day only.

UNEXCUSED: An absence is considered unexcused if proper documentation is not received **within five days of the child's return to school**; if the documentation is unacceptable; or, if the absence is the result of Out of School Suspension.

The Pass Christian School District adheres to the Mississippi Compulsory School Attendance Law (MS Code §37-13-91) which states "when the child has accumulated five (5) unlawful absences during the school year of public school in which the child is enrolled, the school district superintendent or his designee shall report, within two (2) school days or within five (5) calendar days, whichever is less, the absences to the school attendance officer." Law enforcement officials are authorized to investigate all cases of nonattendance and unlawful absences by compulsory school age children and to bring legal action against the parent/guardian. See also policy JEA.

APPEAL PROCEDURE: The following appeal procedures shall apply to students who have accumulated absences and instances of unexcused tardiness in excess of those permitted in the district's Attendance Policy.

1. A letter addressed to the Board of Trustees requesting a policy waiver must be written by the parent or guardian and received in the principal's office.

2. The principal will present the letter to the superintendent at least one week before the next regularly scheduled school board meeting.
3. The Board of Trustees shall not be bound by the recommendation of the superintendent respecting approval or disapproval and shall make an independent evaluation and determination.
4. The Board of Trustees shall, within ten (10) days of the meeting, notify the parent or guardian of its decision in writing.

ARRIVAL/DISMISSAL

Students are not allowed to enter the campus before 7:15 A.M. without permission from a teacher/administrator. Students are to leave campus as soon as they are dismissed, unless under the direct supervision of a teacher/administrator. Students must arrive and depart only through areas designated by the administration of each school.

EARLY DISMISSAL FROM SCHOOL

Early dismissal is discouraged as check-outs interrupt the instructional climate in the classroom. Check-outs are governed by the same guidelines as excused and unexcused absences. See also "Release of Students during the Day" section.

MAKE-UP WORK

The student will be allowed to make up work missed following an absence by communicating with his/her teachers on the first day back at school. All work must be completed on a timely basis. Each teacher shall establish the procedural guidelines for making up tests and/or quizzes missed during an absence.

PERFECT ATTENDANCE

Perfect attendance in the Pass Christian Public School District is defined as attendance on every scheduled school day with no absences, tardies,

or early dismissals from school. Exceptions include tardies as a result of a late school bus or absences from a class due to a school-sponsored field trip or other school sponsored activity.

RELEASE OF STUDENTS DURING THE DAY

1. Student may be checked out of school **only** by individuals designated by the parent/guardian on the student's check-out card. **NO ONE WILL BE ALLOWED TO CHECK OUT UNLESS HE/SHE HAS A COMPLETED CHECK-OUT CARD IN THE OFFICE.** In case of an emergency, the situation will be handled by the principal or his/her designee. **You must be at least 21 years of age in order to check out a student.** Identification is required.
2. Students will remain in the classroom until the parent, guardian, or designee has reported to the school to personally sign out the student on the check out card.
3. Middle School students will not be allowed to check-out of school after 2:00 p.m.

TARDY TO SCHOOL

A student is tardy to school if he/she arrives at school after the tardy bell has rung. Tardies to first period will **only** be excused if:

- ✓ A school bus is late
- ✓ The student presents verification of an appointment by a doctor or dentist's office
- ✓ The student was involved in an accident and presents verification from a law enforcement official or the principal has personal knowledge of the accident.
- ✓ There are medical reasons which, due to their nature, may cause a student to tardy from time to time, if the school has been notified in advance by a physician.

The following tardy procedure will be followed:

First and Second Tardy: Warning from Teacher

Third Tardy: Level 1, Warning from Principal

Fourth/Fifth Tardy: Level 2, After School
Detention Assigned

Sixth/Seventh Tardy: Level 3, In-School
Intervention (ISI) Assigned, Parent Conference
or Phone Call Required

Eighth Tardy: Level 4, In-School Intervention
(ISI) Assigned, Parent Conference or Phone Call
Required

Ninth Tardy and above: Level 4 Exclusion
Suspension (ES) Assigned, Parent Conference
Required

TRUANCY

Definition

1. A student is considered to be truant if he/she is absent from any class without the knowledge and/or permission of his/her parent. Additionally, any student who leaves campus without following the check-out procedure is truant.
2. In order to notify the school of a student's absence, parents should call the school attendance office before 8:30 a.m.

Disposition

1. Any student who is truant will be referred to the administration who will follow the disciplinary due process as recommended in the Disciplinary Plan.
2. Students who are truant will not be given the opportunity to make up class work. All graded assignments during such time will be recorded as a zero.

GENERAL

ACTIVE PARENT

The Pass Christian School District is proud to provide parents with Active Parent, a website where you can view your child's grades, attendance, and discipline records. To access the site, go to <http://ms2423.activeparent.net>, or go to the school district's website at www.pc.k12.ms.us

AdvancEd

The Pass Christian Public School District is accredited by AdvancEd through the Southern Association of Colleges and Schools division. Accreditation examines the whole institution – the programs, the cultural context, the community of stakeholders – to determine how well the parts work together to meet the needs of students.

To earn/renew accreditation, the district undergoes a rigorous process of self-assessment in relation to a research-based set of quality standards. We update our vision and beliefs, meet with stakeholders, scrutinize student achievement data, and prepare an improvement plan that is regularly monitored and evaluated. Every five (5) years, an AdvancEd External Review Team conducts an on-site audit, evaluates the effectiveness of the districts continuous school improvement efforts, and makes recommendations for future growth. The most recent accreditation review took place in February, 2013.

BACKPACKS

Students at Pass Christian Middle School are required to only use backpacks that are made of clear plastic or mesh material.

BUS

Pass Christian Public Schools provide transportation for students living within the district. Riding the bus is a privilege which can be denied. It is advisable for parents to review the safety rules with their child. (See Bus Conduct/Discipline under Student Conduct section) **For the safety of your child, transportation changes must be in writing and received by 10:00 a.m. Faxed letters and phone calls will not be accepted.**

CAFETERIA

The school cafeteria is maintained as a vital part of the health program of Pass Christian Public Schools. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. **No one will be allowed to go home for lunch.**

The lunchroom management and your fellow students will appreciate your cooperation in:

- Depositing all lunch litter in the wastebasket.
- Returning trays and utensils to the dishwashing area.
- Leaving the table and floor around the table in a clean condition for others

NO FOOD MAY BE TAKEN FROM THE CAFETERIA EXCEPT UNDER SPECIAL CIRCUMSTANCES.

Students may bring their lunch and buy milk. Students MAY NOT BRING DRINKS INTO THE CAFETERIA, unless they are bringing a lunch from home. Parents who bring their child a lunch must deliver the lunch to the main office.

“Fast Food” may not be delivered or brought in for lunch.

Your child may purchase milk for \$.35 per carton if he/she brings a lunch, or if the child

wants to purchase an additional milk. One carton of milk is included with a cafeteria lunch. Second milks are discouraged, unless the child has eaten most of the food served on his/her tray.

Student prices are as follows		
	Daily	Weekly
Breakfast	\$1.50	\$7.50
Lunch	\$2.50	\$12.50

When paying in CASH - Send the appropriate amount SEPARATELY with each child. Money cannot be transferred from brother or sister in the cashier line.

When paying by CHECK - Breakfast and lunch money may be included in the same check.

You may pay in advance by check or in cash. Parents are encouraged to use www.mylunchmoney.com. The link may be found on the district webpage.

NO BREAKFASTS OR LUNCHESES WILL BE CHARGED AT ANY TIME FOR ANY REASON.

In case of emergency, if a student doesn't have funds for lunch and/or breakfast, the parent will be contacted. Therefore, please be sure your child has money for lunch each day, if needed. If your child does not bring money, he/she should bring a prepared bag lunch from home to eat.

Parent Table

A student is able to have a breakfast/lunch guest as long as that person is listed on the student's check out card and shows proper identification. Guests will be seated at the parent table with the student. Advanced notice is requested. The price for adult breakfast is \$2.25 and adult lunch is \$3.50.

CELL PHONES – ELECTRONIC EQUIPMENT

Students who bring electronic devices to school are responsible for keeping them turned off and out of sight during the school day and while on the bus. **Phone calling, texting, playing games, or taking pictures or videos is not permitted.**

When directed by the teacher, students may use cell phones and personal electronic devices as an instructional learning tool in the classroom, as it pertains to the current curricular unit, lesson, etc. The device must be turned off when not being used.

Students shall not use electronic devices in a manner that poses a threat to academic integrity, disrupts the learning environment, or violates the privacy of others. Personally owned device use is limited to and conditional upon full and complete compliance with the Pass Christian School District Acceptable Use Policy.

Students may not use devices to access and/or view internet websites that are otherwise blocked to students at school; nor shall they send, share, view, or possess pictures, text messages, emails, or other material depicting sexually explicit or offensive content in electronic form or any other form on a cell phone or electronic device while the student is on school grounds, at school sponsored events, or on school buses or vehicles provided by the district.

1. Cell Phones: All cell phones must be kept out of sight and in the ‘powered off’ position during school hours or on the bus.

Students may not possess a cell phone or any electronic device during testing even if the device is turned off or the student does not use it. Violation of this rule may result in the student’s score being invalidated.

1. Personal Electronic Devices (music, games, video, pictures, etc.): All personal electronic devices are to be turned off during school hours. Personal laptop computers, tablets, and e-readers may be used under the teacher’s supervision with permission of the parent.

2. The use of iPods and devices specifically for playing music will not be allowed during instructional time. The use of such devices, including accessories such as ear phones or ear buds, is restricted to designated areas and times.

Students who fail to comply with this directive will have these items confiscated. The parent(s) must collect the equipment from the school. All items not collected by the end of the school year will be donated to charity. The school, administrators, faculty, and staff are not responsible for lost or stolen electronic devices; thus, students are highly encouraged to leave these items at home. Students who bring electronic devices on campus assume the risk of theft and loss. Recovery of said items is not the responsibility of the school district.

If there is suspicion of use, use, or if the device is in view, it will be confiscated. Students refusing to turn over the device in one piece to the faculty member may be subjected to more severe penalties, including loss of privileges.

Furthermore, violation in a state testing environment will be treated as a second offense.

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.

The school is not responsible for lost, stolen, or impounded electronic devices.

CHILD FIND

CHILD FIND is an ongoing effort to locate, identify and evaluate children birth through 21 years of age who are physically, mentally, communicatively and/or emotionally disabled.

Early identification, along with early intervention, is very important in making a positive difference in the educational experience of each child.

Pass Christian School District provides services for the following disabilities: speech and language, autism, traumatic brain injuries, learning disabilities, mental retardation, visual impairments, hearing impairments, developmental delays, orthopedic impairments, other health impairments and emotional disabilities, as well as combinations of some disabilities.

Information regarding children referred to the school district Child Find Coordinator will be maintained in accordance with the Family Rights and Privacy Act. Contact the Office of Special Education at Central Services, 255-6200.

CLOSING OF SCHOOL FOR EMERGENCY REASONS

It is the philosophy of the Pass Christian Public School District that school should be in session as many days as possible during the school year. Student achievement correlates highly with the amount of time spent in the instructional process. For this reason, the Pass Christian Schools will be closed on normal school days only when the safety and/or welfare of the students is threatened. There are several days each year when the weather is such that it causes inconvenience or unpleasantness. However, school will be in session on those days unless it is determined that transporting children to and from school has become unduly hazardous.

In the event it becomes necessary to call off school, the announcement will be made on all radio stations in the Gulf Coast area. Such an

announcement would state that "Pass Christian Public Schools will be closed". The Pass Christian School District is not a part of the Harrison County School District and therefore, any closing of Harrison County Schools does not directly affect the operations of the Pass Christian Schools. Parents may also be notified via the district's automated announcement calling system.

CLUBS AND MEETINGS

Each student has the opportunity to join a school/teacher sponsored club. It is possible for students to request any new club or activity if enough students are interested and a faculty member is available to sponsor the activity.

COMPLAINT PROCEDURES

The Pass Christian School District takes all concerns and complaints seriously. The District values the concerns of our parents, staff, students and community. Complaints are respected and honored; there are no negative consequences for filing a complaint. No reprisals or retaliation shall be invoked against any student, parent or employee for processing, in good faith, a complaint, either on an informal or formal basis, or for participating in any way in these complaint procedures. Every attempt is made to resolve complaints informally and at the lowest level possible.

Students are encouraged to use the Student Complaint/concern Form available from any teacher, counselor, or the office. See Appendix C for a sample Student Complaint/Concern Form.

CONTACTING PARENTS

It is the parent's/guardian's responsibility to provide accurate and current telephone numbers which will permit school personnel to reach a responsible adult at all times. The school must be informed of any changes in telephone numbers and addresses. Parents/guardians are advised that if a responsible adult cannot be reached after good faith efforts by school

personnel, Harrison County Social Services and/or a law enforcement agency will be contacted. The Pass Christian School District uses an automated school-to-parent communication service to place calls to parents announcing emergency preparedness procedures and to inform parents of upcoming school events such as statewide testing, fundraisers, and PTO meetings. Parents may opt to receive this communication by phone or email.

DELIVERIES TO SCHOOL

Deliveries of flowers, balloons, and/or food items to the school for individual students are not permitted.

DRESS CODE

There appears to be a definite relationship between good dress habits, good work habits, and proper school behavior. Any type of attire which attracts undue attention to the wearer, and thus causes a disturbance in the school, is in bad taste and not acceptable.

There are no set standards for what is appropriate to wear at all times, although a person with good judgment and a strong sense of pride will always be appropriately dressed regardless of the occasion. One's dress and general appearance is a factor in the way a person conducts himself. Appropriate school dress helps promote the best learning situation. The manner in which a student dresses directly reflects the home, school and the community. Students who come to school without proper attention to cleanliness or dress may be sent home to be properly prepared for school. Students who are unable to contact parents may be placed in ISI for the remainder of the day.

1. Students may not wear dark glasses unless under a doctor's prescription.
2. Students may not wear hats, caps, head coverings (except under extenuating circumstances approved by administration), curlers, picks, bandannas, or scarves.

3. See-through garments, even with shorts, tights or fitted garments worn underneath, are not allowed.
4. Clothing worn unfastened or not in proper position is not permitted. Shirts must be tucked in at PCMS.
5. Students may not wear frayed clothing or clothes that have holes above the knee.
6. Students may not wear shirts or blouses that expose the midriff while sitting or standing.
7. Shorts, dresses or skirts must be no shorter than fingertip length when arm is straight down (Abuse of this rule could result in the principal doing away with shorts entirely.)
8. Students may not wear yoga pants, tights, leggings, silk boxers, bicycle pants, pajama/lounge pants or cut-off pants/shorts.
9. Leggings/tights may be worn with the appropriate length skirt or shorts.
10. Students at PCMS may not wear pants without a belt if designed for a belt.
11. Pants should be worn appropriately at the waist. Sagging pants will not be tolerated.
12. Strapless, spaghetti straps, tank top, scoop neck, low cut or off the shoulder shirts or dresses are not permitted at school.
13. Students may not wear muscle shirts/tank tops (unless worn as a vest type garment over an appropriate shirt); no shirts with sleeves cut off; no rebel flag shirts or symbols.
14. Students may not wear clothing, patches, emblems, jewelry, or advertisements of a suggestive, gang oriented, obscene or indecent nature or otherwise deemed inappropriate: profanity, alcoholic beverages, cigarette logos, or drugs.

15. Shirts designed as undergarments may not be worn as outer garments.

16. Clothing or lack of clothing that is disruptive is not permitted at school.

17. Students must wear shoes. However, house shoes, slippers, or shoes with taps, cleats, or spikes are not allowed.

18. Wallets chains are not allowed.

19. Hair should be neat, clean and a natural looking color and should not cover the eyes.

20. Students are not permitted to have facial piercings; tongue piercings; mouth grilles; dog collars, or painting and/or stickers on face.

21. Students with tattoos may be requested to keep them covered.

22. Any style of dress, hair color, hairstyle or makeup that is distracting to students or teachers should be brought to the attention of the administration.

Any dress or personal appearance that the administration feels is disruptive to the instructional process or presents a safety hazard will be dealt with on an individual case basis.

DRIVING

Middle School students will not be allowed to drive vehicles on campus.

DYSLEXIA

In accordance with HB 1031, all students will be screened in spring of Kindergarten and fall of first grade. If the student fails the screener, the parent or legal guardian will be notified of the screener results and will be invited to attend a Teacher Support Team (TST) meeting. The team and parent will review results and discuss the

interventions to support the student's academic needs.

The Pass Christian School District has a Response to Intervention (RtI) Three Tier Instructional Model to identify at-risk students and provide support through interventions. The Teacher Support Team is the problem-solving committee at each school that supports the RtI model.

EMERGENCY PROCEDURES

Drills are conducted at regular intervals because they are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys the orders promptly and abides by the prescribed routine as quickly as possible. The teacher in each classroom will give the students instructions.

A fire evacuation plan is posted in each room. Student should study the plan and become familiar with it.

School doors will be locked in the event of a tornado warning. Parents will not be able to check students out until the tornado warning has been lifted. State and local agencies provide guidance with emergency procedures.

The school will utilize automated notification system to notify parents when necessary.

EXTRA-CURRICULAR ACTIVITIES

Students participating in extra-curricular activities must be present for 63% of the school day in order to participate in an activity on that given day. All students must be in compliance with Extracurricular Activities Policy as outlined in the Pass Christian School District Policy Manual.

FERPA

The Family Educational Rights and Privacy Act (FERPA) 20 USC §1232g affords parents and

students who are 18 years of age or older (“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 forty-five (45) days after the day the school principal 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 records 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, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the Pass Christian Middle School to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. 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 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 provide written consent before the school discloses personally identifiable information (PII) from 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) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Pass Christian Middle School 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 20202-4605

FIRST AID AND EMERGENCY PROCEDURES

In the event of an illness, accident or emergency in the classroom, on the campus, or any area of the school facilities, the following procedures shall be followed:

1. The person responsible for the student shall notify the office. (Principal, Asst. Principal, Secretary, School Nurse)

2. The injured party will not be moved unless they are in a life-threatening situation.
3. The office will take appropriate action based on the severity of the injury or illness.
4. The office will make every effort to notify the parent/guardian.
5. If treatment beyond the ability of the paramedic is required, arrangements will be made to transport the injured party to the appropriate facility.
6. Emergency first aid treatment for minor injuries will be obtained in the office and/or clinic. (Minor cuts, scrapes and bruises, etc.)
7. An Accidental Injury Report will be submitted to the office.

FUNDRAISING

The only fund raising activities allowed in school are those approved by the principal and the School Board. Only items related to school activities may be sold on the school campus. **No outside items may be sold without the permission of the principal.**

GIFTED PROGRAM

The Mississippi Gifted Education Act of 1993 mandates that each public school district within the state provide gifted education programs for intellectually gifted students in grades 2-6. The state definition of “intellectually gifted children” means those children and youth who are found to have an exceptionally high degree of intelligence as documented through the identification process. The Pass Christian School District Gifted Program provides services for intellectually gifted students in grades 2 through 6.

Students are universally screened in spring of first grade and only those meeting all required criteria will be administered an individual test of intelligence. The testing of students will occur during the summer between first and second grade. Once the assessment has been

completed, the gifted local survey team will review all data and parents will receive notice of the results. Students eligible for the gifted program are only placed after written parental permission has been received.

Gifted regulations require the referral of any student in grades 2 – 6 by a parent, teacher, counselor, administrator, peer, self, or anyone else having reason to believe that the student might be intellectually gifted.

Students referred during the school year will be tested within a reasonable amount of time from the date the parent signs the permission to test. If eligible, the student will be placed in the gifted program at the beginning of the next nine week grading period according to the school calendar.

GUIDANCE OFFICE

The Guidance Office is open to students and parents throughout the day. The Guidance Counselor is available for both academic and personal counseling. Parents may call for an appointment or to set up teacher conference.

HALLS

Students are not allowed in the halls before school without permission. **Students should not be in the hallway without a proper pass from a teacher.** Students should be considerate of classes in session and avoid excessive noise such as loud laughter, yelling, whistling, running, stomping feet, etc. Walk on the right-hand side of the hallway and when it is crowded, move courteously to one side.

INSURANCE

Student insurance will be available for all students for a fee. We encourage every student to purchase insurance, especially those not already covered by some type of policy.

INTERVENTION PROCESS FOR ACADEMICS AND BEHAVIOR

An instructional model designed to meet the needs of every student is in place in all Pass Christian School District schools. The model consists of three tiers of instruction: Tier 1: quality classroom instruction based on the Mississippi Curriculum Frameworks, Tier II: focused supplemental instruction, and Tier III: intensive interventions specifically designed to meet the individual needs of students. Teachers will use progress monitoring information to a) determine if each student is making adequate progress; b) identify any student as soon as s/he is falling behind; and, c) modifying instruction early enough to ensure that every student masters essential skills. Monitoring of student progress is an on-going process that may be measured through informal classroom assessment, benchmark testing, and large scale assessments.

If strategies in Tier I and Tier II are unsuccessful, students must be referred to the school's Teacher Support Team (TST). The TST is the problem-solving unit responsible for interventions developed at Tier III. Interventions will be designed to address the deficit areas, be research-based, be implemented as designed by the Teacher Support Team and school Interventionist, and be supported by data regarding the effectiveness of the interventions. Parents will be contacted and invited to participate in the process when a student is referred to the Teacher Support Team.

Behavioral Intervention and support is also part of the Tier Process. Teachers and parents may identify students whose behavior interferes with learning to the TST.

ITEMS NOT APPROPRIATE FOR SCHOOL

If an article is not needed for school, do not bring it to school.

Items such as wallet/bicycle chains, toothpicks, sunglasses, toy guns, water pistols, slingshots, knives, , hats, skateboards, stickpins, , CD players, cellular phones, beepers, firearms, radios, electronic games, fireworks, incense, bandannas, suggestive jewelry or clothing advertising gangs, drugs, or satanic symbols, any item which can be considered a weapon, If brought to school, items will be impounded. In addition to being impounded, disciplinary action may be taken. **The school is not responsible for lost, stolen, or impounded articles.**

LIBRARY

1. Books may be checked out for two weeks.
2. A fine of ten cents per day is charged for all overdue books.
3. Students with overdue books and unpaid fines lose their library privileges until the matter is cleared.
4. No one may check out a book for another student.
5. Reference books must be used in the library.
6. No student will be permitted in the library without a pass.
7. Students will not be allowed to use the Internet without a signed Acceptable Use Policy.

MEDICAL INFORMATION

COMMUNICABLE DISEASES

The Superintendent has the authority and obligation under the Mississippi State Board of Health Rules and Regulations Governing Reportable Diseases to exclude students or staff members from school when reliable evidence or information from a qualified source confirms his/her having a communicable disease or

infection that is considered a health threat to the school population. Such a student or staff member shall be excluded unless his physician approves school attendance or the condition is no longer considered contagious.

HEAD LICE

Identified infected students will be sent home immediately with a letter and information sheet.

Returning to School: The student may be readmitted after treatment providing there are no visible lice. Upon returning to school, the student will be checked by a school official. Proof of treatment is required in order for the student to return to school. Proof of treatment includes the box and store receipt.

After the third occasion of a student having head lice, a “no-nit policy” will be in effect. Any student who has had lice or nits on four occasions will be required to be free of all nits before being readmitted to school.

House Bill 737, passed in the 2007 Legislative Session:

If a student in any public elementary or secondary school has had head lice or nits on three (3) separate occasions during one (1) year, as determined by the school nurse, public health nurse, or a physician, the principal or administrator shall notify the county health department of the recurring problem of head lice or nits with that student. The county health department then shall instruct the child’s parents or guardians on how to treat the recurrence of head lice or nits. The county health department shall charge the child’s parents or guardians a fee to cover its costs of providing treatment and counseling for the head lice or nits. The school principal or administrator shall not allow the child to attend school until proof of treatment is obtained and the child is clear of lice or nits.

IMMUNIZATIONS AND VACCINATIONS

It is unlawful for any child to attend school without first meeting the State Of Mississippi’s vaccination requirements for: diphtheria, whooping cough, tetanus, measles, mumps, rubella, polio, hepatitis B, varicella and completing the entire series within ninety (90)

days. Every student in Kindergarten through Grade 12 must present a certificate of immunization compliance from his/her doctor or from the health department.

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

MEDICATION TAKEN AT SCHOOL

A parent or guardian must bring medication to school in the pharmacy bottle bearing the prescription label along with the Student Prescription Medicine Administration Form signed by the physician. **No student is to keep medication in his possession at school or carry medicine to school on the bus.** Non-prescription medicines, such as aspirin, Tylenol, etc., will be administered by the school nurse only when written authorization is given by a medical doctor. The written authorization shall specify the name of the student, medicine, dosage, and times of administration. If there is no written authorization by a medical doctor, a parent/guardian may come to the school and administer the medication. If the parent would like for a student with asthma, diabetes, or severe allergy condition to have permission to self-administer medication for this condition, proper

arrangements must be made with the school nurse to develop a Medical Plan in accordance with policy JGCD.

RETURNING TO SCHOOL AFTER ILLNESS “24 HOUR FEVER-FREE RULE”

If your child has been running a fever, your child should not attend school. Your child should be fever-free for at least 24-hours before returning to school. If your child has had antibiotics administered for a highly contagious condition, the student should have received a minimum of 24 hours worth of antibiotics and be fever free before returning to school.

SCHOOL NURSE

The Pass Christian Public School District has partnered with Medical Analysis to staff each of the school clinics with a licensed nurse who will provide first aid care and dispense medication in accordance with district policy JGCD. The school nurse strengthens and facilitates the educational process by improving and protecting the health status of children. The school nurse will assess sick and/or injured students to determine if he/she needs to be excluded from school. The school nurse will make appropriate parent/guardian contact. Parental permission is required for a student to be treated by the nurse.

MESSAGES/SCHOOL TELEPHONES

Messages and deliveries will be made to students only in **extreme emergencies**. These will be made **only at the end of the school day**. Please try to make all arrangements/plans prior to student leaving home.

Telephones are for the official use of school personnel. However, students may, in the case of serious emergency situations, use the telephone. Students must obtain permission from the office for such use.

PARENTAL INVOLVEMENT

Parental involvement is a vital element in any successful effort to educate children. Parents are encouraged to be involved in the educational experience of their middle school students. Pass Christian Middle School affirms its commitment to family involvement by providing the following opportunities:

1. Open House – Teachers and staff welcome parents (and students) into the classrooms to consult with parents concerning the manner in which the school and parents can work together to achieve the program’s objectives.
2. Parent/Teacher Conferences – Parents can contact their child’s teacher by phone or by email. Conferences are set up through the office. (452-5220)
3. Counselor – The school counselor is available (by appointment) to meet with parents as well as students to review academic progress and personal concerns.
4. School Administration – The principal maintains an “open door” policy. Parents are welcome to schedule an appointment at the office (452-5220) to discuss any questions or concerns.
5. Parent Visitation – Parents are encouraged to visit the school during the year. Opportunities for parental involvement will be offered through PTO meetings, school programs, volunteer programs, and parent-teacher conferences.
6. Ongoing Communication – Parents are notified concerning school activities through newsletters, memos, phone calls and emails.
7. Educational Compact – Parents, teachers, principal and student sign this document each year. The compact will specifically outline how each party is responsible for promoting high student achievement.

Parents can partner with the school to maximize the student’s success by doing the following:

1. Prepare the student mentally for his school experience. Encourage him/her to have a positive attitude about school.

- 2 Talk to him/her about his grades and his progress in school. Have him/her tell you what is expected of him.
3. When questions come up about school activities, be sure to get the teacher's or principal's reason for the action taken.
4. Visit the school and become informed about the methods being used.
5. Make appointments to see teachers well ahead of time.

PARENT/TEACHER CONFERENCES

In order for your child to receive maximum educational benefits, a close parent-teacher relationship is encouraged. Please call the school's office (452-5220) to arrange a conference time, allowing at least one day's notice prior to the desired conference.

For the safety of all students, parents are required to check in at the office to receive a visitor's pass upon arriving at school.

Please do not go directly to a teacher's room at any time.

PHYSICAL EDUCATION

Every student at PCMS has the opportunity to participate in PE/Health in accordance with the Mississippi Public Schools Accountability Standards.

GRADING POLICY

75% for participation/attitude
25% for written

RECOGNITION OF STUDENT ACCOMPLISHMENT

HONOR ROLL

The School Board of the Pass Christian Public School District wishes to recognize and reward

excellence in academic achievement. Therefore the board encourages the listing and publication of scholastic honor rolls in all schools at the end of each nine weeks grading period and at the end of the year. Such scholastic honors require the following:

Principal's Honor Roll - A student may be listed on the honor roll if he/she has no grade below a "B-" in his/her subjects.

Superintendent's Honor Roll - A student may be listed on the Superintendent's Honor Roll if he/she maintains an "A" in all subjects.

Students must have maintained Superintendent's Honor Roll or Honor Roll status each nine weeks through the third nine weeks period in order to receive the Superintendent's Honor Roll or Honor Roll for the school year.

RENAISSANCE

Jostens Renaissance is the first and only national education-focused program created to recognize and reward the academic achievements of students from elementary school through college. Renaissance at Pass Christian Middle School is a recognition philosophy that focuses on boosting academics, increasing attendance, and improving school pride with excitement and appreciation. Students are empowered through motivating rewards and accolades. This philosophy focuses on ALL students, not just those that are high achieving.

SCHEDULES

Students will be given their schedules of classes at the beginning of school. These schedules will not be changed unless there is a scheduling conflict, an error, or it can be determined by the principal, parent, counselor, teacher and student that the change will be beneficial. Changes will not be made for reasons such as dislike of teacher, dislike of subject, or dislike of classmates.

**SECTION 504 OF THE
REHABILITATION ACT OF 1973
SPECIAL EDUCATION**

Compliance with Section 504, Americans with Disabilities Act (ADA), and Individuals with Disabilities Education Act (IDEA)

It is the policy of the Pass Christian School District to provide a free, appropriate public education to students with disabilities as defined in Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and Individuals with Disabilities Act. It is the intent of the district to ensure that students with disabilities are identified, evaluated, and provided appropriate educational services. Due process rights to students with disabilities and their parents, as set forth under Section 504, the Americans with Disabilities Act, and Individuals with Disabilities Act will be enforced.

The Director of Special Education has been designated as the Section 504/Americans with Disabilities Act Coordinator and will handle inquiries regarding the Pass Christian School District's non-discrimination policies, the filing of grievances, and requests for grievance procedures regarding discrimination on the basis of disability.

Director of Special Education
6457 Kiln Delise Road
Pass Christian, MS 39571
228-255-6200

The Teacher Support Team (TST) at each school in the district will review all 504 requests. Parents should contact the principal if their child has a disability which substantially limits the student's ability to learn and the student is ineligible for services under Individuals with Disabilities Education Act (IDEA).

SPECIAL EDUCATION

The Pass Christian School District is a service-oriented organization that seeks to improve the

education experience for students with disabilities. In keeping with the Individual with Disabilities Education Act and Mississippi Department of Education state policies regarding students with disabilities, the district will provide a variety of educational programs for identified students ages 3 to 20 who need special education and related services. Contact the Office of Special Education in Central Services (228-255-6200) for further information or assistance.

SURVEILLANCE CAMERAS

The School Board authorizes the use of surveillance cameras on district property, on school buses, in classrooms and on district campuses. The Family Educational Rights and Privacy Act restricts access to video surveillance records. Video cameras may be used in locations as deemed appropriate by the administration.

The school is not responsible for loss of valuables or personal items that students may bring to school. Should a loss occur, administrative time will not be used to investigate video records.

TEXTBOOKS

Pass Christian School District provides textbooks free of charge to students. It is the duty of each student to care for the textbooks to the best of his/her ability. Students who lose or damage textbooks are required to pay for them. Students should take pride in the upkeep of their textbooks. Teachers are instructed to assess fines for amounts up to the current value of a book when it is obvious that the student has damaged or defaced the book. Students are required to cover textbooks.

The following is a list of fines and damage replacement schedule:

<u>Damage</u>	<u>Fine</u>
Writing/drawing/scribbling in book.....	\$1.00 per page
Excess wear/damage, but still usable book.....	10% of cost of book
Cover of book damaged.....	25% of cost of book
Spine damaged.....	25% of cost of book
Water damaged, but still usable book.....	25% of cost of book
Water damaged, not usable...	Cost of the book
Pages missing, not usable.....	Cost of the book
Obscene writing or drawing on or in the book.....	Cost of the book
Non returned book.....	Cost of the book

VISITORS TO SCHOOL

Parents and guardians are cordially invited to visit their child's school. In order to maintain a safe climate and to insure instructional time, **ALL VISITORS MUST CHECK IN THROUGH THE FRONT DESK OF THE OFFICE AND PRESENT ID.** Only individuals who are issued a VISITOR'S BADGE may go to designated areas. An escort may be provided.

1. Classroom visits and/or observations during instructional time must be arranged by appointment through the principal.
2. Impromptu conferences or conversations by a parent with a teacher during times when children are in the classroom for instruction cannot be permitted as it violates the students' right to learn.
3. Parent conferences with a teacher must be scheduled before or after school or during the teacher's planning time.
4. Due to security concerns and the value of undisturbed academic time, no student visitors are allowed on campus. This rule also applies to

visiting students during non-class time (lunch, class changes, etc.).

5. Visitors are requested wear attire that meets dress code standards and to refrain from using cell phones while in the building.
6. Visitors are asked to wear the visitor badge while in the building and to sign out at the office at the conclusion of the visit.
7. Picture taking or video recording is permitted at special events only.
8. During lunch, individuals who are on the student's check out card may visit the cafeteria and eat lunch with the student at a designated table. Prior approval may be required.

TRESPASSING

Unauthorized presence on school property will constitute trespassing. Such persons may be requested to leave the premise by school personnel or by a law enforcement officer. Failing to comply with any of the above regulations shall be considered trespassing and in violation of the rules and regulations of the school district and shall be liable for prosecution in conformity with state law.

VOLUNTEERS

Parental support is encouraged as long as it does not interfere with the educational process. If you are interested in volunteering, please contact the office. All volunteers are subject to a background check.

WITHDRAWAL FROM SCHOOL

A student may be withdrawn from school by a legal parent and/or guardian. A withdrawal form must be signed by all of his or her teachers and required staff. These signatures indicate that the student is clear with reference to textbooks, library books, cafeteria fines, and any other school equipment that might have been in his or her possession

GRADING

CCSS – COMMON CORE STATE STANDARDS

Mississippi educators have joined a national movement to adopt common standards and assessments for English Language Arts and Mathematics. Currently, standards for what students should know and be able to do vary among states, as does the difficulty of the assessments used to determine whether students are meeting those standards. Common standards allow for collaboration among states on best practices and professional development.

Common Core will provide an opportunity to prepare Mississippi students for college and workforce expectations. It will ensure that all students, no matter where they live, have internationally benchmarked standards and assessments that are clear and understandable and consistent.

The Standards set requirements not only for English Language Arts (ELA) but also for literacy in History/Social Studies, Science and technical subjects. Students must learn to read, write, speak, listen and use language effectively in a variety of content areas. Reading skills are the foundation for any creative and purposeful expression in language. Text complexity and critical reading of informational text are the heart of ELA standards.

In mathematics, standards were created to demonstrate a stronger emphasis on number sense and algebraic thinking.

Implementation of Common Core began with grades K-2 in 2011-2012 and will be implemented in grades 3-8 in 2012- 2013, with implementation in all grades by academic year 2014-2015.

GRADING SCALE

EXPLANATION OF GRADES

Numerical Grade	Alpha Grade	4.0 Scale Equivalent
97 -100	A+	4.0
93 – 96	A	4.0
90 - 92	A-	3.7
87 – 89	B+	3.3
83 – 86	B	3.0
80 – 82	B-	2.7
77 – 79	C+	2.3
73 – 76	C	2.0
70 – 72	C-	1.7
67 – 69	D+	1.3
65 – 66	D	1.0
Below 65	F	0.0

A student's quarter grade represents a combination of daily work, grade level objectives, and exam grades. Each progress report will show a conduct grade, which represents the teacher's evaluation of the student's conduct in class.

EXPLANATION OF CONDUCT GRADES

E = Excellent

G = Good

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

GRADING POLICY

In accordance with board policy, report card grades are computed in the following manner:

The average for each nine weeks is determined as follows:

1. Three-fourths will be daily assignments, weekly tests and homework.
2. One-fourth will be the nine-weeks exam.

The average for each semester and the school year will be determined as follows:

1. The semester average will be determined by the average of both nine weeks grades.
2. The yearly average will be an average of the final grade for the two semesters.

HONOR ROLL REQUIREMENTS

Principal's Honor Roll - A student may be listed on the honor roll if he/she has no grade below a "B-" in his/her subjects.

Superintendent's Honor Roll - A student may be listed on the Superintendent's Honor Roll if he/she maintains an "A" in all subjects.

To receive Superintendent's Honor Roll or Principal's Honor Roll recognition for the year, the student must have maintained Superintendent's Honor Roll or Principal's Honor Roll status for the first three grading periods

MISSISSIPPI CURRICULUM CONTENT ASSESSMENT SYSTEM

- Grade Level Testing Program (GLTP)
- Mississippi Curriculum Test (MCT2)
Grades 6 – 8
Criterion-referenced tests
Language Arts, and Mathematics
Science assessments in grade 8
Subject Area Testing Program (SATP)
 - Algebra I, Biology I, U. S. History from 1877, English II
 - All students entering the 9th grade must pass all four tests in order to receive a standard high school diploma Mississippi Career Planning and Assessment System (MS-CPAS)
 - Vocational Testing - Occupation- specific
National Assessment of Education Progress (NAEP)

- Assessment in grades 4, 8, and 12 in reading, mathematics, science, and foreign language
- School sampling

REPORT CARDS/PROGRESS REPORTS

Report cards are issued once every quarter. Please refer to the school calendar for the dates that report cards are issued.

Mid-quarter progress reports will be given to each student. The mid-quarter progress report is to be given to the student during the regular class period.

STUDENT CONDUCT

ACCEPTABLE USE POLICY

The Pass Christian School District is pleased to offer students and staff members access to the district's computer resources including the Internet. The use of technology is an integral part of the mission of the Pass Christian Public School District. The district also recognizes that mobile phones and digital devices are now an integral part of our student's culture and way of life and can have considerable value, particularly in relation to individual safety. Such technology will play a significant part in the education of the 21st century student, but, this use should follow agreed rules and guidelines to prevent classroom disruption, student misuse and teacher difficulties.

In order to make sure that all members of the Pass Christian School District community are aware of these rules of conduct, the school district asks that each student's parent or guardian:

BULLYING

1. Read the district acceptable use policy – See Appendix B.
2. Discuss with their child the importance of the statement *“I understand and will abide by the district guidelines and conditions for use of computer equipment as well as cell phones and mobile devices. Should I commit any violation, my access privileges may be permanently taken away. In addition, school disciplinary action and/or legal action may be taken against me.”*
3. Sign the signature page and return it to proper school personnel.
4. Contact the District Technology Coordinator if there are any questions.

ALTERNATIVE EDUCATION PLACEMENT

In order to meet the academic and behavioral goals of students having chronic disciplinary problems and students referred for major infractions, the Pass Christian School District provides alternative education programming that is separate from the school/classroom environment.

EARLY INTERVENTION PROGRAM - Students in grades kindergarten through fifth grade may be assigned. Referral will follow the Progressive Student Discipline Plan as stated in the Student/Parent Handbook.

MIDDLE/HIGH ALTERNATIVE PROGRAM serves students in grades six through twelve. Referral will follow the Progressive Student Discipline Plan as stated in the Student/Parent Handbook.

An Individualized Instruction Plan (IIP) will be developed upon entry by the school Teacher Support Team and alternative education teacher(s) for each student placed in alternative education. Evaluation of the student's progress will be conducted at least every forty-five (45) days. Detailed behavior and academic records will be maintained.

Students in the Pass Christian School District are protected from bullying or harassing behavior by other students. It is the intent of the Board and administration to maintain an environment free of such behavior on school property, at any school-sponsored function, or on a school bus. Students are also protected from off campus conduct bullying or harassing behavior that results in a disruption to the educational environment of the school.

Bullying is defined as a pattern of gestures or written, electronic or verbal communication, or any physical act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that (a) places a student 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.

Any student who feels he/she has been a victim of bullying or harassing behavior, or has witnessed or who has reliable information that a student has been subject to bullying or harassing behavior shall report such conduct to a teacher, principal, counselor, or other school official. The “Student Complaint/Concern Report” form (see Appendix C) will be used for documentation. The complaint will be investigated promptly.

If the complaint is determined to be bullying or harassment, the parents will be contacted, as appropriate, and notified of the complaint involving their student. When the investigation is completed and a decision is made, appropriate parties (including parents) will be notified. All

findings related to the complaint will be reduced to writing.

If the victim or victim's parent is not satisfied with the resolution of the complaint, s/he may request to meet with the principal. If the meeting is not satisfactory, the victim or parent may ask the principal to arrange and mediate a meeting between all parties.

Following such meeting, if the victim or victim's parent is not satisfied with the principal's decision, s/he may submit a written appeal to the Superintendent. The superintendent may arrange such meetings with the victim and other affected parties as deemed necessary to discuss the appeal. The superintendent will provide a written decision to the victim's appeal within ten (10) working days.

If the victim or victim's parent is not satisfied with the superintendent's decision, s/he may submit a written appeal to the Board of Trustees and the matter will be added to the agenda for the next board meeting. The Board shall allow the victim and parents as appropriate to appear and present reasons for dissatisfaction with the decision of the superintendent. The Board will provide a written decision within ten (10) working days following the victim's appearance before the Board.

BUS CONDUCT/DISCIPLINE

The Pass Christian Public Schools provide transportation for students living within the district. Riding the bus is a privilege which can be denied. Students may be suspended or expelled from school for infractions. It is advisable for parents to review the safety rules listed below with their child. **For the safety of your child, transportation changes must be in writing and received by 10:00 a.m. Faxed letters and phone calls will not be accepted.**

LOADING AND UNLOADING

1. Be at your assigned bus stop on time in the morning and at your assigned loading zone on time in the afternoon.
2. Exercise extreme caution in getting to and from your assigned bus stop.
3. Don't play on or near the road while waiting for the bus to arrive.
4. If you must cross the road to enter the bus, don't cross until the bus arrives and the proper signal to cross is given. Look both ways for traffic and practice good "seeing" habits.

WHILE ON THE BUS

1. Do not distract the driver's attention other than when absolutely necessary.
2. Talk to your friends in a normal tone and do not shout. Do not talk or make unnecessary noises when the bus is approaching and crossing a railroad or a highway intersection.
3. Keep head, hands, and other articles inside the bus.
4. Do not bring unauthorized articles on the bus (i.e., pets, drinks, combustibles, food, large articles, weapons).
5. Do not smoke or use profane language.
6. Do not fight or scuffle.
7. Be courteous to and follow the instructions of your bus driver.

NOTE: Parents must teach pupils to be on the alert for all dangers and explain possible consequences for not obeying the above rules. Safety on the school buses is of utmost importance in transporting students to and from school in the Pass Christian Public School District. With this goal in mind, discipline on school buses will be handled according to the following rules.

CONSEQUENCES

- 1st Offense - Parent contact - minimum
- 2nd Offense - Suspension from all buses 1 to 3 days
- 3rd Offense - Suspension from all buses 3 to 5 days
- 4th Offense - Suspension from all buses 10 to 15 days
- 5th Offense - Suspension from all buses 30+ days

Principal's discretion will determine severity of the punishment.

Students who have not been referred for infractions for twenty (20) school days may revert to a lesser consequence at the principal's discretion.

FIGHTING OR OTHER MAJOR INFRACTIONS

1st Offense - Suspension from all buses 3 days minimum

2nd Offense - Suspension from all buses 5 days minimum (Students will be subject to removal from all buses for the rest of the school year.)

3rd Offense - Suspension from all buses the remainder of the school year

(If the fight or major infraction occurs toward the end of the school year, the suspension could carry over into the following school year.)

Students involved in a major school bus infraction including fighting may be subject to out of school suspension along with bus suspension at the discretion of the administrator administering the discipline.

PARENTS AND STUDENTS ARE REMINDED THAT WHILE BUSES ARE MOVING, ANY INCIDENT THAT DISTRACTS THE DRIVER MAY BE CONSIDERED A MAJOR INFRACTION.

Note: The punishment listed is a minimum that may occur for each offense. Administrators may administer more severe punishment if they feel the situation or infraction requires such action.

STUDENTS SUSPENDED FROM THE BUS MUST BE PICKED UP PROMPTLY AT CAR RIDER DISMISSAL.

DETENTION

Detention will be held after school on Wednesday until 4:00 pm. All school rules

apply during the detention period, i.e. tardiness, gum, classroom behavior, electronic devices, etc. Failure of a student to conform to the detention rules will result in a referral to the office for further disciplinary action.

Students will be given a minimum of one day's notice prior to detention. Students who fail to attend assigned detention will be placed in In-School-Intervention.

DISCIPLINE

PROGRESSIVE STUDENT DISCIPLINE PLAN K-12

Level One: Discipline Begins with Parents and Students

The Pass Christian School District is committed to a partnership with students and families to ensure that students exhibit positive behavior at school in order to become successful learners and citizens. However, the first level of discipline begins with parents and students themselves. Appropriate language, dress, attendance, and actions are the first step toward avoiding the discipline processes that the school must provide. The school supports parents and families in their desire to educate their students. If each family would discuss what constitutes appropriate language, dress, attendance, and action in a school setting then discipline would largely remain in the parent's hands. It is expected that students will:

- Take pride in themselves and their school
- Develop a positive self-image
- Set goals and work continuously to accomplish them
- Accept responsibility for their own actions
- Show respect for themselves and others
- Do their best to arrive at school on time
- Do their best to attend school regularly
- Develop good work and study habits
- Complete all work on time and to the best of their ability.
- Use their time wisely and in a non-disruptive manner

Level Two: Teachers and Staff

- A) Classroom Behavior Management
- B) Meeting with Parent and Student

Teachers are responsible for discipline in their respective classrooms, in the halls and generally on school property or at school functions. Teachers have a clearly stated set of classroom rules and classroom guidelines, and the consequences or low-level interventions for both. A variety of methods are used in order to meet the needs of differing students and classroom situations. Any classroom discipline will be documented by the teacher before referring the student to the principal's office.

Level Three: School Level - Referral to Principal

At this level, more stringent consequences will be assigned. The goal is that students will solve the problem with the teacher and not need to be referred to the office. The principal, depending on the offense, has several levels of discipline that can be utilized.

PROGRESSIVE STUDENT DISCIPLINE PLAN PROCEDURES

A written referral procedure shall be followed in each incident for which students are referred to the office. At a minimum, the form shall provide: (1) a place for the teacher to give a description of the incident and the actions taken; (2) a place for the student to indicate that s/he has been informed of the charges against him and has been given a chance to tell his side of the story and a space to sign to date the referral; (3) a place for the administrator to indicate actions taken. These forms shall be kept on file in the principal's office and parents will receive a copy.

Guidance counselors and interventionists in each school may assist teachers and principals as they strive to maintain an effective school climate. Individual and group counseling sessions shall be available to all students, teachers, and administrators to help solve both individual and school wide problems. School leaders strive to achieve compliance with behavioral expectations through positive reinforcement and students are disciplined

administratively only when positive measures fail to ensure compliance.

Students having frequent, on-going behavior problems will be referred to the Teacher Support Team and/or provided counseling. Parents will be involved in the process to determine ways to effectively address the concerns. Students shall be provided information about counseling services available from outside agencies including drug and alcohol counseling and rehabilitation and re-entry programs.

After all avenues to correct the problem have been exhausted without success, the principal may refer the student for placement in the Early Intervention Program (K-5) or Middle/High Alternative School (6-12) or refer the student to the Superintendent for consideration for possible expulsion.

Principals shall submit a copy of each exclusion suspension notice to the Superintendent.

DISCIPLINARY CONSEQUENCES

The purpose of discipline is to help students learn to make informed decisions about their own behavior and to eliminate behaviors that distract from the educational process.

Severe disruptions to school safety and the learning environment may include, but are not limited to, the following infractions:

INFRACTION	DISCIPLINE LEVEL
1. Open defiance, disrespect, profanity, or aggression towards a teacher, staff member or administrator.....	1-6
2. Profanity, vulgarity, or inappropriate language (to include acts, gestures, pictures, sexually explicit materials, writing, or symbols including insults and/or inciting remarks) with consideration given to context.....	2-6
3. Use or possession of any form of tobacco and/or tobacco paraphernalia (lighter) on school property or at any school-sponsored activity.....	4-6

4. Possession of over-the-counter or prescription medication.....	1-6
5. Use, sale/transfer, or possession of drugs and/or paraphernalia or alcohol on school grounds or sponsored events to include under the influence.....	5-6
6. Defacing or otherwise injuring property that belongs to the school district (plus restitution for damages).....	2-6
7. Assault/fighting at school or at school activities.....	5-6
8. Physical altercation (hands-off): pushing, bumping, shoving, horseplay, instigating (boosting) inappropriate behavior, verbal or physical posturing	1-5
9. Use or possession of firearms, fireworks, knives, weapons, or other objects readily capable of causing harm.....	5-6
10. Possession of realistic toy-replica weapon(s).....	3-5
11. Improper behavior anywhere on campus and/or at any school function.....	1-6
12. Cheating or plagiarism	1-6
13. Cutting class or detention.....	2-4
14. Leaving class without authorization, out of class without proper pass, out of area.....	1-6
15. Harassment, intimidation, bullying, or threats, including sexual harassment, cyber bullying, cyber stalking, taking inappropriate pictures and/or videos	3-6
16. Public displays of affection or inappropriate contact.....	1-5
17. Forging or using forged or altered documents (report cards, progress reports, parental notes, hall passes, etc.).....	1-6
18. Improper use of electronic/cellular device, ear buds, and/or refusal to give device to staff.....	1-6
19. Gang drawings, clothing, hand signals or other gang-related activities.....	2-6
20. Dishonesty, including false testimony...	2-5

21. Stealing, possession of stolen property or theft on school property or at any school-sponsored event.....	4-6
22. Entering a building on school property after hours or remaining on campus without expressed permission.....	2-6
23. Violation of Acceptable Use Policy (AUP)	2-6
24. Dress code infraction.....	1-6
25. Tardy to class or to school	1-4
26. Obstruction or interfering with staff intervention or investigation: lying, stalling, intimidation.....	1-5
27. Disrupting or conspiring to disrupt normal school operations	3-5
28. School bus violations.....	1-6
29. Other inappropriate behavior as determined by the administration.....	1-6

DISCIPLINE LADDER

Level 1

1. Contact parent or legal guardian
2. Student conference with an administrator, or other consequence that the principal deems appropriate, including loss of privileges

Level 2

1. Contact parent or legal guardian
2. Detention, possible ISI assignment, or other consequence that the principal deems appropriate, including loss of privileges
3. Any student who is disruptive or uncooperative in after-school detention will be referred to the administration and a parent conference may be required before the student returns to school. Detention or In-School Intervention (ISI) will be reassigned during the parent conference.

Level 3

1. Contact parent or legal guardian
2. Student will be assigned to one to three (1-3) days In-School Intervention (ISI) and a parent

conference with an administrator may be required after the completion of the ISI assignment.

3. If the student is disruptive or uncooperative while in ISI, s/he will be assigned to Exclusion Suspension (ES) after contacting the parent. The ISI time will be reassigned.

4. During the time that the student is in ISI or ES, s/he is ineligible to participate in extracurricular activities (athletics, cheerleading, band, color guard, and any school-sponsored club).

Level 4

1. Contact parent or legal guardian

2. Student will be assigned three to five (3-5) days In-School Intervention (ISI) and a parent conference with an administrator may be required after the completion of the ISI assignment.

3. If the student is disruptive or uncooperative while in ISI, s/he will be assigned to Exclusion Suspension (ES) after contacting the parent. The ISI time will be reassigned.

4. During the time that the student is in ISI or ES, s/he is ineligible to participate in extracurricular activities (athletics, cheerleading, band, color guard, and any school-sponsored club).

Level 5

1. Contact parent or legal guardian

2. Three to nine (3-9) days Exclusion Suspension (ES)

3. During the time that the student is in ES, s/he is ineligible to participate in extracurricular activities (athletics, cheerleading, band, color guard, and any school-sponsored club).

4. Possible loss of opportunity to participate in or attend any extracurricular activity for an extended period of time or permanently as determined by the administration.

5. Parent conference may be required before the student returns to school.

Level 6

1. Contact parent or legal guardian

2. Exclusion Suspension (maximum 9 days) and recommendation for placement in the alternative school or possible expulsion.

3. During the time that the student is in ES, s/he is ineligible to participate in extracurricular activities (athletics, cheerleading, band, color guard, and any school-sponsored club).

NOTE: A student may enter the discipline ladder on any step depending on the infraction. After twenty (20) days without a discipline referral, the student may be placed at the previous step on the ladder.

DRUGS AND ALCOHOL

All students are prohibited from carrying, possessing in any manner, or attempting to possess, using, distributing or selling alcoholic beverages, morphine, marijuana, cocaine, opium, heroin, their derivatives or compounds, drugs commonly called LSD, "pep" pills, tranquilizers, or any other narcotic drugs, barbiturate, substance, ingredient, or compound that, when taken orally, intravenously, inhaled, or consumed in any other manner, may cause the person to be under the influence thereof, or any other controlled substance regulated by law, including any substance that is falsely represented to be a controlled or counterfeit substance.

No student shall act in, aid, abet, assist, distribute, or conceal the possession and/or the consumption, purchase, sale or the distribution of any illegal drugs or alcoholic beverages by another student or students.

Any student who violates the provisions of this policy will be immediately suspended for nine days and recommended to the District Discipline Committee for expulsion.

See Reasonable Suspicion Testing Policy – JCDAC – Appendix B.

DUE PROCESS FOR SUSPENSION/EXPULSION

Parents and students have procedural due process rights under the Fourteenth Amendment with respect to discipline that involves the possibility of serious sanction and consequences such as suspension or expulsion. See Due Process Policy JCAA

Expulsion is a denial of school attendance beyond ten (10) days. Limited expulsion is for the end of the current school year. Unlimited expulsion is for a specified time beyond the beginning of the next school year or any permanent denial of school attendance. Long-term suspension is for more than ten days during current school year.

Students may be expelled or placed on long-term suspension for committing the specific offenses listed on the Progressive Discipline Plan. Principals should make recommendations to expel or to place students on long-term suspension to the superintendent. The superintendent shall, if he/she concurs, arrange for the Pass Christian Public School District Disciplinary Committee to meet in order to afford the affected student and his/her parent, guardian, or custodian, a hearing.

The power to expel a student is vested in the Pass Christian Public School District Disciplinary Review Committee subject to the review of the Superintendent and the Board of Trustees.

NOTE: An exemption to this procedure has been granted by the state legislature. The Superintendent or principal may automatically expel any student who possesses any controlled substance, a knife, handgun, other firearm or any instrument considered to be dangerous, subject to due process rights.

Any principal who determines that a student has committed infractions justifying expulsion shall send a letter recommending such expulsion to

the superintendent or designee. The letter of recommendation shall contain the student's disciplinary record and the principal's recommendation. Concurrently, the principal shall mail a "Notice of Recommendation for Expulsion" to the parent or guardian on the student. Students recommended for expulsion may be assigned to Exclusion Suspension pending the hearing before the Disciplinary Review Committee.

Upon receipt of the principal's recommendation, the superintendent or designee shall notify by certified mail (return receipt requested), the parent or guardian of the student recommended for expulsion of the exact time and place of the hearing. The hearing shall be held within ten (10) school days of the principal's recommendation for expulsion. The letter will contain a notice consistent with the student's Due Process rights.

In case the student, parent, legal guardian or their attorney request additional time, the student will remain out of school until the hearing occurs. School officials may exercise this option with consent of student, parent, legal guardian, or their attorney.

The Superintendent's designee will serve as the convenor and administrative officer for the Pass Christian Public School District Discipline Committee. He/she shall have no vote and shall prepare a summary of the hearing to include conclusion and recommendation of the committee. He/she shall transmit other letters or documents to proper persons following each hearing so as to bring each case to its proper conclusion.

The committee will be made up of three (3) district administrators, one (1) of whom will be of the same race as the student appearing before the committee, and excluding the principal of the student charged.

The Disciplinary Review Committee shall have the duty to review the evidence advanced by the principal in support of his/her recommendation and to hear and review any rebuttal advanced by

the student, parent, or guardian. Although the proceedings will be conducted informally and formal rules of evidence shall not apply, the student and the parent or guardian has the right to:

1. Have counsel present at the hearing
2. Cross-examine or otherwise pose questions to persons giving statements adverse to the student
3. Offer statements by the student and parent or guardian and other person who has information relevant to the charges advanced by the principal.

The conclusion of the committee will rest solely upon applicable school rules and law and only upon evidence admitted at the hearing. The Disciplinary Review Committee shall record the facts considered before making a decision. The designee of the superintendent shall verbally advise the parent of the student and the school principal of the committee's decision as soon as possible.

The decision of the committee will be mailed within two (2) working days to the student, parent, and principal.

Where the matter was not heard in the first instance by the Board, the parent and/or student may seek review of the expulsion by the Board by submitting a written request within three (3) days of receipt of the initial findings. The Board will review the matter in private session on or before the date of its next regularly scheduled meeting.

Where the matter was heard first by the Board, the decision is final

ELECTRONIC DEVICES/CELL PHONES Middle/High

Students who bring electronic devices to school are responsible for keeping them turned off and out of sight during the school day and while on the bus. **Phone calling, texting, playing games, or taking pictures or videos is not permitted.**

When directed by the teacher, students may use cell phones and personal electronic devices as an instructional tool in the classroom, as it pertains to the current curricular unit, lesson, etc. This device must be turned off and stored when not being used.

Students shall not use electronic devices in a manner that poses a threat to academic integrity, disrupts the learning environment, or the privacy of others. Personally owned device use is limited to and conditional upon full and complete compliance with the Pass Christian School District Mobile Phones and Digital Device Acceptable Use Policy.

Students may not use devices to access and/or view internet websites that are otherwise blocked to students at school; nor shall they send, share, view, or possess pictures, text messages, emails, or other material depicting sexually explicit or offensive content in electronic form or any other form on a cell phone or electronic device while the student is on school grounds, at school sponsored events, or on school buses or vehicles provided by the district.

1. Cell Phones - All cell phones must be kept out of sight and in the 'powered off' position during school hours or on the bus.

Students may not possess a cell phone or any electronic device during testing even if the device is turned off or the student does not use it. Violation of this rule may result in the student's score being invalidated.

2. Personal Electronic Devices (music, games, video, pictures, etc.) All personal electronic devices are to be turned off during school hours. Personal laptop computers, tablets, and e-readers may be used under a teacher's supervision.

3. The use of iPods and devices specifically for playing music will not be allowed during instructional time. The use of such devices, including accessories such as ear phones or ear buds, is restricted to designated areas and times.

Students who fail to comply with this directive will have these items confiscated. The parent(s) must collect the equipment from the school. All items not collected by the end of the school year will be donated to charity. The school, administrators, faculty, and staff are not responsible for lost or stolen electronic devices; thus, students are highly encouraged to leave these items at home. Students who bring electronic devices on campus assume the risk of theft and loss. Recovery of said items is not the responsibility of the school district.

If there is suspicion of use, use, or if the device is in view, it will be confiscated. Students refusing to turn over the device in one piece to the faculty member may be subjected to more severe penalties, including loss of privileges. Furthermore, violation in a state testing environment will be treated as a second offense.

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.

The school is not responsible for lost, stolen, or impounded electronic devices.

EXCLUSION SUSPENSION

Exclusion Suspension (ES) is a discipline action that allows administrators to place students (Grades 3-12) in a highly structured classroom located at the alternative school program.

The student will experience the consequence of being separated from his/her peers and all activities except for classwork and assignments, which will be facilitated by a highly-qualified educator utilizing the lessons provided by the classroom teachers.

To be eligible to return to their home school, students must be present for the days assigned and complete their assignments.

Parents will be provided a copy of the procedures and regulations for exclusion suspension from the principal when it is assigned.

EXPULSION

Students who have been expelled from any school in the Pass Christian School District shall not attend any Pass Christian school functions, nor shall the expelled student be allowed on any school campus during the times of their expulsion. This includes, but is not limited to: off campus activities, sporting events, dances, recognition/awards ceremonies and/or field trips.

Students returning to any Pass Christian school, either after being expelled or by placement resulting from an expulsion hearing, shall along with his/her parent or guardian sign and abide by a behavioral contract.

Any student seeking to register for school in the Pass Christian School District who has been party to an expulsion shall fulfill their expulsion prior to being enrolled. Any student seeking to register for school who has been assigned to Alternative School by a previous school district, shall fulfill their Alternative School obligation prior to being enrolled in a regular setting.

Any student assigned to alternative school while attending the Pass Christian School District must fulfill this obligation prior to being admitted into the regular setting, even if the student withdraws from the Pass Christian School District and returns after attending another school

IN-SCHOOL INTERVENTION

Students may be assigned to an In-school Intervention (ISI) classroom in lieu of suspension from school. This option is offered

with the exception of suspension for serious infractions where the student may be a danger to himself or others.

In ISI, the student will be counted as present for the day, required to complete schoolwork for credit, and complete all work assigned by the ISI monitor. It is the student's responsibility to complete all classwork assignments and to return them to the teacher upon return to school.

Students in ISI are expected to:

- Make up any ISI time as a result of absence/check-out
- Bring all books and supplies needed to complete work given in ISI
- Adhere to school dress code
- Refrain from talking or passing objects
- Leave food and drink outside the classroom
- Remain seated at all times
- Complete assignments and stay on task at all times – no sleeping

Failure to adhere to ISI guidelines may result in additional days of ISI being assigned.

SEARCH AND SEIZURE

Courts have ruled that teachers and school administrators are “*in loco parentis*” of students. This means that teachers and administrators are acting in place of parents during the school day and may do anything a parent would do to maintain discipline. In addition, school officials may conduct searches of students when there is a reasonable suspicion that the student might possess items that might harm themselves or other students (drugs or drug paraphernalia, alcohol, weapons, stolen items, tobacco or other items that might cause harm to that student or other students). These court rulings were made in order to protect all students from possible harm. “Emerging First and Fourth Amendment Rights of the Student.” 1 J. Law and Education 449, 451 (1972) “In re: Donaldson”, 269 Cal,

App. 2nd 509, 75 Cal. Rptr. (1969) “Mercer v. State”, 450 S. W. 2nd 715 (1970)

SEXUAL HARASSMENT

The Board of Trustees of the Pass Christian Public School District expects all persons associated with the district including, but not limited to, the board, the administration, the staff, the students, and volunteer workers to conduct themselves at all times so as to provide an atmosphere free from sexual harassment.

GENERAL PROHIBITIONS

Unwelcome Conduct of a Sexual Nature

1. Conduct of a sexual nature may include verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually oriented “kidding”, “teasing”, double entendre, and jokes.

2. Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed student has indicated, by his/her conduct, that it is unwelcome.

REPORTING, INVESTIGATION, AND SANCTIONS

1. It is the express policy of the Board of Trustees to encourage victims of sexual harassment to report to report such claims.

a.) Students are encouraged to report any incidents of sexual misconduct to a teacher or administrator.

b.) Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

2. Any student found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to, warning, suspension, or expulsion from school.

REF: Title VII of the Civil Rights Act of 1964, as amended, Section 703.

REF: Title IX of the Education Amendments of 1972.

(Title IX contact person- Director of Federal Programs (228) 255-6200)

STUDENT CODE OF CONDUCT

Standards of conduct and behavior will apply to all students in Pass Christian Schools. Students are expected to behave responsibly, respect the rights and property of others, and to work cooperatively with all members of the school community. Students will respect the teacher and the learning environment and refrain from actions that will interfere with the teacher's ability to teach and the students' ability to learn. All students are expected to follow the rules and guidelines established for classroom, cafeteria, hallway, commons/courtyard behavior. Students are accountable to all school personnel for their behavior while on school property, at any school-sponsored function, at the bus stop or on the bus when substantial disruption to the orderly operation of the school results.

Students in violation of the code of conduct will be subject to disciplinary action according to the Progressive Discipline Plan up to and including expulsion. Students may also be denied participation in extracurricular activities and/or other privileges such as field trips, class or club office, etc. that the principal deems appropriate.

SPECIAL ACTIVITIES

DANCES/PARTIES, ETC.

DANCES

Two school sponsored dances (one in the Fall and one in the Spring) are offered for middle school students who must meet eligibility requirements for the privilege of attending. The events are restricted to currently enrolled PCMS

students only. Dances will be chaperoned by school personnel only.

PARTIES

The only classroom parties permitted during the school day must be linked to the curriculum and pre-approved by the principal.

REFRESHMENTS

Refreshments that are provided by parents or others must be dropped off at the office (rather than the classroom) and meet the standards set forth in the District Health and Wellness Policy. (See Appendix B – pg. 63)

CLASS TRIPS

No school-sponsored class trips will be allowed other than school field trips.

INVITATIONS

Students may not distribute invitations at schools

DELIVERIES TO SCHOOLS

In order to prevent interruption to the educational process and disruption in the classroom caused by items being delivered to students, the delivery of flowers, balloons, gifts, etc. is not accepted at school.

HOMEcoming COURT CRITERIA

1. Student must have an overall C average from the preceding semester and must be currently maintaining that average.
2. Student must have attended the Pass Christian Middle School from the beginning of the current school year.
3. Student must not have been placed ISI or Exclusion Suspension during the current school year.
4. Student must attend all rehearsals.
5. Student must be in attendance 60 % of the school day in order to participate in after school activities.

MR & MISS PCMS CRITERIA

1. Students must maintain a C or above average from 6th grade through the first semester of their 8th grade year.
2. Students must participate in community and extra-curricular activities.
3. Students must attend Pass Christian Middle School for their 6th, 7th and 8th grade years.
4. Students are subject to approval by the Principal, all teachers and Student Council.

WHO'S WHO

1. Student must have an overall C average from the preceding semester and must be currently maintaining that average.
2. Student must not have been placed in ISI or Exclusion Suspension during the current school year.
3. Students are to be honored in only one category.

APPENDIX A – State Law Statutes

Section 8 of Senate Bill 2239 – Failure to Attend a Scheduled Conference

1. A parent, guardian or custodian of a compulsory-school-age child enrolled in the school district shall be responsible financially for his or her minor child's destructive acts against school property or persons.
2. A parent, guardian or custodian of a compulsory-school-age child enrolled in the school district may be requested to appear at school by the school attendance officer or an appropriate school official for a conference regarding acts of the child specified in paragraph 1 of this subsection, or for any other discipline conference regarding the acts of the child.
3. Any parent, guardian or custodian of a compulsory-school-age child enrolled in a school district who refuses or willfully fails to attend such discipline conference specified in paragraph 2 of this section may be summoned by proper notification by the superintendent of schools or the school attendance officer and be required to attend such discipline conference.
4. A parent, guardian or custodian of a compulsory-school-age child enrolled in a public school district shall be responsible for any criminal fines brought against such student for unlawful activity occurring on school grounds or buses.

Mississippi Compulsory School Attendance Code

SEC. 37-13-91. Compulsory school attendance requirements generally; enforcement of law.

(1) This section shall be referred to as the "Mississippi Compulsory School Attendance Law."

(2) The following terms as used in this section are defined as follows:

(a) "Parent" means the father or mother to whom a child has been born, or the father or mother by whom a child has been legally adopted.

(b) "Guardian" means a guardian of the person of a child, other than a parent, who is legally appointed by a court of competent jurisdiction.

(c) "Custodian" means any person having the present care or custody of a child, other than a parent or guardian of the child.

(d) "School day" means not less than five (5) and not more than eight (8) hours of actual teaching in which both teachers and pupils are in regular attendance for scheduled schoolwork.

(e) "School" means any public school in this state or any nonpublic school in this state which is in session each school year for at least one hundred eighty (180) school days, except that the "nonpublic" school term shall be the number of days that each school shall require for promotion from grade to grade.

(f) "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.

(g) "School attendance officer" means a person employed by the State Department of Education pursuant to Section 37-13-89.

(h) "Appropriate school official" means the superintendent of the school district, or his designee, or, in the case of a nonpublic school, the principal or the headmaster.

(i) "Nonpublic school" means an institution for the teaching of children, consisting of a physical plant, whether owned or leased, including a home, instructional staff members and students, and which is in session each school year. This definition shall include, but not be limited to, private, church, parochial and home instruction programs.

(3) A parent, guardian or custodian of a compulsory-school-age child in this state shall cause the child to enroll in and attend a public school or legitimate nonpublic school for the period of time that the child is of compulsory school age, except under the following circumstances:

(a) When a compulsory-school-age child is physically, mentally or emotionally incapable of attending school as determined by the appropriate school official based upon sufficient medical documentation.

(b) When a compulsory-school-age child is enrolled in and pursuing a course of special education, remedial education or education for handicapped or physically or mentally disadvantaged children.

(c) When a compulsory-school-age child is being educated in a legitimate home instruction program. The parent, guardian or custodian of a compulsory-school-age child described in this subsection, or the parent, guardian or custodian of a compulsory-school-age child attending any nonpublic school, or the appropriate school official for any or all children attending a nonpublic school shall complete a "certificate of enrollment" in order to facilitate the administration of this section. The form of the certificate of enrollment shall be prepared by the Office of Compulsory School Attendance Enforcement of the State Department of Education and shall be designed to obtain the following information only:

(i) The name, address, telephone number and date of birth of the compulsory-school-age child;

(ii) The name, address and telephone number of the parent, guardian or custodian of the compulsory-school-age child;

(iii) A simple description of the type of education the compulsory-school-age child is receiving and, if the child is enrolled in a nonpublic school, the name and address of the school; and

(iv) The signature of the parent, guardian or custodian of the compulsory-school-age child or, for any or all compulsory-school-age child or children attending a nonpublic school, the signature of the appropriate school official and the date signed.

The certificate of enrollment shall be returned to the school attendance officer where the child resides on or before September 15 of each year. Any parent, guardian or custodian found by the school attendance officer to be in noncompliance with this section shall comply, after written notice of the noncompliance by the school attendance officer, with this subsection within ten (10) days after the notice or be in violation of this section. However, in the event the child has been enrolled in a public school within fifteen (15) calendar days after the first day of the school year as required in subsection (6), the parent or custodian may, at a later date, enroll the child in a legitimate nonpublic school or legitimate home instruction program and send the certificate of enrollment to the school attendance officer and be in compliance with this subsection.

For the purposes of this subsection, a legitimate nonpublic school or legitimate home instruction program shall be those not operated or instituted for the purpose of avoiding or circumventing the compulsory attendance law.

(4) An "unlawful absence" is an absence during a school day by a compulsory-school-age child, that is more than thirty-seven percent (37%) of the instructional day, as fixed by the school board for the school at which the compulsory-school-age child is enrolled, 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. This subsection shall not apply to children enrolled in a nonpublic school.

Each of the following shall constitute a valid excuse for temporary nonattendance of a compulsory-school-age child enrolled in a public school, provided satisfactory evidence of the excuse is provided to the superintendent of the school district, or his designee:

(a) An absence is excused when the absence results from the compulsory-school-age child's attendance at an authorized school activity with the prior approval of the superintendent of the school district, or his designee. These activities may include field trips, athletic contests, student conventions, musical festivals and any similar activity.

(b) An absence is excused when the absence results from illness or injury which prevents the compulsory-school-age child from being physically able to attend school.

(c) An absence is excused when isolation of a compulsory-school-age child is ordered by the county health officer, by the State Board of Health or appropriate school official.

(d) An absence is excused when it results from the death or serious illness of a member of the immediate family of a compulsory-school-age child. The immediate family members of a compulsory-school-age child shall include children, spouse, grandparents, parents, brothers and sisters, including stepbrothers and stepsisters.

(e) An absence is excused when it results from a medical or dental appointment of a compulsory-school-age child where an approval of the superintendent of the school district, or his designee, is gained before the absence, except in the case of emergency.

(f) An absence is excused when it results from the attendance of a compulsory-school-age child at the proceedings of a court or an administrative tribunal if the child is a party to the action or under subpoena as a witness.

(g) An absence may be excused if the religion to which the compulsory-school-age child or the child's parents adheres, requires or suggests the observance of a religious event. The approval of the absence is within the discretion of the superintendent of the school district, or his designee, but approval should be granted unless the religion's observance is of such duration as to interfere with the education of the child.

(h) An absence may be excused when it is demonstrated to the satisfaction of the superintendent of the school district, or his designee, that the purpose of the absence is to take advantage of a valid educational opportunity such as travel, including vacations or other family travel. Approval of the absence must be gained from the superintendent of the school district, or his designee, before the absence, but the approval shall not be unreasonably withheld.

(i) An absence may be excused when it is demonstrated to the satisfaction of the superintendent of the school district, or his designee, that conditions are sufficient to warrant the compulsory-school-age child's nonattendance. However, no absences shall be excused by the school district superintendent, or his designee, when any student suspensions or expulsions circumvent the intent and spirit of the compulsory attendance law.

(5) Any parent, guardian or custodian of a compulsory-school-age child subject to this section who refuses or willfully fails to perform any of the duties imposed upon him or her under this section or who intentionally falsifies any information required to be contained in a certificate of enrollment, shall be guilty of contributing to the neglect of a child and, upon conviction, shall be punished in accordance with Section 97-5-39.

Upon prosecution of a parent, guardian or custodian of a compulsory-school-age child for violation of this section, the presentation of evidence by the prosecutor that shows that the child has not been enrolled in school within eighteen (18) calendar days after the first day of the school year of the public school which the child is eligible to attend, or that the child has accumulated twelve (12) unlawful absences during the school year at the public school in which the child has been enrolled, shall establish a prima facie case that the child's parent, guardian or custodian is responsible for the absences and has refused or willfully failed to perform the duties imposed upon him or her under this section. However, no proceedings under this section shall be brought against a parent, guardian or custodian of a compulsory-school-age child unless the school attendance officer has contacted promptly the home of the child and has provided written notice to the parent, guardian or custodian of the requirement for the child's enrollment or attendance.

MS Adult Tobacco Use on Educational Property Act of 2000

The act known and cited as "Mississippi Adult Tobacco Use on Educational Property Act of 2000" prohibits the use of tobacco on school property or at school-related events.

DEFINITIONS

1. Adult: any natural person at least 18 years old.
2. Minor: any natural person under the age of 18 years old.
3. Person: any natural person.
4. Tobacco product: any substance that contains tobacco, including, but not limited to, cigarettes, cigars, pipes, snuff, smoking tobacco or smokeless tobacco.
5. Educational property: any public school building or bus, public school campus, grounds, recreational area, athletic field, or other property owned, used or operated by any local school board, school, or directors for the administration of any public educational institution or during a school-related activity; provided, however, that the term "educational property" shall not include any 16th Section school land or lieu land on which is not located a public school building, public school campus, public school recreational area or public school athletic field. Educational property shall not include property owned or operated by the state institutions of higher learning, the public community and junior colleges, or vocational-technical complexes where only adult students are in attendance

PENALTY FOR VIOLATION

No person shall use any tobacco product on any educational property as defined in this act. Any adult who violates this section shall be subject to a fine and shall be liable as follows:

1. For the first conviction, a warning;
2. For a second conviction, a fine of \$75; and
3. For all subsequent convictions, a fine not to exceed \$150 shall be imposed. MS Code §97-32-25- 97-32-29 (2000)

The Pass Christian Public School District prohibits the use of smokeless tobacco products on district property, including in buildings, on grounds and in district-owned vehicles.

Prevention of School Violence Act

PROHIBITION OF WEAPONS ON SCHOOL PROPERTY

MS Code 97-37-17 (Senate Bill 3349)

"EDUCATIONAL PROPERTY" A public or private school building, bus, campus, grounds, recreational area, athletic field or other property owned or actually used or operated for school purposes.

"STUDENT" A minor or adult enrolled in or suspended or expelled within the last 5 years from a public or private school, college or university.

FELONY \$5,000 and/or 3 years for possession of a gun, rifle, pistol, other firearm, dynamite cartridge, bomb, grenade, mine, powerful explosive, or causing, encouraging or aiding a minor to possess same.

MISDEMEANOR \$1,000 and/or 6 months for possession of a BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade, blackjack, metallic knuckles, razors and razor blades (except for shaving), any sharp-pointed or edged instrument (except instruction supplies, unaltered nail files and clips and tools used only to prepare food, instruction and maintenance of school property), or to causing, encouraging or aiding a minor to possess same.

NO STUDENTS may possess or carry, openly or concealed, a gun, rifle, pistol or other firearm on school property if the firearm is in a vehicle and the person does not brandish, exhibit or display the firearm in any careless, angry or threatening manner.

EXCEPTIONS to the weapons prohibition include weapons used only for educational or school-sanctioned ceremonies, carried by persons as authorized by law, kept in a home school and used in organized shooting events as well as certain non-prohibited weapons in vehicles under parental control and used to transport a student and carried, concealed in whole or part, if going or returning from a "legitimate weapon related sports activity."

DISTURBANCE BY TUMULTUOUS OR OFFENSIVE CONDUCT

MS Code 97-35-9

A person who willfully disturbs the peace of any family or person by an explosion of gunpowder or other explosive substance, or by loud or unusual noise, or by any tumultuous or offensive conduct, shall be punished by fine or imprisonment, or both; the fine not to exceed one hundred dollars, and the imprisonment not to exceed six months in the county jail.

DISTURBANCE BY ABUSIVE LANGUAGE OR INDECENT EXPOSURE

MS Code 97-35-11

Any person who enters the dwelling house of another, or the yard or curtilage therefore, or upon the public highway, or any other place near such premises, and in the presence or hearing of the family or the possessor or occupant thereof, or of any member thereof, makes use of abusive, profane, vulgar or indecent language, or is guilty of any indecent exposure of his or her person at such place, shall be punished for a misdemeanor.

PUBLIC PROFANITY OR DRUNKENNESS

MS Code 97-29-47

If any person shall profanely swear or curse, or use vulgar and indecent language, or be drunk in any public place, in the presence of two (2) or more persons, he shall, on conviction thereof, be fined not more than one hundred dollars (\$100.00) or be imprisoned in the county jail not more than thirty (30) days or both.

DISTURBANCE IN PUBLIC PLACE

MS Code 97-35-13

Any person who shall enter any public place of business of any kind whatsoever, or upon the premises of such public place of business, or any other public place whatsoever, in the State of Mississippi, and while therein or thereon shall create a disturbance, or a breach of the peace, in any way whatsoever, including, but not restricted to, loud and offensive talk, the making of threats or attempting to intimidate, or any other conduct which causes a disturbance or breach of the peace or threatened breach of the peace, shall be guilty of a misdemeanor, and upon conviction thereof shall be fined not more than five hundred dollars (\$500.00) or imprisoned in jail not more than six (6) months, or both such fine and imprisonment.

DISTURBANCE OF THE PEACE

MS Code 97-35-14

- (1) Any person who disturbs the peace, or the peace of others, by violent, or loud, or insulting, or profane, or indecent, or offensive, or boisterous conduct or language, or by intimidate, or seeking to intimidate any other person or persons, or by conduct either calculated to provoke a breach of the peace, or by conduct which may lead to a breach of the peace, or by any other act, shall be guilty of a misdemeanor, and upon conviction thereof, shall be punished by a fine of not more than five hundred dollars (\$500.00), or by imprisonment in the county jail not more than six (6) months, or both.
- (2) The provisions of this section are supplementary to the provisions of any other statute of this state.

State Statutes Pertaining to Bullying or Harassing Behavior

1. Cyberstalking – Miss. Code Ann. § 97-45-15: Unlawful to use electronic mail or other communication for threats, repeated harassment, knowingly making false statements intended to threaten, terrify or harass, **or to knowingly permit an electronic device under the person’s control to be used for any purpose under the statute. Felony – up to 2 years imprisonment, \$5,000 fine.**
2. Obscene Electronic and Telecommunications – Miss. Code Ann. § 97-29-45: Unlawful to: make obscene, lewd or lascivious comments, requests, proposals or suggestions with intent to abuse, annoy, intimidate, threaten terrify, or harass; fail to disclose identity in a telecommunication with intent to annoy, abuse, intimidate or harass; repeated telecommunications intended to harass; **knowingly permit a computer or telephone under a person’s control to be used for any purpose prohibited under this statute. First Offense: Up to 6 months imprisonment, \$500 fine**
3. Posting Injurious Messages – Miss. Code Ann. § 97-45-17: Unlawful to post a message through use of any communication, including the Internet or a computer or other electronic communications (e.g. text messaging) for the purpose of causing injury to a person. **Felony – up to 5 years imprisonment, \$10,000 fine**
4. Threatening a Student – Miss. Code Ann. § 97-11-20: Unlawful to intimidate, threaten, or coerce by force or threats of force any student for the purpose of interfering with the right of student to attend classes. **Misdemeanor: Up to 6 month imprisonment, \$500 fine**

5. Photographing or Filming in Violation of Expectation of Privacy - § 97-29-63: Unlawful to film, photograph, record another person in a place where the person is in a state of undress and has a reasonable expectation of privacy (e.g. bathroom, locker room). Felony: Up to 5 years imprisonment, \$5,000 fine
6. Online Impersonation – Miss. House Bill 552: Unlawful to knowingly and without consent impersonate another actual person through or on an Internet website or by electronic means for purposes of harming, intimidating, threatening or defrauding another person. Misdemeanor: Punishable by a fine of not less than \$2500 nor exceeding \$1,000 or by imprisonment for not less than 10 days nor more than one year, or both.
7. Accessory Crimes/Directing or Causing a Minor to Commit a Felony –
 - Accessory Before the Fact: Miss. Code Ann. § 97-1-3: Every person who is an accessory to a felony, before the fact, shall be deemed a principal and shall be punished as such.
 - Accessory After the Fact: Miss. Code Ann. § 97-1-5: Every person who knowingly helps conceal, aid or assist a felon with intent to help the felon avoid arrest, conviction or punishment. Penalty: Up to 5 years imprisonment or \$1,000 fine.
 - Directing/Causing Minor to Commit a Felony - § 97-1-6: Any person over the age of 17 who shall direct or cause any person under the age of 17 to commit a crime which would be a felony if committed by an adult commits a felony. Penalty: Felony, up to 20 years imprisonment, \$10,000.

APPENDIX B – Policy List

Pass Christian Public School District Acceptable Use Policy Revised 05-13

The Pass Christian School District is pleased to offer students and staff members access to the district's computer resources including the Internet. The use of technology is an integral part of the mission of the Pass Christian Public School District. The district also recognizes that mobile phones and digital devices are now an integral part of our student's culture and way of life and can have considerable value, particularly in relation to individual safety. Such technology will play a significant part in the education of the 21st century student, but, this use should follow agreed rules and guidelines to prevent classroom disruption, student misuse and teacher difficulties.

INTERNET POLICY AND GUIDELINES:

The Internet can provide a vast collection of educational resources for students and employees. Access to the Internet will enable students to explore thousands of libraries, databases, and sites containing educational information. Because information and services appear, disappear, and change constantly, it is not possible to predict or control what students may locate on any given day. Thus, the school district and associated employees make no guarantees pertaining to the accuracy of information received on the Internet. Although students will be under the supervision of their teachers and other staff members, it is not possible to constantly monitor individual students and what they may be accessing on the Internet.

Student's parents/guardians should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive. The Pass Christian School District is in compliance with the CIPA and COPPA. The district uses filtering to block offensive sites. While it is the school district's intent to make Internet access available to further educational goals and objectives, students may find ways to access other materials.

Students and staff are expected to follow all guidelines stated in this policy, as well as those directions and instructions given by members of the faculty, staff, or administration. Each student and staff member is required to demonstrate ethical behavior of the highest order when accessing computer resources. The privilege of using the district's computer resources requires proper and responsible use of the network, including the Internet.

Since access to the network is a privileged opportunity provided by the Pass Christian Public School District, any actions that might harm the computer equipment or software, impair their effective use, or show disregard for the procedures set up for network access will not be tolerated. The use of the network by students is subject to monitoring by teachers and/or administrators at all times and improper student conduct while accessing information on the network will be subject to disciplinary action.

1. Prior to use of the computer network, students must obtain parent/guardian signature on permission forms along with their own signature. These signed forms must be turned in to the designated school official.
2. Students and staff should never allow others to use their account numbers, access codes, or passwords, or attempt to use account numbers, access codes, or passwords not intended for personal use.
3. It is both a violation of law and this policy to access any network files, documents, applications, etc. that a user is not authorized to access.
4. The school shall inform parents that although internet access is filtered, their child may encounter information on the network, through the Internet, bulletin boards, or e-mail that is obscene or offensive. The student is responsible for not pursuing such material and shall be subject to disciplinary action if they engage in such activity. In addition to pornography, students must refrain from viewing or, utilizing in any way, any information that condones violence, hatred of others, or use of any weapon, substance, or material that may be hazardous to one's self or others.

5. The school shall educate minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, as well as cyber bullying awareness and response.
6. Electronic communication is not guaranteed to be private. The district reserves the right to monitor network, Internet activity and update filtering policy as deemed necessary.
7. Violation of any part of this policy shall result in strict disciplinary action, the extent of which will be based on the level of offense and determined at the discretion of a school or district administrator or their designee. Extreme violation of ethics, security, or safety standards may result in expulsion, dismissal, or legal prosecution.

Acceptable Use Policy guidelines for internet use include, but are not limited to the following:

1. Student use of the Internet must be curriculum related.
2. Students may not reveal personal information such as address, telephone number, or personal photographs over the Internet.
3. Students may not transmit credit card numbers, bank account information, or other financial information.
4. Students may not download executable, compressed, video, or music files.
5. Students may not participate in Internet Chat Rooms or social networking sites such as Twitter and Facebook from school computers.
6. Students may not change any computer configurations including desktop backgrounds and screensavers.
7. Students must follow all other computer-use rules or procedures set forth by a teacher or administrator.
8. Use access time wisely. Do not tie up the network with idle activities.
9. The use of Proxy sites to circumvent filtering is prohibited.
10. Do not remove or damage any parts on the computer or its peripherals.
11. Do not attempt to access, change or delete files not intended for one's own use.
12. Do not play non-educational games on district computers.
13. Do not access Internet sites of questionable educational value.
14. Do not wastefully use computer supplies such as paper, printer cartridges, or disk space.
15. Use of district resources to transmit inappropriate language or potentially offensive material is prohibited.
16. Use of district resources to facilitate an illegal activity is prohibited.
17. Use of the district's computers for non-school related activities must be approved by the school principal.
18. School computer equipment or peripherals may not be moved to a different room or building without following proper fixed asset tracking procedures.
19. Falsely representing information found on the Internet as being your own is an act of plagiarism. Always give appropriate credit to original authors.
20. Anyone installing unauthorized software, or making unauthorized copies of copyrighted software assumes all legal responsibility for their actions and is subject to penalties imposed upon by the district. Questions regarding software licensing should be directed to the District Technology Coordinator.
21. Internet postings on the district's web site must be approved by an appropriate administrator appointed by the District Technology Coordinator.
22. Do not connect personal devices (wired or wireless) to the district network without approval from the District Technology Coordinator.

Consequences of Internet Use Violations include but are not limited to:

1. Suspension of computer or network access
2. Revocation of computer or network access
3. School suspension
4. School Expulsion
5. Legal action and prosecution by proper authorities.
6. Any other consequence deemed necessary by the school principal or central office administrators.

MOBILE PHONES AND DIGITAL DEVICE POLICY AND GUIDELINES:

Parents should be aware of and accept the potential disadvantages of mobile devices being allowed at school.

- Mobile devices may be damaged, lost or stolen.
- Students can be bullied by text messaging or other means.
- Mobile devices can be used to access, store and communicate inappropriate material.
- They can disrupt the learning environment.
- Students with mobile devices that have Internet access plans have the capability of accessing an unfiltered internet.
- Camera functions can lead to child protection and data protection issues with regard to inappropriate capture, use or distribution of images.
- In some instances data or usage fees on mobile devices may increase.

In an effort to prevent the disadvantages and to provide a safe learning environment for the student, the Pass Christian School District has developed and will enforce the following Acceptable Use Policy for Mobile Devices (AUPMD). Parents should read the policy and discuss it with their child prior to allowing them to bring a mobile device to school.

General Conditions for Mobile Device Use

1. The term mobile device in this policy denotes mobile phones, laptops, Ipod touches, tablets such as the Ipad or Android OS device or any similar mobile device that can access the Pass Christian School District's network.
2. Students, their parents or guardians must read and sign the Acceptable Use Policy for Mobile Devices before students are given permission to bring mobile devices to school.
3. Use of a mobile device must adhere to the District's AUPMD.
4. The AUPMD also applies to students during school excursions, camps and extra-curricular activities.
5. Parents are reminded that in cases of emergency, the campus office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.
6. File Storage on the network or Internet dropbox from personal mobile devices is limited to school work only. Anything not directly related to school work can be removed by the Technology Director or school official.

Responsibility of Students and Parents

1. It is the responsibility of students who bring mobile devices to school to abide by the guidelines outlined in this document. Failure to follow these guidelines may subject the student to the District's Code of Conduct or loss of use of the device.
2. The decision to provide a mobile device to their children should be made by parents or guardians and they should be aware if their child takes a device to school.
3. Permission to have a mobile device at school while under the school's supervision is contingent on parent/guardian permission in the form of a signed copy of this policy. Parents/guardians may revoke approval at any time.
4. In case of illness, students should follow the proper campus procedure for contacting parents and checking out of school through the office. Failure to do so may result in the action being subjected to the Student Code of Conduct.
5. In the event a mobile device is brought to school without a signed agreement by the parent, the student by the fact of bringing the device onto a campus implies agreement to accept the rules governing mobile devices.
6. Responsibility for the mobile device rests with the student and the District accepts no financial responsibility for damage, loss or theft. The student should keep the mobile device secure and locked away in their locker/bag when not in use. They should not leave it in any open area unattended.
7. All costs for data plans and fees associated with mobile devices are the responsibility of the student.

Acceptable Use of Mobile Devices

1. Specific acceptable use of a mobile device will be determined by each campus. These policies will be stated in the campus' Student Handbook.

2. Each teacher has the right to allow or disallow the use of mobile devices that support student achievement during instructional time as appropriate. Each teacher has the right to determine whether mobile devices must be stored out of sight or placed on the student's desk in plain sight when not used for instructional purposes.
3. Mobile devices with Internet access capabilities will access the Internet only through the school's filtered network while on school property during school hours.
4. Mobile devices should not be used in any manner or place that is disruptive to the normal routine of the class/school.
5. While on school premises during school hours, cell phones should be turned off when not in use.

Unacceptable Use of Mobile Devices

1. Any use of a mobile device that interferes with or disrupts the normal procedures of the school or classroom is prohibited. This prohibition extends to activities that occur off school property and outside of school hours if the result of that activity causes a substantial disruption to the educational environment.
2. Unless express permission is granted, mobile phones should not be used to make calls, send text messages, surf the Internet, take photos or use any other application during school lessons and other educational activities, such as assemblies.
3. Using mobile phones or devices to bully and threaten other students is unacceptable and will not be tolerated.
4. Pictures and videos must not be taken of students, teachers or other individuals without their permission. No pictures or video that may denigrate and/or humiliate another student or that constitutes "sexting" or that are lewd may be taken. Pictures or videos of another student, teachers or other individuals may not be uploaded to the Internet or other public venue without their permission.
5. The use of vulgar, derogatory, or obscene language while using a mobile device will not be allowed and will face disciplinary action.
6. Mobile devices are not to be taken into restroom areas and used in a manner that does not comply with the AUPMD.
7. Students with repeated infractions of the AUPMD may face increased disciplinary actions, including loss of mobile device privileges.
8. Any student/s caught using a mobile device to cheat in exams or assessments will face disciplinary action.
9. Any use of the mobile device that is deemed a criminal offense, will be dealt with as such by the District.

District's Responsibilities

1. The District will provide a safe, filtered network according to the Children's Internet Protection Act and make a best effort attempt to ensure all students will access the Internet through this network.
2. The District will monitor all activity, either Internet access or intranet access. The District will make determinations on whether specific uses of the mobile device are consistent with the District's AUPMD.
3. The Superintendent or their designee will deem what is appropriate for use of mobile devices on district property or on the district's wireless network.
4. If the District has reasonable cause to believe the student has violated the AUPMD, a student's mobile device may be searched by authorized personnel.
5. The District may remove the user's access to the network and suspend the right to use the personal mobile device on district property if it is determined that the user is engaged in unauthorized or illegal activity or is violating the AIPMP. Violation of the AUMD may result in disciplinary action in coordination with the campus Student Code of Conduct.
6. The District assumes no liability or responsibility for students that misuse mobile devices while on school property.
7. The District will educate students in identifying, promoting, and encouraging best practices for Internet safety.

Asbestos Surveillance

As part of an annual notification, we are informing all persons of their option of reviewing the asbestos management plan, which would include documentation of any changes of asbestos containing material in the school.

A copy of surveillance and re-inspection reports, along with a copy of the management plan, is maintained in the LEA Asbestos Designee's office located in the Support Services building/maintenance department at 6457 Kiln-DeLisle Road, Pass Christian, MS. Any interested party should feel free to review these reports.

Attendance Policy JBD

Perfect Attendance

Perfect attendance in the Pass Christian Public School District is defined as attendance on every scheduled school day with no absences, tardies, or early dismissals from school. Exceptions include tardies as a result of a late school bus or absences from a class due to a school-sponsored field trip or other school-sponsored activity.

Absences

When a student is absent from school, whether the absence is for a full or partial day, the student should return to school with documentation regarding the reason for the absence. Absences will be recorded in the following ways:

OFFICIAL: An official absence applies when a student is representing the school in an official capacity. This classification includes students who are part of a school-related field trip or other educational activity. Seniors are permitted two (2) days for college visits.

EXCUSED: An excused absence is one which results from a personal illness/injury, medical or dental appointment, isolation ordered by county health officer or appropriate school official, death, or serious illness involving an immediate family member (sibling, parent, grandparent), observances of religious holidays of a student's own faith (requires prior approval); or circumstances such as court ordered appearances, family emergencies, extreme weather, etc. that require immediate attention and that the school principal deems necessary. When students are sent home by the school nurse, the absence is considered excused for that day only.

A parent or guardian may send a note for up to eight (8) days of excused absences per year. Subsequent absences due to illness require a doctor's excuse in order to be excused.

UNEXCUSED: An absence is considered **unexcused if proper documentation is not received within five days of the child's return to school;** if the documentation is unacceptable; or, if the absence is the result of Out of School Suspension.

The Pass Christian School District adheres to the Mississippi Compulsory School Attendance Law (MS Code §37-13-91) which states "when the child has accumulated five (5) unlawful absences during the school year of public school in which the child is enrolled, the school district superintendent or his designee shall report, within two (2) school days or within five (5) calendar days, whichever is less, the absences to the school attendance officer." Law enforcement officials are authorized to investigate all cases of nonattendance and unlawful absences by compulsory school age children and to bring legal action against the parent/guardian. See also policy JEA.

Attendance Policy

The Pass Christian Public School District supports the belief that instructional program is the most critical element in a child's education. Regular attendance is extremely important to student progress and achievement. School attendance is ultimately the responsibility of the student and the student's family.

In the case of a high school student, he/she will fail to get credit for a regular one credit course if he/she misses more than six (6) days during the semester in which the course is being taken. Also he/she will fail to get half credit in a "quarter" (9 week) course if he/she misses more than three (3) days during the nine week period in which that course is being taken.

No school-sponsored activity can be participated in if the student is absent more than 63% of the day. Students who are absent due to a scheduled, approved school-related function will not have that absence counted toward the total allowed in any course; however, the school district will not participate in activities that require any student to miss more than 20 class periods per year or more than five (5) planned absences in sessions for the same class for which grades and/or units of credit are given.

Make-Up Work

The student will be allowed to make up work missed following an absence by communicating with his/her teachers on the first day back at school. All work must be completed on a timely basis. Each school shall establish the procedural guidelines for making up tests and/or quizzes missed during an absence.

Tardiness to School

A student is tardy to school if he/she arrives at school after the tardy bell has rung. Tardies to first period will be excused if:

- a. A school bus is late
- b. A student presents verification of an appointment by a doctor or dentist's office
- c. A student was involved in an accident and presents verification from a law enforcement official or the principal has personal knowledge of the accident.
- d. There are medical reasons, which due to their nature, may cause a student to be tardy from time to time, if the school has been notified in advance by a physician.

Early Dismissal from School

Early dismissal is discouraged as check-outs interrupt the instructional climate in the classroom. Check-outs are governed by the same guidelines as excused and unexcused absences. See policy JLIB.

Appeal Procedure

The following appeal procedures shall apply to students who have accumulated absences and instances of unexcused tardiness in excess of those permitted in the district's Attendance Policy.

1. A letter addressed to the Board of Trustees requesting a policy waiver must be written by the parent or guardian and received in the principal's office.
2. The principal will present the letter to the superintendent at least one week before the next regularly scheduled school board meeting.
3. The Board of Trustees shall not be bound by the recommendation of the superintendent respecting approval or disapproval and shall make an independent evaluation and determination.
4. The Board of Trustees shall, within ten (10) days of the meeting, notify the parent or guardian of it's decision in writing.

Drug and Alcohol Policy JCDAC

All students are prohibited from carrying, possessing in any manner, or attempting to possess, using, distributing or selling alcoholic beverages, morphine, marijuana, cocaine, opium, heroin, their derivatives or compounds, drugs commonly called LSD, “pep” pills, tranquilizers, or any other narcotic drugs, barbiturate, substance, ingredient, or compound that, when taken orally, intravenously, inhaled, or consumed in any other manner, may cause the person to be under the influence thereof, or any other controlled substance regulated by law, including any substance that is falsely represented to be a controlled or counterfeit substance.

No student shall act in, aid, abet, assist, distribute, or conceal the possession and/or the consumption, purchase, sale or the distribution of any illegal drugs or alcoholic beverages by another student or students.

Any student who violates the provisions of this policy will be immediately suspended for nine days and recommended to the District Discipline Committee for expulsion.

The provisions of this policy shall not apply to any student who is under the care of a licensed physician and who is taking medication under the supervision and direction of such physician unless the student is illegally selling or distributing medications. With regard to prescription medications, refer to the Pass Christian Public School District medication policy.

The provisions of this policy shall apply to all students during the period of time that they are under and/or subject to the jurisdiction of the Pass Christian School District, while participating in or going to or from any school-related activity, at any place where an athletic contest or event is taking place, during the course of any field trip, during the course of any trip or activity sponsored by the District, while under the supervision and direction of any teacher, principal or other authority of the District, or when such conduct does or may threaten to interfere with or disrupt the educational process or pose a threat to the safety of the student or others.

REASONABLE SUSPICION TESTING

Subject to the limitations contained in this policy, the District may require any student to submit to a drug and/or alcohol test at the expense of the student’s parent/guardian if there is reasonable suspicion that the student has or is using prohibited drugs and/or alcohol. Reasonable suspicion must be based on specific contemporaneous physical, behavioral, or performance indicators of probable drug and/or alcohol use. The requirement of a drug and/or alcohol test is within the discretion of the District and is not a prerequisite to the administration of punishment under this policy.

The following circumstances shall constitute grounds for reasonable suspicion:

- a. Direct observation and/or confirmation by a District employee of drug and/or alcohol use or possession;
- b. Abnormal or erratic behavior indicating intoxication;
- c. Physical symptoms indicating intoxication including, but not limited to, glassy or bloodshot eyes, slurred speech, loss of balance, poor coordination or reflexes;
- d. First-hand information provided by reliable and credible sources of use, possession, or intoxication;
- e. The presence of a drug or alcohol on the student, detectable by the senses, such as the smell of marijuana or alcohol; or

- f. Possession of illegal drugs, prescription drugs for which the student does not have a prescription, alcohol containers, or drug paraphernalia.

Intoxication means being excited, stupefied, or affected by alcohol or a drug to the point where physical and mental control is diminished.

A report from any source indicating reasonable suspicion that a student may be in violation of this policy should be immediately given to a member of the administrative staff. The administrative staff member must determine that the circumstances constitute reasonable suspicion of drug and/or alcohol use before a student can be requested to take a drug or alcohol test. The administrative staff member is required to write in reasonable detail the facts, symptoms, or observations that form the basis of reasonable suspicion.

Once an administrator finds reasonable suspicion, an administrator shall contact the student's parent/guardian. If the District decides to require submissions to such a test, the student will be immediately removed from school for a drug/alcohol test to be conducted within a five (5) hour period of time.

If a student appears incoherent, semi-conscious, unconscious, or convulsive, or appears to be hallucinating, is in respiratory distress or anaphylactic shock, or is in other mental or physical distress indicating danger or injury to the health and safety of the student, District personnel shall seek immediate medical attention before any other actions under this policy are taken. The health of the student shall be given priority.

DRUG AND ALCOHOL TESTING

Any student required to be tested under this policy will be accompanied by a District employee and a parent/guardian to a professional testing laboratory or to such other place qualified for drug/alcohol testing at the parent's/guardian's sole expense. If District personnel cannot accompany the student for testing, the District may still require the students' parent/guardian to have the testing completed. All breath, urine, and blood specimens will be collected under reasonable and sanitary conditions. Individual dignity and privacy will be preserved to the extent practicable. Accepted standards for testing, labeling, storage, and transportation of specimens will be followed by the testing laboratory which will request information regarding prescription and non-prescription drugs and any other information that could lead to a false positive test.

A refusal or failure to take a drug and alcohol test under the conditions of reasonable suspicion shall be considered a positive drug and alcohol test result.

A student or parent/guardian may request a retest, but the results will only be considered if scientifically meaningful, timely performed, and in compliance with the professional testing laboratory's guidelines. All positive confirmed test results will be made part of a student's record, but they will be kept confidential and separated in a secured location with restricted access. All positive initial test results for which the confirmation test is negative or which are determined to be false positive shall not become any part of the student's record or discipline record.

The District shall keep the following records for the periods specified as a part of its drug and alcohol policy:

1. Records of drug and/or alcohol test results that show a student failed both an initial and a confirmation drug/alcohol test (a positive drug test) and the reasonable suspicious findings for the tests will be kept for five years.
2. Records of drug and/or alcohol results that show that the student passed an initial or confirmation test (a negative drug test) must be kept for at least one year but shall not be part of the student's record.
3. The District may confidentially retain such records for statistical analysis and policy evaluations.

FINDING OF DRUG AND/OR ALCOHOL USE/POSSESSION CONSEQUENCES

If the initial test for drugs and/or alcohol indicates a positive result, the testing laboratory must immediately conduct a confirmation test. If the confirmation test also indicates a positive result, the testing laboratory must report the positive test results to the school principal and the Superintendent or his/her designee. The school principal will notify the student and parent/guardian in writing of such positive test results and of the consequences of such a report. If the initial test is negative, no further tests will occur unless there is a good reason to suspect the quality of the sample. If the confirmed results are negative, the student will be reinstated.

Due Process for Suspension/Expulsion – Policy JCAA

Due process is a right granted to all citizens by the US Constitution. Therefore, when a student in the Pass Christian School District is confronted with disciplinary action, the board and its administrators shall afford him the safeguards of due process as required by applicable law.

In all cases the student must be made fully aware of his rights and must be given an opportunity to present his side of the case prior to any action being taken by school officials.

The superintendent of schools and the principal of a school shall have the power to suspend a pupil for good cause, may automatically expel a student in accordance with state law, or for any reason for which such pupil might be suspended, dismissed, or expelled by this school board. However, such action of the superintendent or principal shall be subject to review by and approval or disapproval of this school board. If the parent, guardian, or other person having custody of any child shall feel aggrieved by the suspension or dismissal of that child, then such parent, guardian, or other person shall have the right to a due process hearing.

All aspects, circumstances and records of the student's case shall be confidential and available only to authorized school officials dealing directly with the student or to the student's parents, legal guardians or attorneys for the student or for the Board. The following procedures provide notice and opportunity to be heard in such matters.

- STEP ONE: INITIAL INFORMAL HEARING**
 Applies to: Suspensions of 10 days or less
 Recommendations of Expulsions
 Denials of admission

1. An initial informal hearing is required in each case where disciplinary action may be taken against a student and where an expelled student makes application of readmission following the conclusion of the expulsion period. After an initial investigation appropriate under the circumstances, the principal, superintendent or designee shall:
 - a. Advise the student of the charges against him or reasons for non-admission;
 - b. Afford the student a full opportunity to respond; and
 - c. If the student denies the charges or contests the reasons for non-admission, explain the evidence

2. After the informal hearing, the principal may take the following actions:
 - a. **SUSPENSION OF 10 OR LESS**
The principal may issue to the student and legal guardian a notice of suspension not longer than 10 consecutive school days. The suspension is effective immediately and no further due process is required.
 - b. **IMMEDIATE REMOVAL:**
The principal may immediately dismiss the student from school for the day when such is necessary to restore order, to protect the safety of the student or others and/or to resume normal school functions but when an immediate suspension is not or may not be appropriate. A student sent home under these circumstances shall be instructed to return the following day with his legal guardian. Should the student not return as instructed, the principal shall mail a "Notice of Suspension" for 10 days or less, as appropriate.
 - c. **IMMEDIATE SUSPENSION AND RECOMMENDATION OF EXPULSION:**
The principal or superintendent shall immediately suspend a student for 10 days or less and recommend expulsion when there is reason to believe that the student committed an unlawful or violent act, as defined or otherwise provided by statute. The suspension shall be effective immediately, pending conclusion of due process on the recommendation of expulsion.
 - d. **DENIAL OF ADMISSION:**
The principal or superintendent may recommend a denial of admission which shall be effective immediately, pending the conclusion of due process.

STEP TWO: APPEAL

Applies to: Expulsions
Denials of admission

If after the initial hearing the principal or superintendent determines that a recommendation of expulsion or other denial of admission is the appropriate disciplinary action:

1. The principal or superintendent shall give the student a written "Notice of Suspension and Recommendation of Expulsion and Statement of Due Process Rights" in a letter from the superintendent.
2. The notice shall contain a statement of the charges/reasons, advise the student of his rights to legal counsel, to present witnesses and to cross-examine witnesses presented against him and state the date, time and place for hearing. A copy of the notice will be hand-delivered to the student when possible and the original hand-delivered or mailed to the legal guardian.
3. A hearing before the District Disciplinary Committee shall automatically be scheduled no later than the tenth school day following the date of notice.
4. Pending the outcome of the hearing before the District Disciplinary Committee:
 - a. The student may be offered temporary placement in the alternative school program when the principal verifies the student's suitability for such program and, in such case, the hearing before the District Disciplinary Committee may be held at any appropriate time without

application of the 10-day limitation. However, the District may not offer temporary placement when the offense upon which the action is based is gang or group-related fighting, violation of prohibitions against weapons or controlled substances, assault of a staff member or other unlawful or violent act.

- b. The student may be allowed to remain in school if the principal or, in the case of non-admission, the superintendent determines that his continued presence is not detrimental to the normal functioning of the school program and, in such case, the hearing before the District Disciplinary Committee may be held at any appropriate time without application of the 10-day limitation
5. The hearing will be before the District Disciplinary Committee:
 - a. The Committee shall be composed of three or more school administrators, none of whom may be on the staff of the school from which the student is enrolled.
 - b. The superintendent's designee will serve as the investigator, convener, and administrative officer of the Committee but shall not vote.
6. The Committee shall hear and consider all cases presented and is authorized to:
 - a. To concur or not concur in the suspension, expulsion or non-admission recommendation;
 - b. To confirm or specify the duration of a suspension of eleven days or more, to remove the suspension or expulsion or to recommend admission; and
 - c. Subject to review and approval of the superintendent, to recommend limited or unlimited expulsion or non-admission to the board.
 - d. The District Disciplinary Committee shall prepare a written summary of each case.
7. All expulsion and non-admission recommendations shall be subject to review by the superintendent and by the board.
8. After completing this appeal step, a parent, legal guardian or custodian aggrieved by a decision to suspend this child may request review of the decision by the board. A request for review must be submitted to the board within 5 days after received a decision as this appeal .

STEP THREE: REVIEW BY THE SUPERINTENDENT

Applies to: Expulsions
Denials of admission

The superintendent shall review all recommendations by the District Disciplinary Committee for expulsions or denials of admission:

1. If the superintendent concurs in the decision of the District Disciplinary Committee, s/he shall submit the recommendation to the Board for final action.
2. If the superintendent does not concur in the decision of the District Disciplinary Committee, s/he may remove expulsion, assign an appropriate duration of suspension or recommend expulsion or, in the case of other denial of admission, recommend admission.
3. All recommendations by the superintendent of expulsions or denials of admission shall be subject to review by the board.

STEP FOUR: REVIEW BY THE BOARD

Applies to: Suspensions (only upon request by parents)
Expulsions
Denials of admission

The board shall, at its next regular or special meeting following the recommendation, review and take final action on all recommendations for expulsions, denial of admission and any requests for review of suspensions. All consideration of student disciplinary actions shall be conducted in accordance with standard board procedure. All decisions by the board shall be final.

Grading Policy IKA

The evaluation of student progress is the continuing responsibility of each member of the professional staff and requires the highest professional skill. The primary purpose of the grading system is to provide students and parents a composite statement of educational progress in a specified period of time for the student in selected areas of learning. The administration shall issue regulations to ensure that the grading system is uniform throughout the school system at the primary, elementary, middle, and high school levels. The grading/ assessment system shall conform to the following guidelines:

1. Official reporting of grades shall be on a nine-week basis. Progress reports will be mid-way through each grading period.
2. Grades shall reflect a student's progress in meeting the objectives of a course through a variety of evaluative measures, i.e., text assignments (oral and written); class participation; special projects and assignments; research; various activities; special contributions; and tests, checklists, and quizzes.
3. The receiving school shall accept transfer grades provided that the course taken is compatible with local and state regulations. The principal, or designee, shall have the authority to interpret and translate transfer grades into the district's grading system. (Policy IKAD-R)
4. Grades shall be maintained numerically by the teacher, and reported as a letter grade in kindergarten.
5. Students entering the ninth grade shall be advised of the method of calculation class rank and grade point average during spring orientation, fall group guidance, or scheduling sessions. Grades used to determine class rank shall be computed on the semester grade for all courses approved by the Commission on School Accreditation. Students who are meeting requirements for a special education certificate shall not be included in the class rank.
6. Teachers shall maintain accurate records that reveal how they have determined each student's grades.
7. A uniform method of determining the weight or value of different types of assignments/activities shall be devised for computing the term average, semester average, and final grade in all courses. See Policy IKAB

GRADING SCALE FOR GRADES 1-12		
Letter Grade	Percent Grade	Value on 4.0 Scale
A+	97-100	4.0
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	65-66	1.0
F	Below 65	0

Make-Up Work

Procedures on makeup work are published in student handbooks.

Special Education Grading

A student with a disability will receive grades fairly reflecting the student's achievement on the instructional level at which he/she is functioning. The procedure used for reporting grades shall be such that everyone involved in reporting and using these grades will clearly understand that a high grade does not necessarily mean that a disability no longer exists. A high grade should reflect that, based on the student's IEP, he/she is performing well. Actual grading shall follow this process for all schools:

1. Students with disabilities who attend classes offered in the general curriculum shall be required to meet the same minimum standards required of regular education students in order to receive grade level credit or Carnegie units. Regular education teachers and special educators will collaborate to ensure all appropriate educational methods, accommodations, and/or modifications and supplementary aids and services are being provided according to each student's Individual Education Plan (IEP).
2. Students participating in the general curriculum with an IEP stating all testing and grading will be modified, below grade level, will not receive grade level credit or Carnegie unit.
3. Students with an IEP who are not participating in the general curriculum will receive grades based on each student's individual level of performance and will not receive grade level credit or Carnegie unit.

Health and Wellness Policy

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INTRODUCTION:

The link between nutrition, physical activity and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. Healthy eating and physical activity, essential for a healthy weight, are also linked to reduced risk for many chronic diseases, like Type 2 diabetes. Schools have a responsibility to help students learn, establish, and maintain lifelong, healthy eating and activity patterns. Well-planned and effectively implemented school nutrition and fitness programs have been shown to

enhance students' overall health, as well as their behavior and academic achievement in school. Staff wellness also is an integral part of healthy school environment, since school staff can be daily role models for healthy behaviors.

GOAL:

The Pass Christian School District will promote a healthy school environment by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. The District will support a healthy environment where children learn and participate in positive dietary and lifestyles practices.

To meet this goal, the Pass Christian School District has adopted this Health and Wellness Policy with the following commitments to nutrition, physical activity, comprehensive health education, marketing, and implementation. This policy is designed to effectively utilize school and community resources and to equitably serve the needs and interests of all students and staff, taking into consideration differences in culture.

NUTRITION STANDARDS

The Pass Christian School District recognizes that:

- A crucial relationship exists between nutrition and health and nutrition and learning. The health and nutrition needs of growing students are met with USDA school meal programs.
- As a minimum The Pass Christian School District must follow all current and future requirements and recommendations of the USDA National School Lunch Program Meal Patterns and Nutrient Standards.
- The 2005 Dietary Guidelines for American Schools, USDA's My Pyramid (www.mypyramid.gov) and the USDA Healthier U.S. School Challenge provide nutritional guidance for school meals.
- All schools must offer equal access to all meals or items served or sold under the National School Lunch & Breakfast Programs.
- Students will have adequate time to eat and enjoy meals served in all schools.
- Moving recess before lunch, through a simple schedule change, will provide many benefits for students in grades K-12.
- Family education will be the key to building a healthy future for all Mississippians. The Pass Christian School District will offer the best resources, facilities and structure to promote family nutrition education.
- The Pass Christian School District offers healthy foods and beverages in the schools, but does not guarantee that students will choose them. Aggressive marketing techniques are implemented to inform students, teachers, administrative staff and most importantly, the public of the benefits of eating in the school cafeteria.
- The Pass Christian School District encourages all schools to participate in the Healthier School Challenge. Currently all schools are a member of Team Nutrition.
- Encourage all school-based organizations to use services, contests, non-food items, and/or healthful foods for fundraising programs.

The Pass Christian School District intends that:

A. Healthy food and beverage choices:

1. Schools shall increase fresh fruits and vegetables offered to students. A minimum of one fresh fruit or vegetable choice will be offered to students daily.
2. School menus shall offer a minimum of three different fruits and five different vegetable weekly. Schools shall try to serve dark green leafy vegetables of broccoli and / or orange vegetables (high in vitamin A) or fruits three times per week.
3. Schools shall offer milk choices with a maximum milk fat of 1%, unless USDA Regulations require lower milk fat content. Flavored nonfat or low-fat milk shall contain no more than 160 calories per 8-ounce serving.
4. Schools shall only offer 100% fruit and vegetable juice with no added sugar.

B. Healthy food preparation:

1. Schools shall comply with the existing USDA NSLP/SBP meal pattern requirements. This includes meeting the minimum nutrient standards for calories, protein, calcium, iron, vitamin A, vitamin C and the maximum levels of 30% calories from fat and less than 10% calories from saturated fat.

MINIMUM NUTRIENT AND CALORIE LEVELS FOR SCHOOL LUNCHES				
SCHOOL WEEK AVERAGES				
NUTRIENTS AND ENERGY ALLOWANCES	MINIMUM REQUIREMENTS (LEVELS ARE MATCHES TO GRADES OF SCHOOL)			
	GRADES K-3	GRADES 4-12	GRADES K-6	GRADES 7-12
Energy allowances (calories)	633	785	664	825
Total fat (as a percentage of actual total food energy)	1,2	1,2	2	1,2
Saturated fat (as a percentage of actual total food energy)	1,3	1,3	3	1,3
RDA for protein (g)	9	15	10	16
RDA for calcium (mg)	267	370	286	400
RDA for iron (mg)	3.3	4.2	3.5	4.5
RDA for Vitamin A (RE)	200	285	224	300
RDA for Vitamin C (mg)	15	17	15	18

- a.) The Dietary Guidelines recommend that after 2 years of age “children should gradually adopt a diet that, by about 5 years of age, contains no more than 30 percent of calories from fat.”
- b.) Not to exceed 30 percent over a school week
- c.) Less than 10 percent overall school week

2. The Pass Christian School District has developed and implemented a food safety program by the July 1, 2005 deadline. Every school has a HACCP system plan in place as required by the Child Nutrition and WIC Reauthorization Act of 2004. (**National School Lunch Act Section 9 (H)**) All schools shall update their School Wellness Policy to include a food safety assurance program for all food offered to students through sale or service.
3. All schools shall secure a Food Service Operational Permit through Mississippi State Department of Health for approval to operate under the National School Lunch/National School Breakfast Program.
4. Mississippi State Department of Health conducts three School Food Facility Inspections per site each school year. The State Agency is required by federal regulations to submit a written report to the United States Department of Agriculture (USDA) Food and Nutrition Service reporting on the number of School Food Facility Inspections conducted per site. (**Child Nutrition and WIC Reauthorization Act 2004, Section 15.9 (H), Implementation Memo SP-24**)
5. All schools shall implement healthy school food preparation techniques using training materials developed thorough sources such as USDA, National Food Service Management Institute or Mississippi Department of Education. Training documentation and assessment records shall be retained for review by Mississippi Department of Education.
6. The Pass Christian School District has successfully removed all fryers from the cafeterias and replaced them with Combination Ovens. (Combi-ovens /Steamers) Complete implementation will be July 2010.

C. Marketing of healthy food choices to students and staff:

1. Train School Foodservice Administrators, Kitchen Managers, and Cooks in Marketing New Cooking Techniques, and Garnishing using available or newly developed training tools, such as *Marketing Sense* – Mississippi Department of Education, Office of Child Nutrition.
2. Use the Whole School Approach in Marketing the Local Wellness Policy. Administration, faculty, staff, students, and parents need to be a part of the implementation of the Local Wellness Policy. Educating the family and community is a crucial part of the success of our efforts.
 - a. Establishing a Community Partnership to get groups on board with the programs, they can provide physical and financial support.
 - b. Marketing new food: studies show that it takes a number of times for an item to be served before it can be accepted. To facilitate the introduction of new foods, we suggest.
 - 1) Tasting Parties
 - 2) Serving Line Sampling
 - 3) Serving Line Promotion

D. Food preparation ingredients and products:

1. The Pass Christian School District shall adopt the Dietary Guideline recommendation that trans fatty acids will be kept “as low as possible”.
2. Wherever possible and practical, school lunch and breakfast program shall include products that are labeled “o” grams trans fat.
3. All schools shall incorporate whole gain products into daily and weekly lunch and breakfast menus based on product availability and students acceptability.
4. Increase the amount and variety of whole gain products offer a minimum of at least 1 serving per day on 3 or more days per week (not the same each day).

E Minimum and maximum time allotment for students and staff lunch and breakfast periods:

1. The Pass Christian School District lunch schedule allows at least a minimum of 24 minutes to ensure adequate eating time for school lunch. The factors influencing the lunch period are wait time, consumption time, standard deviation/variability and social time.
2. Although breakfast is not factored into the regular school day, the Pass Christian School District does take into consideration the recommended time of 10 minutes once the child has received his/her breakfast to consume it.

F. Competitive Food Sales during lunch and breakfast:

1. The Pass Christian School District has complied with the Mississippi Board of Education Policies on Competitive Food Sales as outlined in the Mississippi Board of Education Policies.
2. All schools shall update the wellness policy to address limiting the number of extra sale items that may be purchased with a reimbursable meal. This policy will exclude beverage purchases of milk, juice and/or water. Schools may want to consider the following options.
 - a. **EXAMPLE:**
 - i. Elementary School – 1 extra sale item other than a beverage.
 - ii. Middle School – 1 extra sale item other than a beverage
 - iii. High School – 2 extra sale items other than a beverage
3. Schools may sell extra items in individual packages not to exceed 200 calories.
 - a. **EXAMPLE:**
 - i. Ice cream, baked chips (gain), 100% juice bars, 100% fruit juice, granola bars, or cereal bars
4. Schools may sell extra items in portion not to exceed the menu portion serving size.
 - a. **EXAMPLE:**
 - i. ½ cup of fruit, ½ cup of vegetable, 2 oz. wheat roll or entrees with 2-3 oz. protein
5. Schools will use marketing pricing and nutrition education strategies to encourage healthy extra sales selections.
 - a. **EXAMPLE:**
 - i. Healthy selection such as fruit or vegetables priced lower than other selections
 - ii. Healthy selections positioned in a visibly prominent location
 - iii. Fun nutrition information marketing the healthy selections

G. Methods to increase participation in the Child Nutrition School Breakfast and Lunch Program

1. Since the food service program operates as a business with income and expenses, adequate marketing ensures a successful operation. To promote healthy education to students and parents will continue to provide:
 - i. Health education material and resources to the families and community
 - ii. An academic partnership between governmental agencies that offer family nutrition education programs
 - iii. Healthy lifestyle and healthful eating habits to students, parents, teachers, administrators and the community at school events.

ASSURANCE POLICY:

Food offered for sale or service that will be served to the children (Example: school parties), must be purchased from outside entities such as Wal-Mart or your local grocery store. These items must be in a sealed container, in order to protect the students from foods that may be prepared in an unsanitary environment.

COMMITMENT TO PHYSICAL ACTIVITY MINIMUM REQUIREMENTS

The Pass Christian School District will:

- Provide a quality physical education program that is an essential component for all students in grades K-12.
- Participate in fitness testing using the President's Challenge to Physical Fitness or other comparable programs.
- Create wider opportunities for students to voluntarily participate in before and after school physical activity programs like intramurals, clubs, and at the secondary level, interscholastic athletics.
- Encourage schools and clubs to sponsor activities that enhance wellness such as district wide events like hiking or heart walks, 10k run, or small triathlons.
- Collaborate with local recreational departments and youth fitness programs to promote participation in lifelong physical activities.

COMMITMENT TO COMPREHENSIVE HEALTH EDUCATION: MINIMUM REQUIREMENTS

The Pass Christian School District will:

- Provide 1/2 Carnegie unit of comprehensive health education for graduation (2004 Mississippi Public School Accountability Standard 20, Appendix A).
- Implement the 2006 Mississippi Comprehensive Health Framework for grades 9-12 (2004 Mississippi Public School Accountability Standard 20; Appendix A).
- Offer comprehensive health education in grades K-8.
 - A. 150 minutes per week of instruction through a combination of Physical Education, physical activity, and activity based instruction.
 - B. 45 minutes per week of health education.
 - C. Fitness testing in grade 5.
- Emphasize the disease and prevention.
- Participate in the USDA nutrition programs such as **Team Nutrition Schools** and the **Healthier US School Challenge**. The school will conduct nutrition education activities and promotions that involve students, parents and the community. The school team responsible for planning nutrition activities will include school foodservice staff, school nurse, and health and PE teacher, coaches, and additional staff, as appropriate.
- Mississippi Office of Healthy Schools (www.healthyschoolsms.org).

COMMITMENT TO MARKETING A HEALTHY SCHOOL ENVIRONMENT:

The Pass Christian School District will:

- Provide positive, motivating messages, both verbal and non-verbal, about healthy lifestyle practices throughout the school setting. All school personnel will help reinforce these positive messages.
- Involve students in planning for a healthy school environment. Students will be asked for input and feedback through the use of student surveys, and attention will be given to their comments.
- Promote healthful eating, physical activity, and healthy lifestyles to students, parents, teachers, administrators, and the community at school events (e.g., school registration, parent-teacher conferences, PTA meetings, open house, health fairs, teacher in-services, and other events).
- Marketing and pricing using educational strategies to encourage healthy extra sales selections.
- Eliminate advertising and other materials on the school campus that promote food of minimal nutrition value.
- Nutrition information will be provided to teachers, students, and parents in the form of a newsletter.
- Work with local media, like newspaper, TV and radio, to inform the community about the health problems facing Mississippi children, as well as the need for the benefits of healthy school environments.
- Place a suggestion box at each school site for possible food choices with a comment or questionnaire card.

COMMITMENT TO COUNSELING: MINIMUM REQUIREMENTS

The Pass Christian School District will:

- Adhere to the state and national standards for school counselors.
- Treat students with respect and as unique individuals
- Be concerned with the educational, academic, career, personal and social needs and encourage the maximum development of every student.
- Show respect to the student's values and beliefs.
- Be knowledgeable of law, regulation, and policies relating to students and strive to protect and inform the students regarding their rights.

COMMITMENT TO NURSING SERVICES: MINIMUM REQUIREMENTS

The Pass Christian School District will:

- Provide nursing service to all students in Pass Christian School District, which will include first aid, emergency treatment, and counseling education on health related topics.
- Develop and implement health plans for students with special needs.
- Make referrals and follow ups related to health problems.
- Implement and monitor student compliance with immunization laws
- Maintain appropriate student health records.
- Participate in the total health education of student, which will include coordination between the home and the school and formation of health policies in the schools.
- Work closely with the faculty on health related issues.

- Provide education materials on preventative health issues.
- Have a health awareness bulletin board posting health issues of the month, upcoming events including physical activities such as special walks or certain awareness (ex: The Annual Heart Walk or Breast Cancer Awareness Month)

**COMMITMENT TO FAMILY AND COMMUNITY:
MINIMUM REQUIREMENTS**

The Pass Christian School District will:

- Invite parents and the community stakeholders to become members of the Health and Wellness Committee.
- Implement a Health and Wellness Fair that will offer health screenings, and educational material to the families in the community
- Encourage parents and the community to support the Health and Wellness Policy of the school district in all the areas.
- Provide information for parents to help model healthy eating and wholesome activities in their homes.

VENDING:

BEVERAGES:

- Vending sales of carbonated drinks and artificially sweetened drinks will not be permitted on school grounds.
- Milk, water, and 100% fruit juices may be sold on school grounds both prior to and throughout the instructional day.
- Reduced fat-milk including flavored milk contains no more than 160 calories per 8-ounces.
- 100% fruit and vegetable juices with no added sugar.

CANDY:

- Candy is defined as any processed food item that has:
 1. Sugar (including brown sugar, corn sweetener, corn syrup, fructose, glucose (dextrose), high fructose corn syrup, honey, invert sugar, lactose, maltose, molasses, raw sugar, table sugar (sucrose), and syrup) listed as one of the first two ingredients; AND
 2. Sugar is more than 25% of the item by weight.
- Vending sales of candy will not be permitted on school grounds.
- Non-vending sales of candy will be permitted ONLY at the conclusion of the instructional school day.

FUNDRAISING:

- All fundraising projects are encouraged to follow the Pass Christian School District Nutritional Standards.
- All fundraising projects for sale and consumption within and prior to the instructional day will be expected to make every effort toward following the Nutrition Standards when determining the items being sold.
- Adding nutritious and appealing options (such as fruits, vegetables, nuts, trail mix, and water) whenever foods/beverages are sold or otherwise offered at school, including vending machines, school stores, concessions stands at sporting and academic events, parties, celebration, social events, and other school functions.

TEACHER-TO-STUDENT INCENTIVE:

- Strong consideration will be given to non-food items as part of any teacher-to-student incentive programs. Teachers should feel compelled to utilize food items as an incentive; they are encouraged to adhere to the National Standards.
- Eliminate use of foods as rewards for students’ accomplishments and the withholding of food as punishment (e.g., restricting a child’s selection of flavored milk or ice cream at mealtime due to behavior problems).

STUDENTS NUTRITION EDUCATION:

The Pass Christian School District has a comprehensive curriculum approach to nutrition in Kindergarten through ninth grade. Beginning in the 2006- 2007 school year, all instructional staff will be encouraged to integrate nutrition themes into daily lesson when appropriate. The health benefits of good nutrition should be emphasized. These nutritional themes include, but are not limited to:

- | | |
|---------------------------------|------------------------------------|
| Knowledge of food guide pyramid | |
| Healthy Diet | Healthy Breakfast |
| Healthy heart choices | Diet and Disease |
| Food labels | Serving Sizes |
| Sources and variety of foods | Understanding Calories |
| Major nutrients | Proper Sanitation |
| Guide to a healthy diet | Healthy Snacks |
| Multicultural influences | Identifying and Limiting Junk Food |

PARENT NUTRITION EDUCATION:

- Nutrition education will be provided to parents beginning at the elementary level. The goal will be to continue to educate parents throughout the middle and high school levels.
- Nutrition education may be provided in the form of handouts, postings at the school or presentations that focus on nutritional value and healthy lifestyles.
- Office of Healthy Schools offers information on healthy and wellness to parents www.healthyschoolsms.org

PHYSICAL ACTIVITY:

The Pass Christian School District will provide a quality physical education program that is an essential component for all students to learn about participating in physical activities. Physical activity will be included in daily educational programs from grades K through 12. Physical activity should include regular instructional physical education, co-curricular activities, and recess.

IN SUMMARY:

The Pass Christian School District board of trustees, administrative staff, teachers, support staff, students and community members are committed to the implementation of the wellness policy. Upon the recommendation from the superintendent in accordance with state law, the school board has established that all schools within the district have a health council that addresses all aspect of the coordinated school health program, including wellness policy.

Title I Parental Involvement

A major goal of the Pass Christian Public School District Title I Program is to encourage the involvement of parents in the education of their children in partnership with our school. The district affirms its commitment to family involvement. All faculty and staff are expected to facilitate the development and growth of family, school, and community partnerships. In adherence to Title I requirements and district policy, the following is a statement of our policy on parental involvement:

1. Parents will be informed of the school wide participation in Title I and the specific school instructional objectives of the program.
2. A community/parent advisory committee will meet two times a year to assist in the development and evaluation of school programs. Members will be recruited from the community and from parents of students. Special attention will be given to ways of encouraging parental involvement. The committee will assist in developing parent/teacher surveys and the school-parent compact.
3. Each year teachers, students, parents and the principal will sign a parent-student-teacher compact. The compact will specifically outline how parents, staff and students share responsibility for promoting high student achievement.
4. Communication with parents will consist of a newsletter distributed during the school year. School activities as well as information on parenting skills are among the topics to be included in the newsletter. In addition, notices, other mailings, phone calls, conferences and home visits will be conducted as needed.
5. Parents will be encouraged to visit the school during the year. Opportunities for parental involvement will be offered through participation in the PTO, school programs in which student participate, parent-teacher conferences, and a school volunteer program.

Parents of children who attend Title I, Part A funded schools have the right to be provided the following information by the school district:

1. Professional qualifications of the student's classroom teachers (and paraprofessionals, if applicable),
2. Level of achievement of the parent's child in each statewide academic assessment,
3. Notification to parents of children taught for 4 (four) or more consecutive weeks by a teacher who is not highly qualified, and
4. Notices and information under the Parents Right-to-Know in an understandable and uniform format, and to the extent practicable, in a language that parents can understand.

PASS CHRISTIAN

PUBLIC SCHOOL DISTRICT



“COMMITTED TO EXCELLENCE”

MIDDLE SCHOOL ATHLETIC HANDBOOK

2013 - 2014

FOREWORD

The objective of the Pass Christian School District is to provide outstanding sports programs for student athletes. Each Teacher/Coach is committed to instilling in the athletes an attitude of sportsmanship while developing their individual athletic abilities.

This athletic handbook was created to provide a necessary guide to parents and student athletes concerning the policies and procedures in the athletic program. Hopefully, each of you will become completely familiar with its contents and refer to it when in doubt. Should a situation arise which is not covered in this handbook, the coach and athletic director are always available for advice and counsel.

Participation in sports plays a valuable role in our educational program as well as the development of the individual. The student athlete learns character, cooperation, positive work ethics, leadership, and other virtues, which can enhance his or her life.

Parents are strongly encouraged to join and support a Booster Club. If you are interested in obtaining more information about the booster club, please contact your child's coach or the programs director.

PURPOSE

The purpose of the competitive sports program is to provide experiences which enable student athletes to progress toward established educational objectives. Outlined below are some of the desirable educational goals to be achieved through the competitive sports program.

To develop for the student athlete:

1. Qualities of physical strength, endurance, vitality, and neuro-muscular skills.
2. A program of activities that meets the needs, interests, and capacities of the athlete.
3. Qualities of courage, alertness, resourcefulness, and good sportsmanship.
4. Proper emotional control and stability of character.
5. Desirable social and competitive experience through interschool competition.
6. Approved social patterns of individual and group conduct.

To develop for the school:

1. A program of interscholastic competition as an integral part of the school curriculum.
2. A high standard of school loyalty, student morale, and wholesome school spirit.
3. Student understanding of sports so that they will be more intelligent and appreciative as spectators.

To develop for the community:

An understanding that the competitive sports program for the student has been promoted under conditions which insure to the participants and to the public the best traditions in sportsmanship, citizenship, and a wholesome school-community relationship.

PROGRAMS

The programs of interscholastic athletics at the middle school level are an extension of the educational program. In providing these educational experiences, qualified persons are employed to serve in a dual capacity as teacher and coach. Under the direction of the principal and programs director, this provision of a teacher-coach brings to the competitive sports program, persons qualified to train and supervise students in competitive sports.

Student athletes participating in the competitive sports program are thus under the direction of competent persons exercising professional judgment where the best interests of youth are to be served. The competitive sports program for the middle and high schools is as follows:

MIDDLE SCHOOL

(7-8)	(7-8)
Band	Golf
Girls Basketball	Tennis
Boys Basketball	Girls Track
Cheerleading	Boys Track
Cross Country	Soccer
Football	Girls Volleyball

SCHOOL COLORS

All official uniforms purchased by the school district will use the approved school district colors: scarlet red, royal blue, and white. (Unless otherwise approved by the Athletic Director.)

CARDINAL RULES

1. Athletes absent from school on the day of a contest will not be eligible for participation. They must be present at least 63% of the day in order to participate.
2. Athletes suspended out of school or in In-School-Suspension during the day of a contest will **not be eligible for participation on that day.**
3. Every coach is expected to have complete knowledge and understanding of the Mississippi High School Activities Association Handbook of Rules and Regulations as well as the regulations and policies of the Pass Christian Public School District.
4. Each coach will make every possible effort to assure that all athletes exhibit behavior beyond reproach in the classrooms, on the campus, and at school sponsored events. The coach will work closely and cooperate with the principal and classroom teachers to insure that athletes develop leadership skills and positive attitudes.
5. Students attending Pass Christian High School must earn five credits per year in order to participate in sports.

PRIORITY OF SPORTS PARTICIPATION

If there is a conflict involving participation in two or more sports, i.e., spring training, tryouts, etc., then participation in the sport whose sport season is now in session takes precedence over participation in any other sport activity.

CODE OF CONDUCT

Students participating in school-sponsored activities are expected to conduct themselves in an exemplary manner which reflects positively on themselves, the school, and the district. Students are subject to all disciplinary policies and procedures in all instances when they are involved in school sponsored events regardless of where the event is located: at the home school, the athletic field, on the bus, or in another school district. These disciplinary actions and procedures will be enforced by the coaches, the school administration, and the superintendent. (See Middle School/High School Handbook for further details about all applicable disciplinary policies and procedures).

*Any coach or player who is ejected must complete the Star Sportsmanship program (if it has not already been completed) plus the remedial module before the ejected coach or player can once again participate.

ELIGIBILITY

The Pass Christian Public School District offers a variety of interscholastic activities for students in grades seven (7) through twelve (12). The purpose of these activities is to promote self-reliance, self-discipline, teamwork, and wholesome competition.

In order to participate in any interscholastic activity, students must meet, at a minimum, the eligibility requirements formulated by the Mississippi High School Activities Association. They shall, also, meet any additional requirements set by the Board of Trustees. Students must meet the following general policies on participation:

1. To be eligible for participation a student must meet the following minimum scholastic requirements at the end of a semester and at the end of the year if the pupil is to be eligible for the next year.
2. To be eligible a student shall at the end of each semester be able to demonstrate normal progress toward the earning of 28 Carnegie units of credit required for graduation. The student must have at least an average of 75 in all courses that amounts to five (5) credits toward graduation each year. Beginning with the freshman class, a student must earn five (5) credits toward graduation each year which will be 28 Carnegie units required for graduation.
3. A pupil who is not eligible at the beginning of the school year may become eligible the second semester. This may occur only once during a students' high school career. Students in school that are on the block system who complete four units in the first semester are required to obtain three (3) credits with an overall 75 average to become eligible.

Out of School One or More Semesters:

If a pupil who is eligible for a given semester drops out of school for one or more semesters, he/she is then ineligible until he/she passes five (5) subjects during a semester. A pupil who is eligible for a given semester cannot drop out of school during the semester or remain out of school for one or more semesters and then be eligible for the next semester he attends.

SEVENTH, EIGHTH, AND NINTH GRADE PARTICIPATION:

Pupils entering the seventh grade, eighth grade, and ninth grade, participating in high school extra-curricular activities must pass their grade level by achieving at least an average of 75 in the five (5) basic courses of Math, Science, English, Reading and Social Studies the previous year in order to be eligible to participate during the present year.

A student who fails to meet the requirements at the end of the first semester would be placed on warning for the following semester. Participation may continue during the warning semester, (the second semester). If by the end of the warning semester, requirements have not been met, the student would be ineligible. A pupil who is not eligible at the beginning of the school year may become eligible the second semester, by passing five (5) basic courses with a 75 in each course.

If a student meets promotional requirements at the end of the school year but is retained in the same grade, the student is ineligible for one (1) year. This is commonly referred to as red shirting. If the student participates after being declared ineligible, the school will be placed on athletic probation by the Mississippi High School Activities Association. Also, the school could lose accreditation by the State Department of Education.

SEVENTH AND EIGHTH GRADERS ON HIGH SCHOOL TEAMS

The School Board of the Pass Christian Public School District discourages seventh and eighth grade students from participating in the high school sports. However, any student desiring to participate must be approved by the Athletic Advisory Committee composed of the Middle School Principal, the Athletic Director, and the coach of the sport in question. In making its decision, the committee will consider the following: maturity, emotional stability, size, strength, and scholastic average.

Eighth grade students will be allowed to participate in varsity sports providing that there is no feeder program allocated for that particular sport and space has been provided by not having enough athletes on the squad. High School students may not be replaced on any team by an eighth grade student. In other words, no high school student may be cut in order to place an eighth grader on the team.

MIDDLE SCHOOL AWARDS

A student must participate in a sport the full season to receive an award (extenuating circumstances will be considered). All students participating in athletics will receive a certificate of participation.

SCHOLAR ATHLETE

One (1) scholar athlete award will be given per school sport. This award will be given to the athlete with the highest numerical average. The scholar athlete award will be based upon the numerical highest academic average at the end of the first semester.

FOOTBALL

Seven awards may be awarded.

- a. MOST DEDICATED PLAYER
- b. MOST VALUABLE BACK PLAYER
- c. MOST VALUABLE LINEMAN PLAYER
- d. MOST IMPROVED PLAYER
- e. MOST VALUABLE PLAYER
- f. SPORTSMANSHIP PLAYER
- g. SCHOLAR ATHLETE AWARD

CROSS COUNTRY

Four awards may be awarded.

- a. MOST VALUABLE PLAYER (BOYS, GIRLS)
- b. MOST IMPROVED PLAY (BOYS, GIRLS)
- c. MOST DEDICATED RUNNER (BOYS, GIRLS)
- d. SCHOLAR ATHLETE (BOYS, GIRLS)

BASKETBALL

Five awards may be awarded.

- a. MOST DEDICATED
- b. MOST VALUABLE
- c. MOST IMPROVED
- d. SPORTSMANSHIP
- e. SCHOLAR ATHLETE AWARD

CHEERLEADER

Four awards may be awarded.

- a. OUTSTANDING ALL-AROUND
- b. MOST IMPROVED
- c. MOST DEDICATED
- d. SCHOLAR ATHLETE AWARD

BAND

Five awards may be awarded.

- a. OUTSTANDING MUSICIAN-BEG. BAND
- b. MOST IMPROVED MUSICIAN-BEG. BAND
- c. OUTSTANDING MUSICIAN-ADV. BAND
- d. MOST IMPROVED MUSICIAN-ADV. BAND
- e. SERVICE AWARD

SOCCER (BOYS & GIRLS)

Five awards may be awarded.

- a. BEST OFFENSIVE PLAYER (BOYS & GIRLS)
- b. BEST DEFENSIVE PLAYER (BOYS & GIRLS)
- c. MOST VALUABLE PLAYER (BOYS & GIRLS)
- d. MOST IMPROVED PLAYER (BOYS & GIRLS)
- e. SCHOLAR ATHLETE (BOYS & GIRLS)

BASEBALL/SOFTBALL

Four awards may be awarded.

- a. MOST VALUABLE PLAYER
- b. OUTSTANDING OFFENSIVE PLAYER.
- c. OUTSTANDING DEFENSIVE PLAYER
- d. SCHOLAR ATHLETE AWARD
- e. SERVICE AWARD

VOLLEYBALL

Five awards may be awarded.

- a. MOST VALUABLE PLAYER
- b. MOST IMPROVED PLAYER
- c. SCHOLAR ATHLETE
- d. BEST OFFENSIVE PLAYER
- e. BEST DEFENSIVE PLAYER

TRACK

Five awards may be awarded.

- a. MOST VALUABLE (BOYS/GIRLS)
- b. BEST SPRINTER (BOYS/GIRLS)
- c. BEST DISTANCE RUNNER (BOYS/GIRLS)
- d. BEST IN FIELD (BOYS/GIRLS)
- e. SCHOLAR ATHLETE AWARD

TRAVEL

1. Athletes must travel on school sanctioned vehicles to out of town events.
2. Teams will return to the home school immediately following the contest unless an event is scheduled for the following day.
3. All athletes must return with the squad. Exceptions will be made if the coach/sponsor/teacher has secured written permission from the parent/guardian in advance of the event taking place.

SUPERVISION

1. All students are under the direct supervision of the coach who is responsible for the good behavior and discipline of his/her squad at all times.
2. Buses must be left clean after each trip. This is the responsibility of the coach in charge.
3. Horseplay, profanity, and obscene gestures will not be tolerated.

MEALS

Coaches must provide a departure time for a particular sport or activity. Coaches/Sponsors/ Teachers must write on trip voucher if they plan to stop for meals.

The district will furnish meals for student athletes who participate in South State Regional and State Championship events. Sack lunches will be provided for high school teams leaving before 3:45PM. Middle school sack lunches will be at the discretion of the middle school principal.

SAFETY PROCEDURES FOR ATHLETICS

A major portion of the injuries sustained in athletics are caused by:

1. Faulty or inadequate equipment or facilities;
2. Lack of knowledge or skill by participant;
3. Poor leadership; and
4. The nature of the game itself.

It is the responsibility of everyone concerned to take every measure possible to minimize the number and degree of seriousness of athletically connected injuries.

It is imperative that the following safety procedures be strictly followed:

1. Ascertain that the physical facilities are safe and free of hazards.
2. Ascertain that each participant's equipment is in good condition.
3. Provide immediate first aid care or medical care to all injuries regardless of how minor they may appear to be.
4. Ascertain that participants are in adequate physical condition for the activity in which they are involved.
5. Provide the participants with the fundamentals needed for the sport in which they are participating.
6. In football, neither the teaching or use of spear tackling nor head blocking will be permitted.
7. Take frequent water breaks.
8. Postpone or cancel athletic contests or practice sessions whenever playing or practice conditions are unsafe.

PROCEDURES FOR SELECTING MIDDLE SCHOOL CHEERLEADERS

1. A meeting will be held for students interested in trying out for the cheerleader team.
2. Grades will be checked for all those who are trying out for cheerleading. Students will lose points for Ds and Fs from the second semester. Candidates must meet the Academic requirements as set forth in the Athletic Handbook.
3. A second mandatory meeting will be held for all parents whose child would like to tryout. Students must meet the grading policy to tryout. At this meeting a letter to the parents, copy of the cheerleading rules, a permission slip and a tryout packet will be distributed. A due date for the signed permission slips and schedule forms will be set. Forms will not be accepted after this date. Candidates are also given a copy of the cheer clinic schedule. (The candidate must attend all three days of the after-school cheer clinic to be eligible to try out before the judges.)
4. Each candidate's teacher will be provided a rating form to evaluate the candidate's performance and attitude in class.
5. Students may have no more than one discipline referral for the year to be eligible to tryout.
6. If a cheerleader is dismissed from the team, she will not be eligible to tryout the following year. must meet the grading policy to tryout. At this meeting a letter to the parents, copy of the

SEASON PASSES

Season passes will be available through the high school office. This allows the pass holder admittance to all high school home regular season games. The cost is \$45.00 for adults and \$30.00 for students.

**PASS CHRISTIAN MIDDLE SCHOOL
ATHLETIC HANDBOOK**

STUDENT PARTICIPATION FORM

FOR 2013 - 2014

Parents/Guardian:

This page must be detached, signed appropriately, and returned to the head coach before your daughter/son will be allowed to participate in athletics in Pass Christian School District.

Your signature below will attest that you have read, understand, and concur with the information in this handbook and agree to the terms thereof.

Signature of Parent/Guardian

Date Signed

Signature of Student Athlete

Date Signed

This form must be turned in to the Coach before the student is allowed to participate in an athletic program.

Pass Christian Public School's Computer Use Policy 2013-2014

Parent/Guardian-Student Agreement Form Signature Page

In order to make sure that all members of the Pass Christian School District community are aware of these rules of conduct, the school district asks that each student's parent or guardian:

1. Read the district acceptable use policy
2. Discuss it with their child
3. Sign the following statement and return it to proper school personnel
4. Contact the District Technology Coordinator if there are any questions

As the parent or guardian of the below named student, I have read the District's Acceptable Use Policy for internet, cell phones and digital devices and have discussed the policy with my child. I understand that this access is a privilege designated for educational purposes. However, I also recognize that it is impossible to restrict access to all controversial materials and it is also impossible to constantly monitor every site that students may access. Therefore, I will not hold the Pass Christian School District nor any of its employees responsible for any materials or information acquired or sent via the Internet or school network.

Name of Student

Signature of Student

Name of Parent or Guardian

Signature of Parent or Guardian

Date

I understand and will abide by the district guidelines and conditions for use of computer equipment as well as cell phones and mobile devices. Should I commit any violation, my access privileges may be permanently taken away. In addition, school disciplinary action and/or legal action may be taken against me.

This document will be kept on file by the school district for the duration of computer network use by the above named student. Parents should contact the school if they wish to change their child's network access status.

STUDENT AND PARENT HANDBOOK ACKNOWLEDGEMENT FORM

Pass Christian School District is “Committed to Excellence.” An important part of this commitment by Pass Christian Middle School is to continue to provide a safe and orderly educational environment for all students.

This student handbook contains some of the pertinent policies of Pass Christian Middle School. It is designed as a reference of important district and school policies, procedures, parent rights, and general information.

Our signatures verify that we have received, read, and understand the 2013-2014 Pass Christian Middle School Student/Parent Handbook.

Student Name

Student Signature

Parent Signature

Date

After reviewing this Student Handbook, please sign and return this page to your teacher.