

Picayune Memorial High School

Student Handbook 2025- 2026



“The mission of Picayune Memorial High School is to empower each student to be a person of character who can maximize his/her gifts and talents and contribute to the enrichment of a global society”

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BOARD OF EDUCATION

Mr. Jacob Smith Chairman
Mr. Josh Robertson Vice-Chairman
Mr. Jerel Myers Secretary
Mrs. Jan Sweet Second Secretary
Mr. Hasani Bolden Member
Mr. Jim Keith Board Attorney

Superintendent - Dean Shaw

Central Office
601-798-3230

Walt Esslinger Assistant Superintendent
Debbie Smith Curriculum Director
Kimberly Massengale Federal Programs Director
Diane Wise Support Services

PMHS ADMINISTRATION

601-798-1380

Kristi Mitchell Principal
Adam Feeley Assistant Principal/Athletic Director
Toni Tucei Assistant Principal
Jill Smith Director of Vocational Education/District Test Coordinator

Counselors/Support Staff

Ashley Hayden Counselor for students last names A-K
Jessica Smith Counselor for students last names L-Z
Ellen Nail Vocational Counselor
Robin Jenkins Student Services

School Resource Officer

601-798-1380
Chief Chris Wagner

Office Staff

Allison Meitzler Admin Secretary
Michelle Broadway Attendance
Palacie Ceaser Receptionist
Heidi Arthur Records Clerk/Registrar
Tamara Fisk Vocational Secretary
Misty Davis Nurse

REGULAR BELL SCHEDULE

PERIOD	TIME
1 ST	8:00 – 9:35
BREAK	9:35 – 9:45
2 ND	9:50 – 11:25
3 RD	11:30 – 1:35
A LUNCH	11:25 – 11:50
B LUNCH	12:00 – 12:25
C LUNCH	12:35 – 1:00
D LUNCH	1:10 – 1:35
4 TH	1:40 – 3:15

ALTERNATE BELL SCHEDULES

MORNING ACTIVITY BELL SCHEDULE			AFTERNOON ACTIVITY BELL SCHEDULE	
PERIOD	TIME		PERIOD	TIME
1 ST	8:00 – 9:25		1 ST	8:00 – 9:25
ACTIVITY	9:30 – 10:05		BREAK	9:25 – 9:35
BREAK	10:05 – 10:15		2 ND	9:40 – 11:05
2 ND	10:20 – 11:45		3 RD	11:10 – 1:05
3 RD	11:50 – 1:45		A LUNCH	11:10 – 11:35
A LUNCH	11:50 – 12:15		B LUNCH	11:40 – 12:05
B LUNCH	12:20 – 12:45		C LUNCH	12:10 – 12:35
C LUNCH	12:50 – 1:15		D LUNCH	12:40 – 1:05
D LUNCH	1:20 – 1:45		4 TH	1:10 – 2:35
4 TH	1:50 – 3:15		ACTIVITY	2:40 – 3:15

DISTRICT POLICIES

TITLE IX & VI

The Picayune School District does not discriminate on the basis of sex, race, color, religion, national origin, or disability, and is in compliance with Title IX of the Education Amendments of 1972 and Title VI of the Civil Rights Act of 1964. The Title IX & Title VI Coordinator for the Picayune School District is Diane Wise, 706 Goodyear Blvd., Picayune, MS, 39466. Phone: 798-3230.

SECTION 504 NONDISCRIMINATION ON THE BASIS OF DISABILITY POLICY

The Picayune School District will not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities to the extent provided by law.

Dr. Brannon Johnson (601-798-4555) has been designated as the Section 504/Americans with Disabilities Act Coordinator and will handle inquiries regarding the Picayune School District's nondiscrimination policies, the filing of grievances, and requests for copies of grievance procedures covering discrimination on the basis of disability.

SPECIAL EDUCATION FOR CHILDREN WITH DISABILITIES

A variety of programs in special education may be offered based on identified and approved student needs. Services are provided for children with disabilities who have been evaluated and determined eligible. Services are provided in the Picayune School District under the direction of trained and certified staff. For further information regarding Special Education for children with disabilities, please contact Dr. Brannon Johnson, Director of Special Education.

INTERVENTION PROCESS

An instructional model designed to meet the needs of every student is in place at all Picayune schools. The model consists of three tiers of instruction: Tier I: quality classroom instruction based on 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 he/she is falling behind; and, c) modifying instruction early enough to ensure that every student gains essential skills. Monitoring of student progress is an on-going process that may be measured through informal classroom assessment, benchmark instrument assessment instruments, 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 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 (TST).

**NOTIFICATION OF RIGHTS UNDER THE
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
FOR ELEMENTARY AND SECODARY INSTITUTIONS**

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

1. Parents/guardians of eligible students may request, in writing to the principal, an appointment to inspect and review contents of their student's educational records. Appointments must be granted within forty-five (45) days of the request. The principal will notify the parent or eligible student of the time and place where the records may be inspected.
2. Parents/guardians of eligible students may request, in writing that a school correct records believed to be inaccurate or misleading. If the school refuses to change the records, the parents/guardians of eligible students may request, in writing to the principal, a formal hearing. After the hearing, if the school still refuses the correction, the parents/guardians of eligible students have the right to put a note in the record explaining his/her concerns.
3. Parents/guardians of eligible students may request a copy of the student's records for a nominal fee only if illness or distance from school prevents them from coming to school to review records.
4. Educational records may not be release to a third party without written consent of parents/guardians of the eligible student. The following exceptions are legal:
 - School employees
 - Other schools to which a student is transferring
 - State or federal officials in connection for audit purposes or for reporting information required by state statue.
 - Financial aid officials in connection with a student's application for aid
 - Educational agencies for developing, validating and administering predictive test or studies if such information will not permit identification of individual students.
 - Appropriate persons who need information to protect the health and safety of students.
 - Parents/guardians of a student over eighteen (18) who is still dependent
2. A record of individuals requesting access to the educational record of each student will be maintained in each school building.
3. The record will contain the signature, date and the reason for needing access and will be available for parent review upon request.
4. Student records are at the following locations:

Cumulative School Records	High School Records Clerk's Office
Psychological Records	Director of Exceptional Education
5. Parents/guardians of eligible students may request, in writing within thirty (30) days of the first school day of the year, that identifying information regarding the student be deleted from school publications.
6. The school will release directory information concerning students, unless requested in writing not to do so. Request from colleges, military organizations, prospective employers and other legitimate groups may be honored.

Congress recently passed legislation that requires high schools to provide to military recruiters, access to secondary school students and directory information on those students. The No Child Left Behind Act of 2001 and the National Defense Authorization Act for Fiscal Year 2002 reflect these requirements. In accordance with those Acts, Military recruiters are entitled to receive the name, address and telephone listing of juniors and seniors in high school. This information is consistent with the Family Educational Rights and Privacy Act, which protect the privacy of student education records.
7. Prior academic records will be destroyed 5 years from the time the student graduates.

REGISTRATION REQUIREMENTS

Students will not be enrolled until the following requirements have been met:

1. The parent/guardian enrolling a student must have a photo identification and show two proofs of residency in the Picayune School District.
2. Students new to the district may meet with the principal when registering.
3. An original birth certificate for the student enrolling is required.
4. The student should present a withdrawal form from the school from which he/she is transferring.
5. A certificate of immunization compliance shall be presented to the school when a child initially enters the school system upon registration. This certificate shall be issued by the local health officer or physician on forms specified by the MS. State Dept. of Health.
6. A student's records (transcript) from his/her school of last attendance must be received within a reasonable period of time.
7. A student not in good standing from the previous school shall be referred to the school board prior to enrollment.
8. Students not meeting the residency requirements will be withdrawn from school.
9. Parents shall inform in person the school immediately of any change of address (two proofs of residency)/telephone number/authorized sign-out of students that are different from that listed during registration.
10. Social Security paperwork may not be signed until the student is fully enrolled and attending school. The student must have attended a minimum of 14 full school days. If the student accumulates 10 consecutive unexcused absences and is unenrolled, Social Security may be notified that the student is no longer attending school.
11. A student's records will not be transferred until an official, written Record's Request has been made by the forwarding school.

WITHDRAWAL PROCEDURES

Students withdrawing from school are to follow the procedure below:

1. Parent/guardian may meet with the principal, counselor, or records clerk to give permission for the student to withdraw.
2. Pick up a copy of the withdrawal form.
3. Permanent records will be forwarded to the new school upon request. If the student has not paid all debts before leaving, the permanent record will be held until this debt is paid.
4. If a student returns to enroll in school and has any outstanding debts, he/she will not be enrolled until this debt is paid.
5. Students who withdraw in order to be home schooled must register with the attendance officer at 601-798-4074, prior to withdrawing from school.

HOMELESS CHILDREN

It shall be the policy of the Picayune School District to comply with all admission policies as authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 USC 11431 et. seq.), (McKinney-Vento Act) as reauthorized by the No Child Left Behind Act of 2001.

Any homeless child or youth seeking admission or enrollment in the Picayune School District will be afforded every appropriate educational accommodation, free transportation and social services. Every effort will be made to determine each homeless child's best interest and placement educationally,

including locating and talking to parents, investigating the causes of homelessness, consulting with other agencies involved, reviewing previous educational records, and testing for specific needs and placement.

The McKinney-Vento Act defines “homeless children and youth” as individuals who lack a fixed, regular and adequate nighttime residence. The act includes:

- ❖ Children and youth who are:
 - sharing the housing of other persons due to the loss of housing, economic hardship, or a similar reason (sometimes referred to as *doubled-up*);
 - living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
 - living in emergency or transitional shelters;
 - abandoned in hospitals; or
 - awaiting foster care placement;
- ❖ Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- ❖ Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- ❖ Migratory children who qualify as homeless because they are living in circumstances described above.

The Director of Federal Programs for the Picayune School District is designated as the local liaison for homeless children and youth. The School Board encourages the admission of all eligible students to the Picayune School District. All students seeking to enter the Picayune Memorial High School from a home school environment shall be placed in grades and classes in accordance with state guidelines.

TRANSFER FROM PRIVATE OR PUBLIC NON-ACCREDITED SCHOOLS & HOME STUDY PROGRAMS

Academic Credit (Transfer Students-Accredited Institutions/Non-accredited Institutions/Home School):

The School Board encourages the admission of all eligible students to the Picayune School District. All students seeking to enter the Picayune Memorial High School from a home school environment shall be placed in grades and classes in accordance with state guidelines.

The Picayune School District will accept courses taken at other accredited schools if they are officially recorded on the permanent record or transcript. Transfer students must complete all course requirements as established by the Picayune School Board of Trustees and the Mississippi Department of Education.

Students must meet all state and district requirements for graduation. In accordance with Mississippi Department of Education guidelines, students who transfer from a non-accredited school or from a home schooling program must pass end-of-course, specific subject area tests and/or achievement examinations in order to be awarded credit for course work previously completed.

ATTENDANCE POLICIES

Picayune School District shall adopt as its official policy MS Code ' 37-13-91, which is referred to as the "Mississippi Compulsory School Attendance Law". The law indicates that children who have attained or will attain the age of six (6) years on or before September 1 of the calendar year and who have not attained the age of seventeen (17) years on or before September 1 of the calendar year shall be deemed "compulsory-school-age children." House Bill No. 1530 requires that Compulsory school aged students must be present 63% of their individual school day to be considered in full-day attendance.

EXCUSED ABSENCES

Each of the following shall constitute a valid excuse for absence provided written **evidence of the excuse** is provided to the principal:

- A. Authorized school activity
- B. Illness or injury
- C. Isolation ordered by county health officer
- D. Death or serious illness of a member of the immediate family (siblings, parents, grandparents)
- E. Medical or dental appointment
- F. Court proceedings
- G. Observance of a religious event

Students must turn in written documentation for an excused absence to the office within three (3) days of the date the student returns to school. Excuses may be turned in before school, during break, during lunch, or after school. **A FAX or email note will only be accepted directly from doctor's office! No other FAX or email notes will be accepted.** Be sure to sign and date the clipboard when turning in your excuse for absence. If written documentation is not provided, the day(s) missed will be classified as unexcused absence(s). After 5 consecutive, unexcused absences, the student will be turned in to the truancy officer as required by law and may be dropped from the class rolls. The student may re-enroll in school at any time; however, the parent or guardian must complete the re-enrollment process.

Only ten (10) days of absences per year will be excused with a note from the parent/guardian. After the tenth (10th) day, an unexcused absence will be recorded. All excuses after the tenth (10th) day must have written documentation from the previous list. No parent notes will be accepted after the tenth (10th) day of absence.

UNEXCUSED ABSENCES

For any absence that is unexcused, the student cannot make up the work missed. The student will receive a grade of "0" for any graded work missed during the student's unexcused absence. Students that are OSS will receive an unexcused absence. All midterm or final exams will be made up regardless of status of absence.

EXTENDED ABSENCES

If a student is going to be absent for an extended period of time due to extenuating circumstances, the parent/guardian is required to notify the school in advance. Notification of the absence does not ensure that the absences will be excused. Proper written documentation must be provided to excuse the absences. Missing work may be requested from the teachers provided the student's absences are excused and the student will be out at least three consecutive days. The parent/guardian should contact the counselor with at least 24 hours notice to gather missed assignments.

Certain chronic medical disabilities may need medical documentation to excuse excessive absences above the number allowable. This documentation should be obtained annually by your physician.

A student may be eligible for homebound services at a doctor's request. Homebound requests are considered based on circumstances and availability of staff.

MAKE-UP WORK

A student with an excused absence shall have a minimum of two (2) days per each day absent to complete missed assignments. The teacher will determine the maximum number of days allowed. Tests that are pre-assigned prior to a student's absence may be taken on the day the student returns to class. There may be extenuating circumstances in which the student will be allowed to make up the test at a later date. It is the student's responsibility to initiate the process with the teacher for making up missed assignments.

ENTERING CAMPUS IN THE MORNING

All students entering campus in the mornings should enter before 8:00 a.m. through the gates beside the gym. No student should enter campus at any other location.

TARDY TO SCHOOL

Students who are tardy disrupt the educational process for all students in the class. If a student is tardy to school, prior to 8:30 a.m., he/she must report to the school information center for a tardy admission slip. Students will not be allowed in class unless they have a tardy note from the office. The first five (5) tardies to school will be warnings and will not receive consequences. On the student's sixth (6th) through tenth (10th) tardy to school, the student will receive one (1) day of after school detention scheduled for the next afternoon from 3:20 p.m. till 3:55 p.m. Beginning with the student's eleventh (11th) tardy to school, he/she will be assigned one day of In School Suspension the next school day. **Students get five (5) tardies prior to 8:30, without penalty, to use for the school per semester.**

Students entering school after 8:30 a.m. will receive an **absence for each class in which more than thirty (30) minutes are missed**. Students signing into school after 8:30 will receive one free warning. The next time the student comes in after 8:30 a parent must sign the student into school. Failing to have a parent sign the student into school after 8:30, after the free warning has been used, will result in the student being sent to In School Detention for the remainder of the day. **Faxes, phone calls, and notes will not be accepted.**

Students will not be charged with a tardy when their bus is late. However, when a bus is late, students must stop by the office for a pass to their 1st period class.

TARDINESS TO CLASS (Periods 2-4)

Students are allowed ample time to pass from one class to another. Students who are late for class other than first period should be allowed to enter class; however, the student will be written up on a discipline referral which will be sent to the office. On the first tardy with a referral, a student will receive one (1) day

after school-detention and each tardy thereafter will escalate on the discipline ladder. **Remember, a teacher cannot hold a student after class to make the student tardy for another teacher's class. A teacher can hold the student to take away break.**

DISMISSAL AND SIGN OUT PROCEDURES

Students are allowed only five (5) free dismissals per semester. After the fifth dismissal, a doctor's note, court documentation, or nurse's referral will be required to excuse the dismissal. On the student's sixth (6th) through tenth (10th) unexcused dismissal from school, the student will receive a minimum of one (1) day of after school detention scheduled for the next afternoon from 3:20 p.m. till 3:55 p.m. Beginning with the student's eleventh (11th) unexcused dismissal from school, he/she will be assigned a minimum of one day of In School Detention the next school day. All excused dismissals will be deleted from discipline. In order to be considered an excused dismissal, all excuses must be turned into the office the day the student returns to school.

Students can only be signed out of school by the parent/guardian or other adult(s) specified by the parent/guardian on the student's registration form. The parent/guardian or other designated adult must come to the office to sign the student out of school. **For your child's safety, picture identification will be required to check out a student. Checkout notes, phone calls, or faxes for early dismissal cannot be accepted. Student(s) will not be allowed to leave with a person(s) who is not listed on student's sign-out list or who does not have a photo I.D. When a student is properly signed out of school, all absences for classes after the sign-out time will be excused.**

Students having medical appointments or court appointments may bring documentation (appointment card-court papers) prior to checking out, signifying they have an appointment and may be allowed to check out of school by a dismissal note, after it has been confirmed with the parent or guardian, through the principal's office.

The official documentation is required to be turned in on the day the student returns to school.

LEAVING CLASS

Students are not permitted to leave class except in case of an emergency with the teacher's permission. Students with medical issues should have a doctor's note on file in the nurse's office in order to have unlimited bathroom use. Students will not be called from a class to the phone unless there is an emergency. Leaving the classroom without the teacher's permission will result in the student being placed on the discipline ladder. Bathroom visits should be conducted between classes, before or after school, during break, or during lunch, not during class time.

LEAVING SCHOOL GROUNDS

When a student leaves home, their parents assume that they are in school. In order for teachers and the administration to supervise students, it is very important that all students follow their schedule closely. A student is not allowed to leave the school grounds without his/her parent/guardian, or adult on the checkout list, coming to the school to check him/her out through the principal's office. Early release seniors that do not return for their scheduled activity class must also be signed out through the office. **No faxes, notes, or phone calls will be accepted as a means of checking out a student.**

A student should never leave school for any reason without permission from the principal. Once a student boards a school bus or arrives on the campus by any means, the student must check out through the office before leaving school for any reason. Failure to do so will result in the time missed being unexcused and will result in disciplinary action (at least three (3) days out of school suspension). Students failing a class are not allowed to check out each day in order to miss that class.

EXTRA-CURRICULAR ACTIVITIES AND ABSENCES

Extra-curricular activities are seen as an extension of the school day. Therefore, all rules governing the regular school day apply to all activities at home or away. **A student must attend school the entire (100%) day in order to participate in school activities held on that day or night (To include both Saturday and Sunday if the 100% day is a Friday). Students must be at school before 8:30 to be counted as a 100%.** This also applies to scheduled practices. In cases of emergencies or medical situations, the principal may make exceptions. Students that are OSS cannot participate in after school activities the day of their suspension. They must have attended a full day of school to be eligible to participate in the next activity after coming back from OSS.

Any student arrested/charged by law either on campus or off campus during school hours or after school hours can be suspended for participation for the remainder of the year. This includes possession of alcohol, drugs, weapons, assault, vandalism, etc.

FIELD TRIP GUIDELINES

The only field trips allowed will be gold card/competition field trips and field trips approved by the principal. The marching band may participate in the Picayune Veterans Day parade and the Picayune Christmas parade. Students must make up all missed work. Students on field trips will be provided with one chaperone per every ten (10) students. Chaperones may be teachers, paraprofessionals, or parents. The student must be present 100% of the school day the day prior or provide a doctor's note for the absence prior to the field trip in order to attend the field trip.

SENIOR SKIP DAY

The Picayune School District does not recognize or sanction senior skip day. Any student choosing to participate in these activities will be charged with an unexcused absence.

COLLEGE OR UNIVERSITY VISITS

Juniors and seniors are allowed field trips to visit colleges or universities during their junior and senior years. The student must have a letter from the college or university representative stating the date and time of the visit in order for the absence to be counted as a field trip and should be turned into the office within three days. The above "Field Trip Guidelines" regarding making up work and being present 100% of the day prior to the visit apply to junior and senior college or university field trips/visits as well.

ACADEMIC GUIDELINES

ACADEMIC CREDIT (Grading System)

Student's daily work, homework, test performance, participation, behavior, and final exams (semester and year) will be evaluated using the following grading scale:

<i>Regular Grade Scale</i>	<i>A</i>	<i>90-100</i>	<i>B</i>	<i>80-89</i>	<i>C</i>	<i>70-79</i>	<i>D</i>	<i>65-69</i>	<i>F</i>	<i>64 and Below</i>
<i>Honors Grade Scale</i>	<i>A</i>	<i>86-100</i>	<i>B</i>	<i>77-85</i>	<i>C</i>	<i>67-76</i>	<i>D</i>	<i>65-66</i>	<i>F</i>	<i>64 and Below</i>
<i>AP Grade Scale</i>	<i>A</i>	<i>82-100</i>	<i>B</i>	<i>73-81</i>	<i>C</i>	<i>65-72</i>	<i>F</i>	<i>64 and Below</i>		

COMPUTATION OF GRADE POINT AVERAGES

Students at Picayune Memorial High School should be aware that their academic performance has a marked influence on the honors, awards, and scholarships that are possible for him/her to receive.

Students should also be aware that good conduct could also have an influence on decisions that are made concerning them.

A student's Grade Point Average (GPA) is determined using the following regulations:

1. A multiplicative weight is included for those subjects in which weighted grades are given.
2. All grades are averaged and the average is carried out four (4) decimal points.
3. Students earning a regular diploma are ranked by scholastic averages from highest to lowest.
4. All courses for which students are given credit will be used in computation of the GPA.

COMPUTATION OF QUALITY POINT AVERAGES

<i>Regular Grade Scale</i>	<i>A</i>	<i>4.0</i>	<i>B</i>	<i>3.0</i>	<i>C</i>	<i>2.0</i>	<i>D</i>	<i>1.0</i>	<i>F</i>	<i>0.0</i>
<i>Honors & AP Grade Scale</i>	<i>A</i>	<i>4.0(90)-5.0(100)</i>	<i>B</i>	<i>3.9(89)-3.0 (80)</i>	<i>C</i>	<i>2.9 (79)-2.0 (70)</i>				
	<i>D</i>	<i>1.9 (69)-1.5 (65)</i>	<i>F</i>	<i>0.0</i>						

WEIGHTED GRADES

(Advanced Placement and Honors Courses)

Honors and Advanced Placement courses are offered in accordance with student needs and interests. Prerequisites often apply. The actual grade earned in the course will be reported on the report card and the transcript. The weight applies only to the student's grade point average (GPA) and Class Rank. A 65 must be earned as the actual grade, not the weighted grade for the student to receive credit for the course.

AP Grade Weighting Procedures:

AP final course grade x 1.10 = Weighted Calculation for GPA

Example: 85 (course average) x 1.10 = 93.50 (Weighted Calculation for GPA)

Honors Grade Weighting Procedures:

Final Honor class grade x 1.05 = Weighted Calculation for GPA

Example: 85 (course average) x 1.05 = 89.25 (Weighted Calculation for Honors Course GPA)

Students may be removed from an AP/ Honors class if the average is below 65 at the end of a 9 weeks.

GRADE LEVEL CLASSIFICATION

A student's classification will be determined by the number of years in attendance and the recommended number of credits completed prior to the first day of the new school year.

Entering 9th Graders 2018-2019 & Later

Successful Completion of Recommended Units

9 th Grade to 10 th Grade	7 Credits after one year
10 th Grade to 11 th Grade	13 Credits after two years
11 th Grade to 12 th Grade	21 Credits and * an ACT score on file after 3 years
12 th Grade to Graduate	Required credits & end-of-course state test requirements

*Due to State Requirements, students must have an ACT score on file to be classified as a senior.

Juniors will take the ACT Prep class in the fall and should take College and Career Readiness during their junior year. Students who have already scored a 22 in math and a 22 in Reading or 18 in English may be exempt from taking the class at parent's written request.

ACADEMIC CREDIT (Correspondence Course Work)

A student at Picayune Memorial High School may earn a maximum of one (1) credit for graduation by completing a correspondence course. A student interested in taking a correspondence course should see his/her school counselor.

ACADEMIC CREDIT (On-Line Courses)

Students interested in online courses should contact the Counseling Department for information. Only one (1) credit may be earned toward graduation through online courses.

EARLY RELEASE FOR SENIORS

Only seniors, who have met all graduation requirements, including state tests, may have an early release schedule. Parents/Guardians must give written permission for the student to leave campus early. Seniors must have a first period class. Periods scheduled must be consecutive. In order to qualify for early release, seniors must have a 17 in English and a 19 in math OR have at least a 2.5 QPA and take the appropriate essentials classes.

EXAMS

Tests in all subjects are given at the end of each term and will be given on the date assigned. Tests that are pre-assigned prior to a student's absence may be taken on the day the student returns to class. There may be extenuating circumstances in which the student will be allowed to make up the test at a later date.

Final Exam EXEMPTION - Reward for Attendance

Semester Long Classes	3 absences for an A, 2 absences for a B, and 1 absence for a C (year-long classes follow this policy per semester)
Nine Week Classes	2 absences for an A, 1 absence for a B, and 0 absences for a C

- IMPORTANT!!! The absence on Exam days will not count against Perfect Attendance for PMHS or count as days against exemption.
- Both excused and unexcused absences count against exemptions.

SUBJECT AREA TESTS

Students must take all required subjects and meet end-of-course requirements for all state required courses in order to graduate.

Graduation Requirements:

Rule 36.2 Policies for Subject Area Testing. Beginning with the 2014-2015 school year, students shall not be required to pass any end-of-course Subject Area Test in a course for which the student earns and receives credit in a Mississippi school as a requirement for graduation. Student performance on the end-of-course Subject Area Test shall be considered, along with the overall course grade based on the Concordance Table as outlined in State Board Policy Chapter 36, Rule 36.4.

Rule 36.3 Policies for Carnegie Unit Credit.

1. Any Mississippi public school student shall not be awarded Carnegie Unit credit unless the core objectives identified in the Mississippi College and Career-Ready Standards or Mississippi Curriculum Framework have been mastered.
2. For students entering a Mississippi public school from a regionally accredited private school or public school in another state for which the school did not award a Carnegie Unit even though the student successfully completed a course, the district may accept the course as meeting the requirement for the Required Subjects for a diploma in the state of Mississippi provided the district determines that the content of the course taken is comparable. However, the total Carnegie Unit requirement for the Curriculum Area remains the same.
3. Students entering a public school in Mississippi from any regionally accredited public or private school that awarded a Carnegie Unit for the successful completion of a course, the district may accept the course as meeting the requirement for the "Required Subject" in Appendix A of the Mississippi Public School Accountability Standards.
4. Any student previously enrolled in a Mississippi public school that failed an end-of course Subject Area Test and later transfers credit for the same end-of-course Subject Area Test from either a

private/nonpublic school that is accredited regionally or by the state of Mississippi or an out-of-state public school must meet one of the graduation options in State Board Policy Chapter 36, Rule 36.4.

5. Once a student earns a Carnegie Unit in any course, the course may not be retaken to earn a new or additional course grade. This policy includes any Carnegie Unit credit that may be awarded at a private or non-public school after the student has earned an initial Carnegie Unit credit in a course.

Rule 36.4 Assessments Required for Graduation.

1. All students enrolled in one of the four (4) end-of-course Subject Area Test courses must pass the course and participate in the applicable end-of-course Subject Area Test in order to earn the Carnegie Unit.
2. Beginning with school year 2014-2015, students shall graduate by passing the course and meeting one (1) of the following options:
 - Passing the applicable end-of-course Subject Area Test, or
 - Using options outlined in Chapter 36, Rule 36.5, or
 - Using the end-of-course Subject Area Test score with the overall course grade based on the Concordance Table for each of the four (4) end-of-course Subject Area Tests as provided to school districts by the Mississippi Department of Education. (Students must be enrolled in order to utilize this option.)
3. Beginning with school year 2015-2016, in addition to number two (2) above, all students enrolled may achieve a combined minimum score from the end-of-course Subject Area Tests to meet the requirement for graduation in lieu of passing the applicable end-of-course Subject Area Test.
4. Any Mississippi public school student who fails to pass a required end-of-course Subject Area Test, prior to school year 2016-2017, will be offered opportunities to retake the test

Part 3 Chapter 36, Rule 36.5: Graduation Requirements Rule 36.5 Additional Assessment Options for Meeting End-of-Course (EOC) Assessment Requirements.

State Board Policy Rule 36.5 provides approved options for students to meet these high school EOC assessment graduation requirements through approved alternate measures. State Board Policy Rule 36.5 applies to past, current, and future Mississippi students. While it is possible that a student will meet one of the options below before taking the subject area test, this policy states that a student is eligible to use any of these options once he or she has failed to pass any required EOC assessment one (1) time. Specifically, students may meet the graduation requirements outlined in State Board Policy Rule 36.4 by attaining any one of the measures outlined. The measures include minimum ACT scores, dual enrollment options, ASVAB scores + another avenue, or earn Silver or higher on ACT Work Keys + another avenue.

DISTRICT ASSESSMENTS

Each grade level may administer district assessments periodically throughout the year to assess mastery of state/local objectives. Results of the district assessment will be analyzed to determine strengths and weaknesses of individual students. This data will also be used to plan remedial and/or accelerated activities as needed.

REPORTS OF STUDENT PROGRESS

The teachers will send reports of pupils' accomplishments home to parents eight (8) times during the year, approximately every four and one half (4½) weeks. All students will receive their reports on the same day. If a student fails to bring home a report on time, please contact the counselor immediately so that a report of the student's work may be furnished. The final report card is published in Parent Square. Dates for progress reports and report cards are listed on the school calendar. If the parents desire a conference with the teacher, it may be arranged by making an appointment through the counselor's office.

CALCULATING GRADES

The school year is divided into two (2) semesters which are divided into two nine weeks.

Nine weeks averages will be calculated as follows.

Test Grades	50%	Students must be given a minimum of 5 test grades/nine weeks
Daily Work	30%	Students must be given a minimum of 14 daily grades/nine weeks
9 Weeks Exam	20%	

Semester averages will be calculated as follows.

<u>FIRST SEMESTER AVERAGE</u>		<u>SECOND SEMESTER AVERAGE</u>	
First Nine Weeks Average	50%	Third Nine Weeks Average	50%
Second Nine Weeks Average	50%	Fourth Nine Weeks Average	50%

Year-long averages will be calculated as follows.

First Semester	50%
Second Semester	50%

HONOR ROLL

An Honor status is assigned only to students who take a full course load as designated by the state and district, and includes all grades for academic subjects for which credit is awarded. Honor Roll designations are based on the following requirements:

Superintendent's Scholar-No grade lower than 90 in any subject.

Principal's Scholar-No grade lower than an 80 in any subject.

To be designated as a superintendent's or principal's scholar for the year and be recognized as such at awards day, the student must be eligible for honor roll status for the first 3 grading terms.

HIGH HONORS AND HONORS STUDENTS

Honors and High Honors rankings are for students who have completed both the district and state requirements for graduation. To earn a High Honors or Honors status, the student must have earned credit from at least 5 Honors classes with at least one of the 5 being an AP or Dual Enrollment class. Only regular diploma track students who receive Carnegie units based upon completion of Mississippi Department of Education curriculum core objectives will receive Honor and High Honor status for graduation. Students who do not complete Mississippi Department of Education graduation requirements will not be ranked among PMHS students.

High Honors: 95.0000 or higher GPA with at least 5 Honors classes (one must be an AP or dual enrollment class)

Honors: 90.0000 or higher GPA with at least 5 Honors classes (one must be an AP or dual enrollment class)

December graduates are eligible for High Honors or Honors, but will not be ranked with the class.

VALEDICTORIAN, SALUTATORIAN, AND TOP FIVE

The top five honor graduates in the senior class will be recognized at the Senior Awards Program. To be eligible to be one of the top five (5) ranking students in the graduating class, the student must have attended PMHS the entire school year of graduation and completed requirements for a regular diploma. Five honors credits must have been earned with at least one of them being an AP or dual enrollment class.

The ranking will be as follows:

- # 1 Valedictorian
- # 2 Salutatorian
- # 3 Opening Address
- # 4 Presentation of Class Gift
- # 5 Closing Address

Academic Information (Honor Graduates Mode of Dress-Graduation Ceremony):

Picayune Memorial High School will purchase all gold cords, tassels, and stoles for its honor graduates. The mode of dress for honor graduates during the graduation ceremony will consist of the following:

Top Five Graduates: Gold Stole, Gold Cord and Gold Tassel

High Honors: Gold Cord and Gold Tassel

Honors: Gold Cord only

The only cords/stoles students may wear for graduation are High Honors, Honors, Distinguished Endorsement, Academic Endorsement, Career and Technology Endorsement, ACT Scholar, Eminent Scholar, National Honor Society, Beta Club, Mu Alpha Theta, Student Council, Vocational Technical Honor Society and Vo-Tech Completers.

HALL OF FAME

Hall of Fame is based on academic achievement, leadership, and character. Each teacher will select (5) seniors. The five students who receive the most votes will be selected in the Hall of Fame.

PARTICIPATION IN GRADUATION CEREMONIES

The Picayune Board of Education recognizes that participation in graduation ceremonies is a significant milestone in the education of our students and believes that said participation should be protected whenever possible. All seniors who participate in the graduation ceremony are expected to buy a cap and gown. **The cap and gown cannot be altered in any way. Students will not be allowed to participate in the graduation ceremony if the cap and gown has been altered in any manner.**

To maintain the dignity of the graduation ceremony, it is recommended that students wear only brown, black, or white shoes and only brown, black, gray, or navy blue pants.

SENIOR SLIDE SHOW

Due to lack of seating in the auditorium, only 10th, 11th, and 12th graders will be allowed to attend the Senior Slide Show.

ACADEMIC AWARDS DAY PROGRAM

Each year teachers select outstanding students to receive their class awards. These awards are given to students at an Awards Day Program. Students who are receiving awards and their parents are invited to attend this special day. There is a separate Senior Awards program for seniors.

Students who are invited to attend the Academic Awards Day Program are allowed to dress up for this occasion. Dress pants or nice jeans with no rips/tears. Shirts or blouses must have two sleeves and cannot be low cut in the front. Students may wear their school uniform if they like. Dresses are not allowed. If special dress is required for religious purposes, see an administrator for approval.

HIGH TIDE STUDENT RECOGNITION PROGRAMS

Academic Excellence

Students are recognized and rewarded for academic achievement on the basis of grades along with good attendance and discipline. Recognition categories are as follows:

GOLD	Students achieve an “A” (90-100) in every subject, or the equivalent grade in a weighted class: (Honors = 86-100) (AP = 82-100). Students must have no discipline infractions and no more than a total of 5 absences, tardies, and dismissals during the 9-week term. Tardy warnings do not count as a discipline infraction.
SILVER	Students achieve an “A or B” (80-100) in every subject, or the equivalent grade in a weighted class: (Honors = 76-100) (AP = 73-100). Students must have no discipline infractions and no more than a total of 5 absences, tardies, and dismissals during the 9-week term. Tardy warnings do not count as a discipline infraction.
WHITE	Students must have 100% perfect attendance. This means no absences, no tardies and no dismissals. Students must also have no discipline infractions.

Students qualifying for these cards will receive incentives on an intermittent schedule throughout the nine weeks. Cards will expire at the end of the nine weeks and new cards will be issued.

From time to time, all students are invited to attend celebrations to inspire them to do their best.

STANDARDS FOR PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

All athletic activities are coordinated through the school principal, assistant principal, and the district athletic director. All school sponsored interscholastic activities are conducted in accordance with the rules, by-laws, policies, and regulations of the Mississippi High School Athletic Association. **It is a privilege, not a right, for a student to participate in extra-curricular activities.** Students participating in extracurricular activities are guided by strict rules and regulations. Student athletes must show good sportsmanship at all times. If any student is involved in any unlawful activity or the violation of any school policy or regulation, he/she may be suspended or removed from the team at the discretion of school officials.

To be eligible at the beginning of the school year, a student must have a GPA of 2.0 or higher from the previous year's grades. Ninth graders must have an overall 2.0 in Math, English, Science, and Social Studies. To remain eligible, a student must have a GPA of 2.0 at the end of the 1st semester and be in good standing.

OUT OF SCHOOL ONE OR MORE SEMESTERS: If a student who is eligible for a given semester drops out of school for one or more semesters, he/she is then ineligible until he/she meets the requirements again. (Source: Mississippi High School Activities Association)

An accredited summer school shall be considered as an extension of the second semester of the school session, and credits earned in such a school may be considered in determining the scholastic eligibility of students. Accredited correspondence courses may be accepted for establishing athletic eligibility provided the course has been completed and recorded by the opening of school.

Students who choose to participate in extra-curricular activities must be classified as full-time students and must work within the framework of four (4) consecutive years of eligibility after entering the ninth grade regardless of when they began to participate. Students who have been tested, screened and placed in a special education program with an Individual Education Program (IEP) must make satisfactory progress (a passing grade in every subject required in the IEP) in order to be eligible for participation in extra-curricular activities. If the student is in a regular diploma program, taking courses, which culminate in Carnegie units, he/she must successfully pass those units with a GPA of 2.0 as well as the special education units. If the student is in a certificate program, he/she must be passing that course work. In order to establish an entry point into the system, a date the student "enters the ninth grade" will be established.

No student can participate in any school-related activity unless he/she has been in attendance at school 100% of the student's school day. For these standards, "Extra-curricular" is defined as organization-sponsored student activities, which require administrative provision and student involvement outside the time allocation for instruction. This would specifically apply to organized practice or competition, which requires additional inputs of students' time outside the normal school day. The Mississippi State Board of Education requests the

Mississippi High School Activities Association to include this standard in its regulations and to monitor compliance with the standard.

Reference: Handbook, Mississippi High School Activities Association, Inc

REQUIREMENTS TO TRY OUT FOR CHEER, DANCE, OR COLOR GUARD

- You must be enrolled in the Picayune School District as a full-time student and meet MHSAA requirements
- You must meet the minimum academic grade requirement of a cumulative **GPA of 70**
- You must **not turn 19** years of age prior to August 1
- You must show evidence of current **medical insurance**
- You must not have served no more than 5 days any **Out-of-School Suspensions** during the school year in which you are trying out
- You must not have received **5 or more discipline referrals**: excluding dress code, tardy, or cell phone referrals
- You cannot have more than **5 unexcused absences** starting August 1st through the date of the tryout
- You must **not have had any arrest** during the school year in which you are trying out
- You must attend school 100% of the day on all clinic days as well as try-out day
- You must have not **quit** cheer, dance, or color guard the previous year

Cheer, dance, and color guard are governed by a demerit system which is effective from the date of tryout until last event.

CHANGE OF SCHEDULE

It is important that students are in the appropriate classes which prepare them for post secondary goals. Students are allowed to attend the first five (5) days of a class to determine if it is right for them. If there is a problem with a class, **the student must make any necessary changes to his/her schedule within the first five (5) days.**

PMHS does not allow any schedule changes beyond the first five (5) days. Schedules are not made based on teacher preferences. The computer assigns students to the teachers according to availability.

Seniors wanting to drop a class that is not required for graduation will be reviewed individually.

TRANSCRIPTS

Occasionally, students will require a copy of his/her academic transcript for college planning or to complete a scholarship application. Students who are graduating or withdrawing from school will be furnished two transcripts without cost. Additional copies of a student transcript will cost the student \$2.00 each. Third party request will cost \$10:00 each.

DUAL ENROLLMENT COLLEGE CLASSES

Picayune Memorial High School offers Dual Enrollment College classes through Pearl River Community College. Please see your counselor for details and requirements.

MISSISSIPPI DIPLOMA OPTIONS

BEGINNING WITH INCOMING FRESHMEN OF 2018-2019

Mississippi has two diploma options: traditional diploma (for ALL students) and alternate diploma.

TRADITIONAL DIPLOMA OPTION

ALTERNATE DIPLOMA OPTION

Curriculum Area	Carnegie Units	Required Subjects	Curriculum Area	Carnegie Units	Required Subjects
English	4	English I English II	English	4	Alternate English Elements I-IV
Mathematics	4	Algebra I	Mathematics	4	Alternate Math Elements I-III Alternate Algebra Elements
Science	3	Biology I	Science	2	Alternate Biology Elements Alternate Science Elements II
Social Studies	3 ½	1 World History 1 US History ½ US Government ½ Economics ½ Mississippi Studies	Social Studies	2	Alternate History Elements (Strands:US History & World History) Alternate Social Studies Elements (Strands: Economics & US Government)
Physical Education	½		Physical Education	½	
Health	½		Health	½	Alternate Health Elements
Art	1		Art	1	
College & Career Readiness	1	Must occur in the student's junior or senior year, or in students completion of a 4-year sequence	Career Readiness	4	Career Readiness I-IV (Strands: Technology, Systems, Employability, and Social)
Technology or Computer Science	1		Life Skills Development	4	Life Skills Development I-IV (Strands: Technology, Systems, Personal Care, and Social)
Additional Electives	5 ½		Additional Electives	2	
Total Units Required	24		Total Units Required	24	
Requirements			Requirements		
<p>*Students must identify an endorsement area prior to entering 9th grade. Endorsement requirements can only be changed with parental permission.</p> <p>*For early release, students must have met College or Career Readiness Benchmarks (ACT sub scores 17 English and 19 Math or earned Silver level on ACT WorkKeys or SAT equivalency sub scores, Alternatively, a students must meet all of the following:</p> <ul style="list-style-type: none">• Have a 2.5 GPA• Passed/met all MAAP assessments requirements for graduation• On track to meet diploma requirements• Concurrently enrolled in Essentials for College Math or Essentials for College Literacy			<p>*The Alternate Diploma is not equivalent to a traditional high school diploma and is not recognized by post secondary entities that require a traditional high school diploma.</p> <p>*All students are required to participate in the Mississippi Assessment Program-Alternate Assessment (MAAP-A) with a score TBD.</p> <p>*Students who have met the criteria on their IEP for having a Significant Cognitive Disability (SCD) may participate in a program of study to earn the Alternate Diploma.</p>		
			<p>Recommendations: *For early graduation, a student should successfully complete an area of endorsement.</p> <p>*A student should take math or math equivalent course the senior year.</p>		

- Students should take senior English IV during their senior year of school. Students should take English, math, science, and social studies during ninth, tenth, and eleventh grades.
- Students attending **out-of-state** colleges or universities or playing collegiate sports are responsible for checking and fulfilling their specific entrance coursework requirements.

TRADITIONAL DIPLOMA ENDORSEMENT OPTIONS

Students pursuing a Traditional Diploma must identify an endorsement prior to entering 9th grade. There are three endorsement options:

1. Career and Technical Endorsement (26 Carnegie Units and overall GPA of 2.5 minimum)
2. Academic Endorsement (26 Carnegie Units and overall GPA of 2.5 minimum)
3. Distinguished Academic Endorsement (28 Carnegie Units and overall GPA of 3.0 minimum)

To obtain more in-depth information regarding endorsements, see your counselor.

Traditional Diploma Endorsement Options

CAREER AND TECHNICAL ENDORSEMENT		
CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS
English	4	·English I ·English II
Mathematics	4	·Algebra I
Science	3	·Biology I
Social Studies	3 ½	·1 World History ·½ Economics ·1 US History ·½ Mississippi Studies ·½ US Government
Physical Education	½	
Health	½	
Arts	1	
College and Career Readiness	1	·Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence.
Technology or Computer Science	1	
CTE Electives	4	·Must complete a four-course sequential program of study
Additional Electives	3 ½	
Total Units Required	26	

ADDITIONAL REQUIREMENTS

- Earn an overall GPA of 2.5
- Earn Silver Level on ACT WorkKeys
- Earn 2 additional Carnegie Units for a total of 26
- Must successfully complete one of the following:
 - One CTE dual credit or earn articulated credit in the high School CTE course
 - Work-based learning experience or Career Pathway Experience
 - Earn a State Board of Education-approved national credential

ACADEMIC ENDORSEMENT		
CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS
English	4	·English I ·English II
Mathematics	4	·Algebra I + two (2) additional math courses above Algebra I
Science	3	·Biology I + two (2) additional science courses above Biology I
Social Studies	3 ½	·1 World History ·½ Economics ·1 US History ·½ Mississippi Studies ·½ US Government
Physical Education	½	
Health	½	
Arts	1	
College and Career Readiness	1	·Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence.
Technology or Computer Science	1	
Additional Electives	7 ½	·Must meet 2 advanced electives of the CPC requirements for MS IHLs

ADDITIONAL REQUIREMENTS

- Earn an overall GPA of 2.5
- Courses must meet Mississippi IHL college preparatory curriculum (CPC)
- Earn Mississippi IHL and community college readiness benchmarks (ACT sub scores 17 English and 19 Math as approved by postsecondary for non-remediation at most community colleges and IHL college-ready scores in senior year, or the SAT equivalency subscore).
- Earn 2 additional Carnegie units for a total of 26.
- Must successfully complete one of the following:
 - One AP course with a C or higher and take the appropriate AP exam

Total Units Required	26	
DISTINGUISHED ACADEMIC ENDORSEMENT		
CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS
English	4	·English I ·English II
Mathematics	4	·Algebra I + two (2) additional math courses above Algebra I
Science	4	·Biology I + two (2) additional science courses above Biology I
Social Studies	4	·1 World History ·½ Economics ·1 US History · ½ Mississippi Studies ·½ US Government
Physical Education	½	
Health	½	
Arts	1	
College and Career Readiness	1	·Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence.
Technology or Computer Science	1	
Additional Electives	8	·Must meet 2 advanced electives of the CPC requirements for MS IHLs
Total Units Required	28	

- One Diploma Program-IB course with a C or higher and take the appropriate IB exams
- One academic dual credit course with a C or higher in the course.

ADDITIONAL REQUIREMENTS

- Earn an overall GPA of 3.0
- Courses must meet Mississippi IHL college preparatory curriculum (CPC)
- Earn national college readiness benchmarks on each subtest established by ACT of 18 in English and 22 in Math or SAT equivalency score
- Earn four additional Carnegie Units for a total of 28
- Must successfully complete one of the following:
 - One AP course with a B or higher and take the appropriate AP exam
 - One Diploma Program-IB course with a B or higher and take the appropriate IB exams.
 - One academic dual credit course with a B or higher in the course.

STUDENT CONDUCT PROCEDURES

SENIOR DISCIPLINE VIOLATIONS

Schools must have the ability to discipline students who are near the end of their academic career in the high schools in the Picayune School District in meaningful ways in order to sustain the type of safe, secure, disciplined environment that is necessary.

In accordance with this philosophy, it shall be the policy of the Picayune Board of Education that high school seniors will be held to high standards of discipline until the conclusion of the academic year. Since some of the typical discipline measures that are approved for other students are not applicable for seniors who are near the end of the school year, additional measures need to be available to administrators in the high schools.

Any senior who commits a Level 5 infraction (as defined by the discipline code of the district) during the last 3 weeks of the school year shall have his/her right to participate in the graduation exercises for his/her school revoked. Any student assigned to the Center for Alternative Education on their last day of school will not participate in commencement exercises unless recommended by the Director of the Center for Alternative Education and approval by the high school principal.

This policy does not restrict the ability of the administration to address severe discipline issues that may occur during an earlier term of the school year in any way.

CODE OF CONDUCT

In implementing conduct and personal appearance regulations, it should be kept in mind that the primary responsibility for the conduct and personal appearance of a student rests with the student and the parents.

Every effort should be made to impress upon the students and the parents that discipline and order can only be maintained in the school when the school is not used as a vehicle for disruptive influences. In carrying out school regulations, students, parents, teachers and the administrative staff should observe the following:

1. Administrators and teachers shall hold students to strict account for disorderly conduct or misconduct at any school, on the way to and from school, at school meetings, programs, functions and activities, and upon school buses. The superintendent or principal/school administrator of any school may suspend any pupil from school for good cause, any conduct by a student, which, in the determination of the superintendent or principal, renders that student's presence in the classroom a disruption of the student and teacher as a whole.
2. The following steps should be followed by the parents should they wish to appeal a decision made by the principal: A - Appeal to the Assistant Superintendent of the Picayune School District; B - Appeal to the Superintendent; C - Appeal to the Picayune School Board.
3. Courts have ruled that teachers must maintain their effectiveness and respect in order to perform their duties as a teacher. The effectiveness and respect must be maintained on or off the school premises and during or after school hours. (ref. MS. Code 37-11-21)
4. Student 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 must protect all students from possible harm. Therefore, courts have ruled that school officials may conduct searches of students when there is 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 any 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. 2d 715 (1970)

The Board of Education is mindful of public concern about student discipline and protection in the school. It is the responsibility of the Board to provide a situation in the schools where learning can take place. This responsibility has been upheld in the past and will continue to be with the continued positive, wholesome attitude toward learning on the part of the students and their parents or guardians.

The principals, counselors, and all classroom teachers continue to have the responsibility to teach by precept and example good conduct and positive attitude toward learning. They and parents, also, have a responsibility to help students develop wholesome attitudes toward themselves, other students and teachers.

A teaching situation, which is conducive to learning, must be maintained. Therefore, any student whose actions make it impossible for the teacher to devote full attention to the class will be sent to the principal's office. The administrator will review the case and try to resolve the problem.

The Board of Education will support and protect its teachers and administrators when they are making a conscientious professional effort.

PMHS UNIFORM POLICY

Dress and grooming codes are based upon certain sound foundations; they are not just arbitrarily selected and dictatorially enforced for no cause. Laws surrounding indecent exposure, conditions necessitating safety and personal well being, health and sanitation are some of the basic fundamentals. Conditions conducive to learning must not be impaired because of temporary and individualized fads.

SCHOOL DRESS CODE

The Picayune School Board has defined the minimum standards of dress and grooming which will be acceptable for participants in the school system. The following is a description of the clothing that students shall wear while attending Picayune Memorial High School. An effort has been made to be as specific as possible about acceptable style and color. When purchasing your child's clothing for school you are encouraged to purchase within the guidelines listed below. **Because certain style, etc. is not listed does not mean that it is acceptable attire that can be worn to school. If you have questions about a certain style of clothing, you are encouraged to contact the administrator of your child's school for clarification prior to purchase of the clothing.**

PMHS UNIFORM POLICY

Students attending Picayune Memorial High School will be required to wear uniforms to class.

	ALLOWED	COMMENTS
PANTS, SHORTS, SKIRTS,		
UNIFORM COLORS	<p>Navy, Tan Khaki, Black, Gray and Stone washed Khaki (solid color only)</p> <p>Black or Blue Denim</p> <p>Shorts cannot be rolled up. Must be longer than the student's fingertips.</p>	<ul style="list-style-type: none"> ❖ All pants must be hemmed ❖ Belt must be worn with belt loops ❖ Skorts and shorts must be longer than finger tip. ❖ Skirts must be to the knee ❖ No hip huggers, gauchos, jeggings, jumpers, or leggings, including patterned hosiery ❖ No sagging pants ❖ No rips, tears, holes, shreds ❖ No denim shorts/skorts
UNIFORM FABRIC	<p>100% cotton/chino or cotton blend and Dri-fit Fabric</p> <p>Black or blue denim</p>	<ul style="list-style-type: none"> ❖ No color denim other than black or blue ❖ No corduroy ❖ No sweatpants or wind pants ❖ No scrubs unless prior approval through principal's office
SHIRTS	AN APPROPRIATE SCHOOL SHIRT MUST BE WORN	
POLO STYLE	<p>Pullover shirt with 2 or 3 buttons with a collar</p> <p>Shirt cannot be unbuttoned to show cleavage.</p>	<ul style="list-style-type: none"> ❖ No tight fitting or oversized shirts ❖ Shirts must always be tucked in unless in an activity class ❖ Solid maroon, white, black or gray ❖ Undershirts, if worn, must be <u>solid white, gray, maroon, black.</u>
T-SHIRT	Can be any color as long as associated with PMHS or PSD	<ul style="list-style-type: none"> ❖ No tight fitting or oversized shirts ❖ Shirts must be tucked in unless in an activity class
LOGOS	No logos on shirt larger than 1 ½ inches.	<ul style="list-style-type: none"> ❖ May have "Picayune School District" logo or associated with PMHS
UNIFORM FABRIC	100% cotton or cotton/polyester blend	

SHOES	<p>Any color shoes.</p> <p>Closed toe and closed heel shoes must be worn in labs and shop areas.</p>	<ul style="list-style-type: none"> ❖ No high heels, spike heels, jellies, shower shoes, shoe skates, or slippers ❖ Boots are considered shoes and must not be higher than the knee.
SWEATSHIRTS/SWEATERS	<p>Solid color maroon, white, gray or black only, with or without hoods.</p> <p>Zip-Up hoodies are considered sweatshirts NOT jackets and must follow same sweatshirt guidelines.</p> <p>Long Sleeve shirts cannot be worn as sweaters.</p> <p>Anything that pulls over the head is considered a sweatshirt/sweater.</p>	<ul style="list-style-type: none"> ❖ Uniform polo shirt or PMHS related t-shirt must be worn under sweatshirt or sweater ❖ Must be plain, solid-one color with no writing, unless associated with PMHS ❖ Must be waist or hip length ❖ No cropped sweaters or sweatshirts ❖ Vests must fit sweatshirt and sweater guidelines.
JACKETS	<p>Any color</p> <p>Button-up shirts may not be worn as a jacket.</p>	<ul style="list-style-type: none"> ❖ Must be waist or hip length ❖ No trench coats or dusters ❖ No cropped jackets or sweaters
BELTS	<p>Solid color brown, black, or white belt</p> <p>No chain belts</p>	<ul style="list-style-type: none"> ❖ Belts must be fit to size ❖ Belts must be worn with belt loops ❖ Plain buckle
HAIR ACCESSORY	<p>Students may wear ribbons or headband</p> <p>Bandannas are <u>not</u> allowed.</p>	<ul style="list-style-type: none"> ❖ Solid black, white, maroon or gray is allowed
FACIAL MASK	<p>When required, will be a part of the student uniform policy. Students will be responsible for providing their own masks.</p> <p>If not required but a student opts to wear a mask, it must be worn properly and meet school appropriate guidelines.</p>	<ul style="list-style-type: none"> ❖ Masks cannot display images or wording that is inappropriate, immodest, suggestive, obscene, profane, alluding to illegal activity (i.e. gang affiliation, alcohol, or controlled substance), or offensive because of references to race, gender, ethnicity, or other groups.

1. In addition to the above clothing requirements there are certain minimum standards of hygiene, sanitation and personal appearance which students are expected to follow. Any student violating any regulations will be subject to appropriate disciplinary action.
2. All students will wear the designated uniform clothing as outlined in the uniform policy. Uniform clothing may be purchased at any store as long as the clothing meets the guidelines as set forth by the Picayune School District.
3. Sagging pants below the waist, oversized pants to the point that the pants are doubled up, or tight fitting clothing is prohibited on campus. Washcloths or handkerchiefs must be tucked inside of a pocket and cannot be hanging out.
4. Pants must not touch or drag on the ground. Pants must have a hem. No stretch pants are allowed.
5. Headbands, caps, skullcaps, do-rags, bandannas, hats, scarves, sunglasses, visors are prohibited on campus unless for medical reasons that have been cleared through the principal's office. Minor uniform punishment will be assigned. Caps that are seen will be taken up. Picayune School District is not responsible for any items confiscated.
6. Chains, necklaces, billfolds, or wallets hanging from a chain, jewelry, medallions or large necklaces cannot be outside of the outer garment. They must be tucked inside shirt or pants. Minor uniform punishment will be assigned.
7. Clothing or jewelry (including rosary beads) displaying the following are prohibited: sexual references, profanity, obscenity, confederate items, Malcolm X items, tobacco, alcohol, drug related materials, gangs or cults, and political statements. Minor uniform punishment will be assigned or student suspended from school.
8. Combs, picks, rollers, curlers or other grooming instruments in the hair are prohibited on campus.
9. The wearing of body piercing will be limited to two (2) piercings in each ear only. Student may also have one small stud nose ring.
10. Any violation of the dress code guidelines will result in being placed on the school discipline ladder or being sent home with an Out of School Suspension. **NO WARNINGS**

MAJOR DRESS CODE REFERRAL-STUDENT WILL BE ASSIGNED ISD. (major dress code violations will be improper uniform shirt, improper uniform pants, improper shoes. Repeated major dress code referrals will result in student being sent home).

MINOR DRESS CODE REFERRAL-STUDENT WILL BE PLACED ON ESCALATING DISCIPLINE LADDER.

MEASURES, WHICH WILL BE EMPLOYED FOR STUDENTS NOT IN COMPLIANCE WITH THE DRESS CODE POLICY

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

1. The administration at the school shall confer with the parent of each student who fails to comply with the dress code in an effort to ascertain the reason(s) for non-compliance.
2. Steps for non-compliance with **major dress code violation** are as follows:
 - A. **First Offense** - Student will be placed in ISD.
 - B. **Second Offense** - Student will be placed in ISD multiple days. 1.

- C. **Third Offense and after** – Student will be placed in ISS multiple days and parent may meet with the principal/asst. principal to discuss dress code.

FINANCIAL HARDSHIP

Parents who find it difficult to comply with the requirements of the Picayune School District's Dress Code Policy due to financial hardship may request assistance from the principal at their child's school. The principal may be able to offer suggestions to the parent regarding assistance from various community and civic groups or agencies.

PARENTS AND DISCIPLINE

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.
3. A parent/legal guardian of a compulsory-school-age child enrolled in the Picayune School District who refuses or willfully fails to attend a discipline conference shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed two hundred fifty dollars (\$250.00). [Legal Reference: § 37-11-53 Mississippi Code of 1972, As Amended Senate Bill 2239, 2001 Regular Session]
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 SCHOOL SAFETY ACT OF 2001

The Mississippi School Safety Act of 2001 provides additional disciplinary procedures to the school district's existing authority regarding the discipline of students. In conformity with the Act, the school district has adopted policies that recognize the teacher as the authority in classroom matters regarding the school district's written discipline code of conduct, and the right of the teacher to remove from the classroom any student who in the professional judgment of the teacher is disrupting the learning environment, subject to the immediate review of the principal or assistant principal.

In the event the removal is approved by the principal or assistant principal, the student may not be returned to the classroom until a conference has been held with the student's parent, guardian or custodian during which the disrupting behavior is discussed and agreements are reached that no further disruption will be tolerated. The conference may be in person, by telephone, by e-mail or by other written communication.

The term "disruptive behavior" means conduct of a student that is so unruly, disruptive or abusive that it seriously interferes with a school teacher's or a school administrator's ability to communicate with the students in a classroom, with a student's ability to learn, or with the operation of a school or a school-related activity, and which is not covered by other laws related to violence or possession of weapons or controlled substances on school property, school vehicles or at school-related activities. Such behaviors include, but are not limited to: foul, profane, obscene, threatening, defiant or abusive language or action toward teachers or to other school employees; defiance, ridicule or verbal attack of a teacher; willful, deliberate and overt acts of disobedience of the directions of a teacher.

If a student commits “disruptive behavior” as determined by the principal or assistant principal for a second time during the school year, the principal, reporting teacher and the student’s parents will develop a behavior modification plan for the student. A student, thirteen (13) years or older, who does not comply with the behavior modification plan may be deemed to be “habitually disruptive” and subject to expulsion if the student commits a third act of “disruptive behavior” during the school year. Students under age thirteen (13) may be subject to expulsion for such conduct pursuant to other school policies and procedures.

The term “habitually disruptive” refers to such actions of a student which cause disruption in a classroom, on school property or vehicles or at a school-related activity on more than two (2) occasions during a school year, and to disruptive behavior that was initiated, willful and overt on the part of the student and which required the attention of school personnel to deal with the disruption. However, no student shall be considered habitually disruptive before the development and implementation of a behavior modification plan for the student in accordance with the code of student conduct and discipline plans of the school district.

Any student who is thirteen (13) years of age or older for whom the behavior modification plan is developed by the school principal, reporting teacher and student’s parent/legal guardian and which the student does not comply with the plans shall be deemed habitually disruptive and subject to expulsion on the occurrence of the third act of disruptive behavior during a school year.

The following procedures will be used in the development of a behavior modification plan:

- 1) The student’s disciplinary history will indicate a minimum of ten (10) office referrals within one (1) school year, which reflect disruptive behavior(s), specified in paragraph one.
- 2) The principal will forward a copy of the student’s disciplinary history along with the student’s cumulative folder to the Superintendent’s Office for review by a central office administrator.
- 3) The student’s parent/legal guardian will be notified in writing of the intent to develop a behavior modification plan. The written notification shall notify the parent/legal guardian of the date, time, and location of the meeting to develop the modification plan.
- 4) District personnel will conduct a psychological evaluation or Child and Adolescent Functional Assessment Scale (CAFAS) of the student.
- 5) A committee will develop the behavior modification plan. The behavior modification plan committee may consist, of the following individuals: a school level administrator, the student’s teacher or teachers, the student’s parent/legal guardian, the student, and other school personnel when appropriate.
- 6) The behavior modification plan will specify expected student behavior(s), a time line for implementation of the behavior modification plan, and consequences for failure to comply with the behavior modification plan including a possible recommendation for expulsion after the third act of disruptive behavior.
- 7) The behavior modification plan will be signed and dated by all committee members.
- 8) A copy of the completed behavior modification plan will be given to all committee members and all building level administrators.
- 9) A completed copy of the behavior modification plan will be on file in the superintendent’s office.
- 10) Due process will be included in all student disciplinary actions.

Students with disabilities are responsible for adhering to the same rules of conduct as nondisabled students. State and federal regulations relating to students with disabilities will be followed when implementing discipline procedures.

PREVENTION OF SCHOOL VIOLENCE

The Picayune School District shall be in Compliance with the Following Mississippi Code:

SECTION 1. Section 97-37-17, Mississippi Code of 1972, is amended as follows:

97-37-17. (1) The following definitions apply to this section:

1. "Educational property" shall mean any public or private school building or bus, public or private school campus, grounds, recreational area, athletic field, or other property owned, used or operated by any local school board, school, college or university board of trustees, or directors for the administration of any public or private educational institution or during a school related activity; provided however, that the term "educational property" shall not include any sixteenth section school land or lieu land on which is not located a school building, school campus, recreational area or athletic field.
2. "Student" shall mean a person enrolled in a public or private school, college or university, or a person who has been suspended or expelled within the last five (5) years from a public or private school, college or university, whether the person is an adult or a minor.
3. "Switchblade knife" shall mean a knife containing a blade or blades, which open automatically by the release of a spring or a similar contrivance.
4. "Weapon" shall mean any device enumerated in subsection (2) or (4) of this section.
5. It shall be a felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or a powerful explosive on educational property. However, this subsection does not apply to a BB gun, air rifle or air pistol. Any person violating this subsection shall be guilty of a felony and, upon conviction thereof, shall be fined not more than Five Thousand Dollars (\$5,000.00), or committed to the custody of the State Department of Corrections for not more than three (3) years, or both.
6. It shall be a felony for any person to cause, encourage or aid a minor who is less than eighteen (18) years old to possess or carry, whether openly or concealed, any gun, rifle, pistol or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive on educational property. However, this subsection does not apply to a BB gun, air rifle or air pistol. Any person violating this subsection shall be guilty of a felony and, upon conviction thereof, shall be fined not more than Five Thousand Dollars (\$5,000.00), or committed to the custody of the State Department of Corrections for not more than three (3) years, or both.
7. It shall be a misdemeanor for any person to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razor and razor blades (except solely for personal shaving), and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance on educational property. Any person violating this subsection shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than One Thousand Dollars (\$1,000.00), or be imprisoned not exceeding six (6) months, or both.
8. It shall be a misdemeanor for any person to cause, encourage, or aid a minor who is less than eighteen (18) years old to possess or carry, whether openly or concealed, any BB gun, air rifle or air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade, knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving) and any sharp pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance on educational property. Any person violating this subsection shall be

guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than One Thousand Dollars (\$1,000.00), or be imprisoned not exceeding six (6) months, or both.

9. It shall not be violation of this section for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol or other firearm of any kind on educational property if;
 - (a) The person is not a student attending school on the educational property
 - (b) The firearm is within a motor vehicle and the person does not brandish, exhibit or display the firearm in any careless, angry or threatening manner.

This section shall not apply to:

- (a) A weapon used solely for educational or school-sanctioned ceremonial purposes, or used in a school-approved program conducted under the supervision of an adult whose supervision has been approved by the school authority;
- (b) Armed forces personnel of the United States, officers and soldiers of the militia and National Guard, law enforcement personnel, any private police employed by an educational institution, State Militia or Emergency Management Corps and any guard or patrolman in a state or municipal institution, when acting in the discharge of their official duties;
- (c) Home schools as defined in the compulsory school attendance law, Section 37-13-91, Mississippi Code of 1972;
- (d) Competitors while participating in organized shooting events;
- (e) Any person as authorized in Section 97-37-7 while in the performance of his official duties
- (f) Any mail carrier while in the performance of his official duties; or
- (g) Any weapon not prescribed by Section 97-37-1 which is in a motor vehicle under the control of a parent, guardian, or custodian, as defined in Section 43-21-105, which is used to bring or pick up a student at a school building, school property or school function.

PICAYUNE SCHOOL VIOLENCE POLICY

As a result of the violence and numerous shootings that have taken place nationally on school campuses, the Picayune School District feels that it must take action to prevent an incident of this nature from occurring in our school district. The following actions will be taken with students making threats to do bodily harm on a school campus or at a school function:

1. Students making threats, to other students, teachers, administrators, and other school personnel or in the community that they would like to do bodily harm to someone else or themselves on the school campus or at a school function or bullying another student or staff member will be reported to the police department. Students making these threats may be suspended for nine (9) days and recommended to a discipline hearing for expulsion. Before the student returns to school he/she may be referred for counseling and/or psychological evaluation to determine if he/she is a threat to students or school personnel.
2. Students who hear other students making threats to do bodily harm to students, teachers, administrators or other school personnel are encouraged to report this to a teacher or a school administrator. The names of students making such reports will be kept in confidence to the extent possible.

School personnel are aware of the unwritten code that you do not “tattle” on a fellow student, but feel that, when the lives of one or more students, teachers, administrators or other school personnel are threatened, this code does not apply. Students who withhold such information could face disciplinary action.

VIDEOTAPING / STUDENT SEARCHES

To ensure the safety and security of students, school employees, and visitors, audio/videotaping, unannounced searches utilizing drug dogs, automobile searches, towing, and the use of metal detectors may be authorized. Students and parents should be aware that all administrative offices, reception areas, and major hallways are audio and/or videotaped for security reasons daily and that the district may utilize canines to perform searches on or about district premises, including but not limited to automobiles parked on or around school premises, lockers, desks, book bags, purses, etc. No individualized suspicion is necessary for such searches. **Students are not allowed to video or record teachers or other students without permission.** **Only school personnel or law enforcement will be allowed to view security videotapes.**

DAMAGE TO SCHOOL PROPERTY

The school, its equipment and facilities, is provided for the use of all students and is funded through the use of taxpayer dollars. Schools are public facilities. Willful damage or destruction of school property shall not be tolerated. This includes any pranks done by students. The superintendent or his/her assignee is authorized to sign a criminal complaint and press charges against perpetrators of vandalism against school property. The punishment for such destruction of school property may include the following:

- Replacement of the property by parent/guardian
- Renovation/repair of school property by parent/guardian
- Suspension/expulsion of the student

SEXUAL HARASSMENT EMPLOYEES AND STUDENTS

In accordance with Title VII of the 1964 civil Rights Act, as amended in 1972, Section 703, no employee in the Picayune School District shall be subject to sexual harassment. Furthermore, students in academic institutions are protected from sexual harassment by the Title IX of the Education Amendment of 1972, and shall not be subjected to sexual harassment by their peers or employees.

It is the intent of the school board to maintain an environment free from sexual harassment of any kind. Therefore, unwelcome sexual advances; requests for sexual favors, retaliation against persons involved in sexual harassment complaints and investigations, and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited.

Student complaints of violation of this policy should be immediately reported to an administrator, teacher, counselor, or the Title IX coordinator/district counsel without fear of reprisal. Employer must immediately report complaints to the principal, superintendent or Title IX coordinator/district counselor. If your supervisor or administrator is the person you believe has engaged in sexual harassment, report it to the Assistant Superintendent or the Title IX coordinator/district counsel. No administrator, manager, or supervisor has the authority to condition the terms and conditions of employment, such as raises, assignments, or promotion, on the receipt or denial of sexual favors. Likewise, no administrator, teacher, or other school official has the authority to condition grades or promotions, or other academic decision on the receipt or denial of sexual favors. Therefore, should violation prove to be legitimate, the offending employee shall be subject to disciplinary action, including involuntary termination of employment.

Students who engage in sexual harassment of other students shall be subject to disciplinary action, including suspension and expulsion.

The school district will not in any way retaliate against an individual who makes a complaint of sexual harassment or against any participant in the investigation nor will it permit a supervisor, administrator, principal, or employee to do so. Retaliation is a serious violation of the sexual harassment policy and should be reported immediately. A person who engages in retaliatory conduct against another individual for reporting sexual harassment will be subject disciplinary action up to and including termination, if an employee, and up to and including suspension and/or expulsion if a student.

Legal Reference: Title VII Civil Rights Act 1964, as amended in 1972, Section 703.2000

THREATS, INTIMIDATION, HARASSMENT

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

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

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

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

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

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

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

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

CYBER-BULLYING

Cyber-bullying is a way to harass, threaten or intimidate another individual by using the internet, cell phone (with pictures), or other wireless devices. Bullying can be both physical and verbal. It may include the use of instant messaging, email or chat rooms. **Any student who violates our bullying policy could be suspended or expelled.**

HAZING AND INITIATIONS

Incidents involving hazing or initiations and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

CONFLICT RESOLUTION

The district desires to assist its students in conflict resolution and will offer conflict resolution opportunities, either on a voluntary basis, or if determined by the administration to be necessary or helpful, on a required basis, to its students.

USE OF FORCE

The Picayune School District Board of Trustees has authorized the use of force to provide campus security officers an option for gaining compliance of resistant or aggressive individuals in arrest or other enforcement situations. It is the policy of the district that officers use force when warranted, but only to the extent needed to gain control or enforce compliance. The Picayune School District Board of Trustees has authorized use of Pepper aerosol restraint spray to provide campus security officers with additional use-of-force options for gaining compliance of resistant or aggressive individuals in arrest and other enforcement situations. It is the policy of the school board that officers use Pepper Aerosol spray when warranted, but only in accordance with the guidelines and procedures set forth. *[District School Board Policy JGFI]*

SIMPLE ASSAULT

Attempts to cause or purposely, knowingly, or recklessly cause bodily injury to another; or negligently causes bodily injury to another with a deadly weapon or other means likely to produce death or serious bodily harm, or attempts by physical menace to put another in fear of imminent serious bodily harm is prohibited.

AGGRAVATED ASSAULT

Attempts to cause serious bodily injury to another, or cause such injury purposely, knowingly, or recklessly under circumstances manifesting extreme indifference to the value of human life; or attempts to cause or purposely or knowingly cause bodily injury to another with a deadly weapon or other means likely to produce death or serious bodily harm. (MS Code 97-3-7(2)).

If the aggravated assault is on (a) a statewide elected official, law enforcement officer, fireman, emergency medical personnel, principal, teacher, or other instructional personnel and school attendance officer or school bus driver while acting with the scope of his/her duty, office or employment, or (b) a legislator while the legislature is in regular or extraordinary session, the punishment is a fine of \$5,000 or imprisonment in the penitentiary for not more than thirty (30) years or both.

ANKLE BRACELETS / HOUSE ARRESTS

Any student with a house arrest ankle bracelet will be dealt with on an individual basis and may be transferred to the alternative school. They will remain there through the end of the grading period in which the ankle bracelet is removed.

CHEATING

Students are expected to do their own work. The unauthorized giving or receiving of help in any area of schoolwork will not be tolerated. Cheating is a serious disciplinary offense. The act of giving or receiving unauthorized help, including cheating and copying, may either result in a zero being assigned for the work or discipline action may be taken and the teacher may allow the student to redo the work.

PUBLIC DISPLAY OF AFFECTION

Displays of affection should be reserved for areas other than the school or school grounds. Public displays of affection on school grounds or while on school functions are not permissible and will result in disciplinary action with ASD, ISD, or OSS being assigned.

FORGED EXCUSE, NOTES ETC.

Forgery of an administrator's, teacher's, or parent's name to a school document or note shall result in appropriate disciplinary action ISD or OSS.

INSOLENCE / DISRESPECT

Insolence (boldly disrespectful in speech or behavior) and general disrespect shall not be tolerated. Students will not be allowed to intimidate any school personnel or any other student. A student who fails to exercise proper respect or who fails to follow a legitimate request made by a teacher or administrator may be suspended and/or recommended for expulsion. Profanity directed toward a staff member will result in multiple OSS days.

FIGHTING

Fighting is strictly prohibited. Physical altercations are totally unacceptable behavior that result in the disruption of normal school operation and, in some cases, can endanger the safety of other students and staff members. Fighting is a misbehavior that may result in suspension (5) days and/or expulsion. Further, a serious altercation can be considered criminal assault and may be dealt with as a major infraction. Law enforcement officials will be informed of all student fights. Students may be turned over to proper law enforcement officials. Students participating in their second fight of the school year will be suspended seven (7) days and recommended for expulsion.

TOBACCO/ELECTRONIC VAPING

Student use and/or possession of tobacco, in any form, is not permitted on any of the campuses or buses of the Picayune School District.

Tobacco, vaping devices, vaping liquids, as well as all vaping accessories will not be allowed at PMHS. Any students found using tobacco or vaping on school property or having tobacco or vaping accessories in their possession will be placed on the discipline ladder. The consequence could range from in-school detention to out of school suspension. In addition, the student will be required to attend a one (1) day after school completion of a Substance Intervention and Education Program with the school nurse.

POSSESSION OF CONTROLLED SUBSTANCE OR WEAPON OR COMMITTING VIOLENT ACT ON SCHOOL PROPERTY

Any student in any school who possess any controlled substance in violation of the Uniform Controlled Substance Law, a knife, handgun, other firearms or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on educational property as defined in Section 97-37-17, Mississippi Code of 1972, shall be subject to automatic expulsion for a calendar year by the superintendent or principal of the school in which the student is enrolled; provided, however that the superintendent of the school shall be authorized to modify the period of time for such expulsion on a case by case basis. Such expulsion shall take effect immediately subject to the constitutional rights of due process, which shall include the student's right to appeal to the local school board. (MS Code 37-11-18)

No student attending school or any school-sponsored activity shall have in his/her possession or be under the influence of alcoholic beverages, illegal drugs or any other illegal compound. 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 that is under the supervision and direction of such physician. However, any and all such prescription

drugs/medicines shall be kept by designated school NURSE in a numbered, labeled bottle provided by a licensed pharmacist. Further, students and/or parents/guardians shall be responsible for notifying the school principal when the taking of such drugs/medicines is required on school grounds during the regular school day or at school-sponsored activities.

The provisions of this policy shall apply to all students during the period of time that they are subject to the jurisdiction of this school district as defined by the laws of the State of Mississippi and while participating in or going to or from any school-sponsored activity and while under the supervision and direction of any teacher, principal, or other authority of this school district.

Any student violating any of the provisions of the district's drug policy shall be considered to have committed a major offense and shall be subject to automatic expulsion by the principal or superintendent. Such expulsion shall take effect **immediately subject to the constitutional** rights of due process.

Possession of any substance by a student that is portrayed as an illegal substance may result in the student being suspended and/or expelled.

This policy is for the sole and exclusive protection of the students of this district and their general welfare, and nothing herein shall be construed to avoid any prosecution under any applicable criminal statute. The school principal shall report any violation of this policy to the superintendent and also to the proper law enforcement officials.

EXTORTION

Such behavior may result in suspension/expulsion from school. Students will not attempt to extort money or something of value from other students or school personnel, regardless of the amount of value, in return for protection or in connection with a threat to inflict harm.

AFTER SCHOOL DETENTION

Students will be given at a minimum one-day of notice prior to detention. Failure to report for detention as scheduled will result in additional disciplinary action. Detention will be held from 3:20 p.m. until 3:55 p.m. Monday through Thursday each week. There is no break or lunch detention. Detention dates and times will not be changed due to a student's work schedule. **Only doctor's excuses and/or court dates will be accepted as excuses for a change in detention dates.** If a student is absent on his assigned detention day, it will move to the next day the student is present.

Phones will not be allowed out in detention.

Any student who fails to attend detention on the assigned day will be assigned in-school suspension (ISS) the next day he/she is present at school.

DISCIPLINE LADDER

- | | | |
|---------------|----|---|
| Step 1 | a. | Detention one (1) to three (3) days or one (1) day In School Detention (ISD). |
| Step 2 | a. | Contact parent or legal guardian (by phone or by letter) |
| | b. | Detention three (3) to five (5) days or two (2) days of ISD or one (1) day out of suspension (OSS). |
| Step 3 | a. | Contact parent or legal guardian (by phone or by letter) |
| | b. | ISD three (3) days or two (2) days OSS. |
| Step 4 | a. | Contact parent or legal guardian (by phone or by letter) |
| | b. | ISS three (3) days or combination of ISD/OSS equal to three (3) to five (5) days |
| | c. | Loss of all privileges during the time of suspension |
| | d. | Students in OSS are not allowed to participate in school activities and are not allowed on campus. |

- Step 5**
- Contact student's parents/guardians
 - OSS five (5) to seven (7) days or combination of OSS and ISD equal to five (5) to seven (7) days
 - Participation in or attendance at any school activity may be revoked for nine (9) weeks
 - Conference with parents/guardian and principal required for readmission to school
 - Student could be arrested by police
- Step 6**
- Contact student's parent/guardian
 - OSS for seven (7) days
 - May recommend expulsion
 - No participation in or attendance at any school activity for nine (9) weeks
 - Conference with parents/guardians and principal required for readmission to school
 - Student could be arrested by police
- Step 7**
- Contact student's parent/guardians
 - OSS seven (7) days
 - Recommended for expulsion
 - Student could be arrested by police

- In school detention is referred to as ISD.
- Out of school suspension is referred to as OSS.

Note: Students who consistently abuse the first steps in the discipline ladder may have a discipline ladder developed to best meet the needs of the individual student. This new ladder will be in effect for the student when the parent has been contacted and informed of the new discipline ladder.

Note: **If misbehavior occurs during the last ten (10) days of school, the punishment may be carried over to the next school year.**

BEHAVIORS THAT WILL BE REFERRED TO PRINCIPALS OFFICE

- **Alcohol** – the use, sale, transfer, or possession of (Steps 5-7)
- **Assault** (physical or verbal) on another student, teacher, or other school personnel (Step 7)
- **Bus Violation** – Offenses will be referred to student's home school discipline action
- **Controlled or dangerous substance** – drug paraphernalia possession, use, sale, transfer or under the influence of, while under the jurisdiction of the school, on or near school property, school trips or transportation, at or near a bus stop or in the general vicinity (Step 7)
- **Counterfeit or look-a-like substance** – possession, use, sale or transfer of while under the jurisdiction of the school, on or near campus, school transportation, at or near a bus stop or in the general vicinity (Steps 5-7)
- **Deception, lying, or otherwise misrepresenting the truth** (Steps 1-7)
- **Defacing or destruction of school property** - **Restitution Required** (Steps 3-7)
- **Disobedience or open defiance of any school personnel** (Steps 1-7)
- **Disturbance in a public place** – classrooms, hallways, campus, cafeteria etc. (Steps 4-7)
- **Dress Code Violations** – not following adopted dress code (Steps 1-6)
- **Electronic Devices** –use of cell phones , MP3 players, camera, CD Player, etc., without teacher's permission (Steps 1-6)

- **Failure to attend or complete detention on the day assigned** – (Steps 2-6)
- **Failure to attend or complete ISD** – (Steps 2-6)
- **Fireworks** – possession, transfer, distribution, use, sale of any kind on campus, school property or school transportation (Steps 2-7)
- **Forgery** – counterfeiting of assignments, documents, referrals, records, hall passes, etc. (Steps 2-7)
- **Gambling** – (Steps 1-7)
- **Gang or Cult related symbols, clothing or activities, etc.** (Steps 1-7)
- **Harassing, intimidation or threatening** – students, teachers, other school personnel (Steps 2-7)
- **Hazing or initiations** – (Steps 1-7)
- **Immoral, Indecent or Vicious Practices** – sexual harassment, stalking, etc. (Steps 2-7)
- **Inappropriate comments or Gestures** (Steps 1-3)
- **Incomplete or failure to complete punishment work** (Steps 1-7)
- **Instigating or participating in fights** – under school supervision, on or near school property or areas over which the school has authority (Steps 3-7)
- **Disrespect** – verbal, body language, written, etc. directed toward school personnel (Steps 2-7)
- **Leaving Campus Without Permission** – failing to report to assigned area (Step 4)
- **Leaving Class Without Permission** (Steps 1-4)
- **Obscene Literature, Possession, Distribution or Sharing** (Steps 1-6)
- **Obscene, Harassing, or Threatening Telephone Calls** (Steps 4-7)
- **Profanity, Vulgarity Speech, or Obscene Gestures** (Steps 2-7)
- **Public Display Of Affection** (Steps 1-4)
- **Stealing** - **Restitution Required* (Steps 2-7)
- **Tardy To Class** (Steps 1-5)
- **Tardy To School** (Steps 1-5)
- **Skiping Class** (Steps 1-7)
- **Tobacco Products** – possession, use, transfer in any form (Steps 2-6)
- **Trespassing** (Steps 1-6)
- **Vandalism** - **Restitution Required** (Steps 3-7)
- **Violation of Classroom Rules** (Steps 1-6)
- **Violation of School Procedures** (Steps 1-3)
- **Weapons** – including pocket knives, look-a-like weapons (toy guns or knives) or other dangerous objects, possession of, or transfer (Steps 3-7)
- **Weapons** – including pocket knives, look-a-like weapons (toy guns or knives) or other dangerous objects, use or attempted use (Steps 5-7)
- **Weapons or Firearms** – possession or attempted use (Step 7)

** Threats of violence against a student, faculty member or staff member (on or off campus) will be considered a very serious offense. The school will take immediate disciplinary action toward any individual(s) who threatens students, faculty or staff members with bodily harm. When deemed appropriate, such persons will be referred to the local law enforcement agency. **

IN-SCHOOL DETENTION (ISD)

The school's in-school suspension program is designed to minimize non-productive behavior(s) within the educational process and to act as an alternative to out-of-school suspension (OSS). Teachers of a student assigned to ISD will prepare daily assignments that include the work the student is missing during his/her absence from class, and these assignments will be completed in ISD and then returned to the classroom teachers. Students assigned to ISD will not be allowed to participate in any school activities, such as pep rallies, assemblies, etc., that take place during the normal school hours.

Students will be counted present for attendance and will receive credit for all assignments completed while in ISD. Cell phones will not be allowed in ISD. Phones will be turned into the office each day and given back at the end of the day. Any student with cell phone in ISD will result in (3) days OSS.

To gain re-entry into the regular school setting, the student must complete his/her assignments and comply with all ISD guidelines and requirements. Any student who violates the ISD guidelines or fails to attend ISD

when assigned will be assigned 2-7 days of OSS. Students are not allowed to talk, sleep, or get out of their assigned ISD seats. **Any violation of ISD rules will result in student being suspended or additional days added.**

When a student leaves or checks out of school early or **is tardy after 8:30 a.m.** (before the end of the school day), the student will NOT receive credit for that day in ISD. If a student is assigned to ISD, his/her early release status is revoked until completion of all assigned ISD days (**8:00 a.m. - 3:15 p.m.**). ISD is for the entire school day, and is not based on a student's early release or work schedule. Students will be assigned to ISD until a full day is completed.

IN-SCHOOL DETENTION RULES

- A student will have an assignment upon entering the ISD room. All ISD forms must be complete with signatures upon entering the ISD room.
- A student will not leave ISD without permission.
- A student will complete an entire day (full day 8:00 a.m. - 3:15 p.m.) of ISD - a partial day will not count as a full (8:00 a.m. - 3:15 p.m. day of ISD. (No excuses from parents or doctors etc. will be accepted). Early dismissal students will have to stay until 3:15 as well!
- A student will be allowed one restroom break in the morning and one in the afternoon.
- Students must bring their textbook, paper, and pencil to ISD.

OUT OF SCHOOL SUSPENSION (OSS)

When a student's action is of such as nature to require an out-of-school suspension (OSS), the parent will be contacted immediately. The principal may elect to send a letter, hold a telephone conference, or conduct a personal conference. For absences due to suspension, the student will not be allowed to make up any class or homework assignments or any test except nine (9) weeks exam missed during the suspension. In order for a student who has been suspended from school to be readmitted following his/her suspension, the parent/legal guardian may be required to accompany the student for a conference with an administrator to sign a statement of assurance and individualized behavior plan. Failure to have a parent or guardian sign a student in after OSS may result in student being placed in ISS until parent/guardian meets with administrator. Any student suspended from school will be considered a trespasser if he/she is found on school grounds or any school property during the period of suspension without prior approval.

GRIEVANCE PROCEDURE

Any student/parent who may have a problem during the course of the school year should go first to the person with whom he/she disagrees. If the problem cannot be resolved at this level, he/she should go next to the building principal. If he/she is still not satisfied, he/she should continue to the Assistant Superintendent, Superintendent, and finally the School Board. To appear before the School Board, the grievant must submit the request to the Superintendent.

This procedure should be followed if there is a problem with transportation, food service, or any other division of the school system. For example, if there is a problem with transportation, the person would go first to the bus driver, transportation supervisor, and principal and then continue through the chain of command as listed above.

Students/parents are encouraged to follow the chain of command in an effort to resolve any problems at the lowest possible level in the chain of command.

TRANSPORTATION SERVICES

The Picayune School District operates transportation services as required by state law, which directs that all school districts furnish transportation to pupils living one or more miles from their attendance center. The district regards transportation as a vital service for students and maintains annual equipment maintenance and driver training programs as to assure an efficient, safe operation. Drivers receive special certification and participate in safety and energy conservation programs.

Any questions regarding the overall operation of the particular attendance center's transportation program may be directed to the local transportation director Betty Jo Peterson @ 601-798-7760.

SCHOOL BUS DISCIPLINE

Student discipline is the shared responsibility of parents, students, and school personnel. Drivers are expected to keep order and discipline on the bus, but their major responsibility must be driving the bus.

Riding the school bus is a privilege. This privilege carries with it some responsibilities on the part of the student. Behavior, which prevents the driver and student from having a safe trip to and from school, will not be tolerated.

Any violation of conduct by students, performed while on the school bus, waiting to board the school bus, or departing from the school bus, shall be addressed by utilizing the assertive discipline steps prescribed for elementary or secondary levels in the respective handbooks. Students may be denied the privilege of riding the bus because of improper behavior, including the suspension of the privilege of riding the bus for the remainder of the school year, if the principal determines the action is necessary for the safety of the other students on the bus. (MS. State Code 37-7-301,e)

The transportation director, school administration, or other designee may handle minor offenses. Questions involving disciplinary actions should be directed to the school principal. Action requiring suspension shall be the responsibility of the school administration. The administration shall notify the transportation director and the student's parents when a student's bus riding privileges are suspended. The transportation director will notify the appropriate bus driver.

BUS VIDEOS

Having carefully weighed and balanced the responsibilities with the privacy rights of students, the Board supports the use of video cameras on its transportation vehicles as a means to promote the order, safety and security of students and staff.

Video cameras may be used on school buses to monitor student behavior while traveling to and from school and school activities. The Board believes that such monitoring will deter misconduct and help to ensure the safety of students and staff. Students found to be in violation of the district's bus conduct rules shall be subject to disciplinary action in accordance with district policy and regulations.

Bus transportation is a privilege extended only to students who display good conduct while preparing to ride, riding, or leaving the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation. (MS Code 37-37-301[e])

ESTABLISHED RULES OF BEHAVIOR

1. The bus driver has complete authority on the bus.
2. Immediately upon entering the bus, students are to be seated and are to remain seated until they arrive at their destination. The guidelines apply any time a student is transported on a school bus.
3. Students will board the bus and leave the bus according to instructions of the bus driver. Students are to obey all directions of the bus driver at all times.
4. Students may not leave the bus on its way to or from the school except at their designated stop.
5. Students are not to throw any objects on the bus or from the bus.

6. Students must sit in the seat assigned by the driver. Drivers have the option of reassigning students to a different seat when necessary.
7. The bus must come to a complete stop before students enter or exit the bus.
8. Loud talking and other loud noises are not permitted on the bus.
9. No beverages or food may be consumed on the school bus.
10. Intentional littering of the bus is prohibited.
11. Vulgar language is prohibited on the school bus.
12. Balloons, vases of flower arrangements, pets, large articles, glass containers, combustibles or weapons, or other objects, which hinder the view of the bus driver and/or create a dangerous situation are prohibited.
13. Fighting on the bus will not be tolerated.
14. Be courteous to the bus driver.
15. Keep the bus clean.
16. No smoking, chewing, dipping of tobacco, possession or use of any illegal drug including alcohol on the bus.

A student's failure to follow established rules of behavior will result in the following disciplinary action. (The severity of the student's misbehavior will determine the level on which the student is placed.)

BUS DISCIPLINE POLICY

Step One - Written Warning sent home to parents

Step Two – Two (2) days off the bus and mandatory counseling by school administration.

Step Three – Five (5) days off the bus and mandatory counseling by school administration.

Step Four – Ten (10) days off the bus and warning letter sent to parents.

Step Five - Shall result in loss of bus privileges for the remainder of the school term/year, but not less than twenty (20) school days, which can be carried over to the following year.

Continued or severe misbehavior may result in the student's removal from the bus for the remainder of the school year.

INTERFERENCE WITH SCHOOL BUSES

It is unlawful for any individual to board a school bus, other than a student scheduled to, a member of the public school administration or faculty, or a law enforcement official. State law prohibits unauthorized boarding of school buses or interference with passenger boarding or leaving, under penalties of fines and/or imprisonment. (State Code 37-41-2)

STUDENTS RIDING DIFFERENT BUSES OR BEING PICKED UP BY PARENTS

If it becomes necessary for a student not to ride his/her regular bus home, the parent should send a note to the school with the student that day. That note should be given to his/her grade level administrator before lunch. If an emergency arises during the school day, parents should **NOTIFY THE SCHOOL** one hour before school is dismissed to request a change in how the student will go home. Likewise, there may be a need for a parent to check out a student at the point of boarding a school bus. This will be permitted only with the clearance of an administrator or transportation director.

SAFETY REGULATIONS

Parents play a vital role in assuring the safety of students served by the school transportation program. Parents may help by instructing their children in the following procedures for boarding, riding, and departing the bus.

1. **Loading the bus:**
 - Students should arrive at the designated bus stop on time. The bus cannot wait for late arrivals.
 - Students should stand away from the street or roadway a minimum of 15', avoid pushing and playing while waiting for the bus to arrive.
 - Students should wait until the bus comes to a complete stop before approaching and attempting to enter the bus.
 - Students should board the bus quickly and quietly, as directed by the bus driver.
2. **Departing the bus:**
 - Drivers will not discharge riders at places other than regular bus stops, unless proper authorization from school officials has been given.
 - When necessary to cross a street or roadway after getting off the bus, students should cross only in front of the bus. Students should carefully look both ways to make certain that no traffic is approaching from either direction. Students are required to cooperate with the flag boy/girl.
 - Students should cross a minimum of 10' in front of the school bus. This will enable the bus driver to see the student until he/she is safely to the other side of the road.
 - Students should not stop to pick up any items dropped in front of the bus.
 - Parents are responsible for student transportation when a student misses the bus coming or going to/from school.
3. **Extracurricular trips:**
 - All transportation rules and regulations apply to any trip under school sponsorship. Teachers and/or chaperons appointed by the school will enforce all school and transportation regulations.

HEALTH POLICIES

According to Mississippi State Law, any child who plans to attend any public or private school, including kindergarten, shall first have been vaccinated against those diseases specified by the state health officials.

A student whose health record has not been brought up-to-date and is not in the process of being brought up-to-date by the end of the first month will not be permitted to stay in school.

COMMUNICABLE DISEASES

The Picayune Board of Education has the power, authority and duty to exclude from the schools students with what appears to be infectious or contagious diseases; however, such student may be allowed to return to school upon presenting a certificate from a public health officer, duly licensed physician or nurse practitioner that the student is free from such disease. (MS Code Section 37-7-301(h) 1995)

NURSE / MEDICATIONS

If a student becomes ill at school, he/she should advise his/her supervising teacher. If the situation warrants a referral, the teacher will complete the required paperwork and send the student to the school nurse. The nurse

will make appropriate contact with the student's parent/legal guardian. No student should leave the building without authorization from a school official. In an emergency, the student will be transported to the nearest treatment center. The parent will be responsible for the cost of the ambulance.

- 1) Medication(s) must be checked in at the school nurse's office at the beginning of the school year. No medications(s) should be sent to school with a student. Parents must bring medications to school.
- 2) Absolutely no medication(s) will be administered without a current, written doctor's orders.
- 3) The legal guardian or parent must sign a permission slip for his/her child's medication(s) to be administered at school.
- 4) In the event that a child's doctor indicates that he/she should carry a medication on his/her person (asthma inhaler, etc.), the parent must contact the district school health nursing coordinator for written permission. Any student carrying a medication on his/her person without such permission will be subject to disciplinary action by school administration.

GENERAL INFORMATION

TEXTBOOKS

The teacher for each subject may use state furnished textbooks. The state-owned textbooks are estimated to last five (5) years. The condition of the book issued to a student is checked at the beginning of the school year and again at the close of the session. Parents and students share in the responsibility for the proper care of all school books while in their possession. Fines will be charged for all damaged and lost books. **The list price of a lost book, or one damaged beyond use, must be paid before a new one is issued.**

FULL TIME STATUS

To be classified as a full time student, see your counselor. Ninth through eleventh graders should be in school all day. Twelfth graders' full time status will be determined according to credits earned. MHSAA eligibility requires certain criteria to be met.

CELL PHONES

Students are permitted to use CELL PHONES before school, during break, in the hallways, during lunch, and after school. **These items must be turned off or put on silent, and put away (out of sight) during instructional time.** Students will be held responsible for the content and pictures on any electronic device including social web sites.

Teachers may permit use of cell phones in the classroom for instructional purposes only.

Students WILL NOT:

- Answer an incoming Text message or phone call
- Be on any social media site
- Access or play any game or access any entertainment site
- Take any picture or video that the instructor has not expressly permitted
- Upload any picture or video taken in any class to any social media site
- Text message or email any picture or video taken in class to anyone, including ones self
- Access any type of mobile web browsing or any reason unless directed by the instructor
- Take any picture, video or text any class assignments or assessments without permission

When cell phones are used illegally, the items will be confiscated and turned in to the office with a discipline referral for violation of classroom rules.

ONLY the PARENT/GUARDIAN/CONTACT listed will be allowed to pick up the phone between 3:15 and 4:00pm that day OR between 7:15 and 8:00 am on another day. No one else will be allowed to pick up the phone!

If the student refuses to give the teacher the cell phone, the student will receive a minimum of **2 days** ISD.

HEAD PHONES

Students will not be allowed to use head phones on campus. In the classroom, teachers may allow students to use headphones as part of the educational process. Headphones will be handled the same as electronic devices.

COUNSELING SERVICES

As per School Board Policy, JEE, Professional School Counselors shall provide the following comprehensive counseling services:

- (i) Academic and personal/social counseling;
- (ii) Use multiple student data sources to help students make informed academic and career choices;
- (iii) Career and educational counseling;
- (iv) Individual and group counseling (large/small);
- (v) Crisis intervention and preventive counseling;
- (vi) Referrals to community agencies;
- (vii) Educational consultations and collaboration with teachers, administrators, parents and community leaders;
- (viii) Educational and career placement services;
- (ix) Follow-up counseling services;
- (x) Conflict resolution;
- (xi) Professional School Counselors must spend a minimum of eighty percent (80%) of their contractual time to the delivery of services to students.

There direct services may include the delivery of the following:

1. School counseling core curriculum.,
2. Individual student planning,
3. Responsive services, and
4. Indirect Student Services.

Professional School Counselors shall abide by the American School Counselor Association Code of Ethics.

Parent-teacher conferences will be scheduled when deemed necessary and when requested by either party. This will be done through the counselors or principals.

LIBRARY SERVICES

The mission of the PMHS library is to provide current reference materials for student research and presentation. The library also provides inspirational personal reading material, such as magazines and fiction books, which foster the development of positive character qualities in our students.

The students at Picayune Memorial High School are encouraged to utilize the many services offered through the school's library and media center. In the center, students have access to computers, books, magazines, pamphlets, and audio-visual materials for use in research, personal reading, and presentation of material to others.

A student will be held financially responsible for lost materials checked out in his/her name. Library materials may be renewed; however, a fine of \$0.10 will be charged daily for overdue materials. Students who lose a library book will pay the current price of the book.

Library Hours: 7:30 a.m. - 3:30 p.m.

While utilizing the valuable resources in the school library and media center, please remember to observe the following Checkout information:

Item

Books

Time Checked Out

2 weeks

Due to the high cost of reference materials, students will be allowed to make copies of reference material at a charge of 10 cents per copy.

Students enter the library/media center to pursue research, engage in personal reading, use audio-visual materials and complete individual homework assignments. It is important to observe the rules of good conduct while in the library/media center so that everyone can benefit from use of the facility. Please observe the following rules of good social etiquette when utilizing the services of the library/media center:

1. A student entering the library/media center must present a pass from his/her classroom teacher. No student should request a pass to leave the library except to return to class.
2. A student who wishes to utilize the library/media center during lunch should first obtain a pass from a member of the library/media center staff prior to the lunch hour. A valid pass from a classroom teacher will also be acceptable. The student should first eat lunch and then report directly to the library/media center.
3. No food, drink, or gum will be allowed in the library/media center at any time.
4. Students should leave work area clean and their chairs should be pushed under the tables.

FOOD SERVICES

PMHS has a closed campus for breakfast and lunch.

The school district has a Food Service Program which provides well-balanced, nutritious, lunch and breakfast meals in all schools.

No food deliveries from commercial establishments will be received or consumed on school property during serving periods.

BEHAVIOR IN THE CAFETERIA

Students should enter the cafeteria as they would enter a restaurant. They should keep in line and take their turn, display a pleasant manner, and refrain from open complaint about the food. If students have a complaint to be made, it should be made to the principal in a courteous manner. Students should use table manners, always respecting the rights of others.

Students are not to be in the cafeteria unless:

1. Standing in line to get tray (no cutting in line is permitted.)
2. Sitting at the table eating.
3. Walking to tray-return to put up tray.

Attachment A: State Policy Competitive Foods

Policy and Procedures Manual
Nutrition Programs

Mississippi Child

State Policy on Competitive Foods and Extra Food Sales

Federal Regulations and State Board Policy restrict food sales in competition with the National School Lunch and School Breakfast Programs. On February 22, 1985, the State Board of Education passed the state's policy on the selling of foods in competition with the National School Food Service Programs and on the nutritional quality of foods sold as extra items. This purpose is to ensure that students are not in the position of having to decide between non-nutritious and nutritious foods immediately before or during any meal service period. Mississippi's competitive food sales policy is provided in Exhibit 3.4.

Exhibit 3.4. Mississippi Board of Education Policy on Competitive Food Sales

- **No food is to be sold on the school campus for one (1) hour before the start of any meal service period.**
- The school food service staff shall serve only those foods that are components of the approved Federal meal patterns being served (or milk products) and such additional foods as necessary to meet the caloric requirements of the age group being served.
- With the exception of milk products, a student may purchase individual components of the meal only if the full meal unit also is being purchased.
- Students who bring a lunch from home may purchase milk products.
- This policy should be viewed as a minimum standard. Local boards of education are encouraged to develop more comprehensive restrictions.

TIPS ON COURTESY

IN THE CLASSROOM: Do not talk while others are talking. When talking, students should keep voices in a conversational tone. They should avoid laughing at the mistakes of others because they may make worse ones. In the homeroom students should not talk while the teacher is checking the lunch report or while he/she is giving instructions on how to fill out a form. Students are not to remove or read material on someone's desk without first having permission.

Even though a student may be wrongly accused of misconduct at some time, he/she should be courteous at all times. Discourtesy may seem to relieve your feelings, but it will not improve the situation. Tact and courtesy will give students the opportunity to explain their side of the matter. Courtesy pays off in the classroom, as well as elsewhere.

IN THE AUDITORIUM: Be in the auditorium on time, and take seats quietly. Give attention at once to the one presiding. If students cannot hear, be as quiet as possible so that others may hear. Do not disturb other students by making comments. Cooperate with cheerleaders by listening to their instructions. Yell and sing with them. Don't try to be a one-man attraction. Applaud in a refined manner. Students should never "boo" or whistle, regardless of what they may think of the program. When they leave the auditorium, leave as orderly and quietly as possible. **No food or drink is allowed in the auditorium.**

IN THE HALLS: Students should not run through the halls or up and down steps. Do not link arms with friends and amble along chatting. Do not stop to talk to friends as it blocks traffic. Always keep to the right and keep moving in the hall.

CARE OF BUILDINGS

As a good citizen, students are expected to assist in the care of the building and grounds by using wastebaskets and garbage cans for the disposal of waste materials and by refraining from marring the walls, desks, and tables. If students are not good citizens, necessary punishments will be administered to protect the school from the destructive acts of these students. **Students damaging any school property will be required to pay for such damage they may cause.**

EMERGENCY OPERATIONS

Periodically, the administration at Picayune Memorial High School in conjunction with the local Police and Fire Departments will conduct emergency drills to assist students and staff in learning how to be safe in an emergency situation. Public schools in Mississippi are required to have periodic emergency drills as part of their emergency audit. The three (3) main drills, which will be conducted, include Fire, Tornado (Bad Weather), and school lockdown.

Fire Drill:

Signal: Three (3) short rings of the bell (start); One (1) ring of the bell (end)

Fire drill procedures should be visibly posted in each classroom. Students, faculty, and staff should exit the building as quickly as possible according to PMHS procedures. All doors and windows should be closed and locked. Students should not talk, run, or push, but should move quickly and in an orderly manner from the building. Students should remain in line.

Tornado (Bad Weather) Drill:

Signal: Two (2) short rings of the bell (start); One (1) ring of the bell (end)

During a tornado or bad weather, the administration reserves the right to hold students and parents in the building until the severe weather has passed. Rushing to or from a building during inclement weather is very dangerous and may result in a hazard or fatality. Parents and students are encouraged to remain calm and to follow all emergency procedures.

During a tornado drill, students should be directed by the teacher in charge to follow the procedures listed below:

- Avoid windows and glass doorways.
- Do not open windows. Time is too valuable, and flying glass is dangerous.
- Get into the inside hallways, and close the classroom doors. This will help keep flying glass and debris to a minimum.
- Once into the hallway, face the wall.
- Protect your head, and make yourself as small a target as possible by sitting down, putting your head between your legs, and placing your hands over your head.
- Stay away from the ends of the hallways.
- Wait for the signal from the teacher in charge to move from your position.

Lockdown (Student/Teacher Lockdown):

Signal: Principal announces: “Teachers we will be under a lockdown until further notice” and One (1) long ring of the bell

Lockdown is a procedure to alert teachers to a major crisis/disruption on campus. Teachers will be alerted, normally by intercom, when conditions exist to warrant “Lockdown”. Under “Lockdown” teachers should lock classroom doors, if possible cover the door window, lock windows, close blinds, and move students to a location in the classroom where they can’t be seen. Under “Lockdown” all teaching is terminated. Teacher and students are to remain quiet. No one is to enter or leave the classroom.

SCHOOL INSURANCE

Student insurance enrollment forms are available in principal’s office at each school. Telephone numbers are available for additional information concerning benefits or enrollment procedures. Parents are encouraged to enroll their children in this policy.

Students involved in football, basketball, baseball, shop, or extra-curricular activities are required to have insurance coverage. A policy is offered through the school or parents may sign a waiver if coverage is provided by private insurance. The policy offered through the school is an additional policy and all students are encouraged to enroll.

USE OF TELEPHONE

The office telephone is for school business only. Students will be allowed to use the school phone at the attendance booth. This permission will be granted through the principal.

MESSAGES AND DELIVERIES

Classroom instructional time will not be interrupted to deliver a message to any student, except in cases of family emergencies. Flowers, birthday greetings, school materials, etc., will not be delivered to students. No food will be delivered to classrooms, but parents/guardians may bring their students lunch in a plain non-descript bag and/or cup. No home prepared food or commercial prepared food will be allowed to be brought on campus by students.

VISTORS ON CAMPUS

All visitors must report to the principal's office. Visitors are not permitted on school grounds or in school buildings during school hours unless they obtain a pass from the principal's office. An identification pass will be issued for the duration of the visit; this will verify approval of the administration. Students of another school are not permitted to visit unless the visit is for approved, official reasons.

Students are not allowed to bring their dependents on campus. In cases of emergency, students must check-in at the principal's office. **At no time** will students be allowed to take their dependents to a classroom.

OATH OF ALLEGIANCE

In accordance with state law, the Picayune School Board of Trustees beginning July 1, 2002, will have each school present the Oath of Allegiance to the Flag of the United States of America at the beginning of the first hour of class each day school is in session.

Any student or teacher who objects to reciting the Oath of Allegiance shall be excused from participation without penalty. We do ask that everyone stand. The Oath of Allegiance shall be recited as follows:

"I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

DISPLAY OF THE UNITED STATES FLAG

The flag of the United States of America and the flag of the State of Mississippi will be flown on the flagpole at each school site. No other flag will be displayed or flown without approval.

ANNOUNCEMENTS

Announcements will be made over the public address system daily at a time designated by the principal. It is the responsibility of the teacher and the student to be aware of the information contained in the daily announcement. All announcements to be made must be in the office by 7:30 a.m. and must be approved by the principal before they are announced to the school.

MORNING BREAK

Morning break will be held between 1st and 2nd periods in the mornings. All students should be outside, unless making up a test, having a club meeting or business in the office. Snacks will be sold during break. Food should not be allowed in the building or in the classroom. On bad weather days, break will be cancelled with either 1st or 2nd period class will be extended.

DRINK MACHINES

The drink machine in the teachers' lounge is for faculty and staff only. Students are not to enter the lounge and get a drink. Students may purchase drinks from the other machines located in hallways.

SCIENCE/TECHNOLOGY LABORATORIES

Good behavior in the laboratory is most important because of the use of acids, burners, and electrical equipment, which could cause serious accidents if improperly, handled. Any student damaging or breaking any laboratory equipment intentionally or through neglect on his/her part will be required to pay for the damage.

VALUABLES AT SCHOOL

Students are advised not to bring large sums of money, expensive jewelry, or other valuables to school. PMHS will not be responsible for lost or stolen articles. Do not leave money, jewelry or other valuables in a school locker/gym room. If you have found an article of value, take it to the office of the principal.

STUDENT PARKING

The Picayune School District is not responsible for damages to or property stolen from a student's vehicle while parked on the school campus.

Students driving recklessly or speeding shall lose their privilege of parking on campus for a period of time, as determined by the administration. Students parking improperly will face disciplinary action.

After students arrive on campus, they are prohibited from remaining in cars in the parking lot.

Seniors will be allowed to park in a designated senior parking area. All other students will be issued a discipline referral for violation of parking policies.

Bringing a personal vehicle on campus is a privilege and may be restricted by the administration of the school. The school district provides free transportation to and from school and may require that a student not bring a personal vehicle on school property if said student violates rules governing personal vehicle use and parking lot decorum.

Schools may assess a fee for a parking decal and require a student to place this decal in a particular area on each car he/she drives to school. This decal is for identification purposes only and does not represent any responsibility on the part of the school for any damages or loss to vehicle.

School administrators have the right to insure a safe and orderly school environment. Section 97-37-17 of the Mississippi Code specifies that it is unlawful to be in possession of guns, knives, or other items that may be used as weapons on school grounds. If the administration determines that probable cause exists that any gun, other weapon, alcohol, illegal drugs, or other controlled substances or items are contained in a private vehicle on campus, they are authorized, under law and by the provisions of this policy, to provide for search of such private vehicles. **Students driving to school must park in student parking.**

FUND – RAISING

Occasionally, fund-raising projects are necessary to help clubs earn sufficient money to participate in worthwhile activities. The school principal must approve all fundraising projects in advance. Door-to-door sales will not be permitted by any school club or organization for any reason. **No individual student fund-raisers will be permitted.** These fund-raisers must be coordinated through the Principal's office. All sponsors should oversee all fund-raising activities. Money should be counted by the sponsor, receipted and turned into the office daily. PMHS will not be responsible for any money owed because of the fundraiser.

CLUBS AND ORGANIZATIONS

Clubs are a vital part of the extracurricular program at PMHS and function in compliance with school board policy. No club will function at Picayune Memorial High School without the express approval and authorization from the school principal.

STUDENT PUBLICATIONS

Students have the opportunity to work on various student publications in the District. Students must respect the authority of the faculty advisor for the publication and abide by the laws addressing student publications.

ATTENDANCE AT PROM

Only those PMHS students who are classified as juniors or seniors at the beginning of the school year and are in good standing with classes and school are eligible to purchase an invitation to attend the prom for him/herself and a date.

- ❖ PMHS students must follow all school policies and procedures that relate to PROM.
- ❖ PMHS students assigned to the Center for Alternative Education will not be allowed to attend PROM.
- ❖ PMHS students will not be allowed to attend PROM if they are OSS at the time of the Prom.
- ❖ PMHS students must be at school 100% of the day on Friday before the Prom, unless approved through the principal's office.
- ❖ PMHS student dates must not be over the age of twenty-one (21) years old.
- ❖ No Junior High or Home Schooled Students will be allowed.
- ❖ Dates must be enrolled in high school or have graduated from high school or be enrolled in an accredited GED program, community college or university and provide documentation.
- ❖ Attendees must have an average of 65 or higher in every 1st semester class required for graduation. All 1st semester averages will be used to determine eligibility. Any non-senior who fails any class the first semester will not be eligible to attend prom.

- ❖ Cannot have more than 10 unexcused absences from any class (1st or 2nd semester), for the year, at the time of purchasing a ticket for Prom.
- ❖ Single tickets will be sold only to 11th and 12th graders.
- ❖ Female students may wear dresses and male students may wear suits or tuxedos.
- ❖ Tickets for the prom will be sold during lunch in the principal's office. Early release seniors may purchase tickets during break.
- ❖ Tickets cannot be transferred from one student to another.

STUDENT COUNCIL REQUIREMENTS

The Student Council is the voice of the student body and works with the advisors, principal, and faculty members on important issues. Student Council members are role models for the student body.

- Must have and maintain a GPA of 80 or higher
- No discipline referrals other than tardy or dress code (limit 5)
- No OSS for the present year, OSS will result in removal from the club
- Must have no more than 5 unexcused absences for the present school year

BETA CLUB REQUIREMENTS

- Must have and maintain a GPA of 85 or higher
- No discipline referrals other than tardy or dress code (limit 5)
- No OSS for the present year, OSS will result in removal from the club
- Must have no more than 5 unexcused absences for the present school year
- 10th-12th graders are selected in the fall. 9th graders are selected in the spring.

NATIONAL HONOR SOCIETY REQUIREMENTS

- Must have and maintain a GPA of 90 or higher at the end of 1st semester of their junior year
- No discipline referrals other than tardy or dress code (limit 5)
- No OSS for the present year, OSS will result in removal from the club
- Must have no more than 5 unexcused absences for the present school year
- All requirements set forth by NHS must be met to receive graduation stoles.

HOMECOMING COURT SELECTION

PMHS Homecoming Court will be selected by each respective grade level. Each grade level will nominate candidates. Students receiving the most votes will have a run off. The whole student body will vote for Homecoming Queen from a list of the four senior girls generated from the senior class. All ballots will be picked up by the principals and kept in a secure location until counted. All counting will be done by a panel of at least one administrator and two other school personnel.

- ❖ Freshman Maids (3) – Selected by the freshman class
- ❖ Sophomore Maids (3) – Selected by the sophomore class
- ❖ Junior Maids (3) – Selected by the junior class
- ❖ Senior Maids (4) – Selected by the senior class

REQUIREMENTS FOR HOMECOMING COURT

- Must be passing each class with a 75 average as well as an overall 80 GPA.
- Must not have achieved Level 5 discipline their high school career
- Must not have been suspended for the current school year
- Must not have more than five (5) unexcused absences in any class.
- Cannot have had any arrests from the start of the previous school year through day of homecoming.
- Students selected must attend all required functions in order to be recognized at the homecoming game: practice, pep rally, parade, etc.
- Student escorts must meet the same requirements to participate as the homecoming court

The homecoming dance will be held immediately following the football game. It will be held in the gym. Only PMHS students and their dates will be allowed to attend the homecoming dance. Tickets to the homecoming dance will be sold in advance.

REQUIREMENTS TO ATTEND HOMECOMING DANCE

- PMHS students must be passing every subject.
- Dates must be enrolled in high school or have graduated from high school or be enrolled in an accredited GED program, community college or university and provide documentation.
- PMHS students must follow all school policies and procedures.
- PMHS students assigned to the Center for Alternative Education will not be allowed to attend the Homecoming dance.
- PMHS students will not be allowed to attend the homecoming dance if they are OSS at the time of the dance.
- PMHS student dates must not be over the age of twenty-one (21) years old.
- No Junior High or Home Schooled Students are allowed.
- Cannot have more than 5 unexcused absences from any class at the time of purchasing a ticket for the dance.
- Students must be in school 100% of the school day to attend the homecoming dance.

WHO'S WHO GUIDELINES

All ballots will be picked up by the principals and kept in a secure location until counted. All counting will be done by a panel of at least one administrator and two other school personnel.

I. Mr. and Miss PMHS (Due to the nature of this award the following qualifications are established)

- ❖ Must be a Senior
- ❖ Must have attended PMHS for entire high school career.
- ❖ Must have an overall GPA of 90 or above.
- ❖ Must not have achieved Level 5 discipline their high school career.
- ❖ Must be an active member of a school sponsored organization.
- ❖ The entire student body will vote on Mr. and Miss PMHS.

II. Most Beautiful and Most Handsome

- ❖ Must be a Senior
- ❖ Must have an overall GPA of 80 or above
- ❖ Must not have achieved Level 5 discipline their high school career
- ❖ The entire student body will vote on Most Beautiful and Most Handsome
- ❖ Beauties (4) and Beaus (4) will be the next four runner-ups for Most Beautiful and Most Handsome

III. Senior Who's Who Categories – Nominated and elected by senior class (Must have an 80 GPA)

- A. Best All Around (Senior Boy and Girl)
- B. Most Likely to Succeed (Senior Boy and Girl)
- C. Friendliest (Senior Boy and Girl)
- D. Most School Spirit (Senior Boy and Girl)
- E. Most Dependable (Senior Boy and Girl)
- F. Most Courteous (Senior Boy and Girl)

IV. Undergraduate Favorites – Nominated and elected by respective grades (Must have an 80 GPA)

- A. Senior Class Favorite (Boy and Girl)
- B. Junior Class Favorite (Boy and Girl)
- C. Sophomore Class Favorite (Boy and Girl)
- D. Freshman Class Favorite (Boy and Girl)

V. Senior Teacher Awards – Nominated and elected by respective faculty (Must have an 80 GPA)

- A. Most Athletic – One (1) senior girl and one (1) senior boy nominated and elected by coaches.
- B. Most Talented – One (1) senior girl and one (1) senior boy nominated and elected by art, drama, band, and music teachers.
- C. Most Intellectual – Senior boy and senior girl determined by counselor and principal – highest GPA at the end of the 11th grade school year.

The Picayune School District is pleased to offer to its students, faculty, and staff access to the Internet in accordance with the terms and conditions of this policy. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users globally. This computer technology will help propel our schools through the communication age by allowing students and staff to access and to use resources from distant computers, communicate and collaborate with other individuals and groups, and significantly expand their available information base.

as Log-in Banner is being placed on every computer screen in the District which states the following:

The computer system that you are accessing is the property of the Picayune School District and is intended for educational purposes. Users agree to the terms and conditions of the Internet Acceptable Use Policy. Users agree to avoid any violation of state or federal law. Users are alerted that they are entitled to no expectation of privacy in their use of this computer and access of the users' computer usage, Internet usage, and email account may be monitored at any time for unacceptable and illegal use.

Overview

Internet access is coordinated through a complex association of government agencies and regional state networks. In addition, the smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. To this end, Congress has passed and President signed into law, the Children's Internet Protection Act (CIPA) and the Children's Online Privacy Protection Act (COPPA). A safe and secure K-12 infrastructure will be provided in compliance with the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA). The Picayune School District provides Internet Content Filtering, Internet Reporting on usage and filtering, and Internet Caching to aide in compliance with these laws.

It shall be the responsibility of all members of the Picayune School District staff to education, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

The Picayune School District's designated representatives will provide age-appropriate training for students who use the District's Internet access. The training provided will be designed to promote Picayune School District's commitment to:

1. The standards and acceptable use of internet services as set forth in this document.
2. Student safety with regard to:
 - a. Safety on the Internet

- b. Appropriate behavior while online, on social networking Web sites, and in chat rooms
- c. Cyberbullying awareness and response
- 3. Children's Internet Protection Act (CIPA)

CIPA requires that schools receiving certain federal funds, including E-Rate discounts and Title III of the Elementary and Secondary Education Act, put into place Internet Safety policies. These Internet safety policies must include a technology protection measure for blocking access to "visual depictions" of obscene material, child pornography, and material that is "harmful to minors" when minors are accessing the computer. CIPA also requires that the Internet Safety policy include monitoring of all online activities of minors. Additionally, the policy must address all of the following: (a) access by minors to inappropriate matter on the Internet and the World Wide Web, (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online, (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures designed to restrict minors' access to materials harmful to minors. Recognizing that no filtering solution can be 100% effective, it is understood that all technology protection measures do not and will not work perfectly. In complying with CIPA, schools are expected to engage in a "good faith effort" to abide by the requirements of CIPA. CIPA does not create a private right to action, meaning that the discovery of objectionable material on a computer cannot result in a lawsuit complaining that a school violated CIPA.

The Children's Online Privacy Protection Act (COPPA) applies to individually identifiable information about a child that is collected online, such as full name, home address, email address, telephone number, or any other information that would allow someone to identify or contact the child. The Act also covers other types of information – for example, hobbies, interests, and information collected through cookies or other types of tracking mechanisms – when they are tied to individually identifiable information.

These guidelines are provided so that you, the user and/or parent of the user, are aware of the responsibilities you are about to assume. In general, this requires efficient, ethical, and legal utilization of the network resources. If a Picayune School District user violates any of these provisions, his or her account will be terminated and future access could possibly be denied.

The signature(s) on the INTERNET NETWORK ACCESS AGREEMENT FORM is (are) legally binding and indicates the party(parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Picayune School District Internet Terms and Conditions of Use

- 1. Personal Safety
 - a. User will not disclose, use, disseminate or divulge personal and/or private information about himself/herself, minors or any others including personal identification information such as, but not limited to, credit card information,

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- b. social security numbers, telephone numbers, addresses, etc.
 - b. The Picayune School District will not disclose personal information about students on websites, such as their full name, home or email address, telephone number, and Social Security number. (COPPA)
 - c. User will immediately report to Picayune School District authorities any attempt by other Internet users to engage in cyberbullying inappropriate conversations or personal contact.
2. Illegal Activity
- a. User agrees not to access, transmit, or retransmit any material(s) in furtherance of any illegal act or conspiracy to commit any illegal act in violation of United States, Mississippi, local government, or Picayune School District laws, policies, or regulations.
 - b. User shall not access, transmit, or retransmit: copyrighted materials (including plagiarism), threatening, harassing, or obscene material, pornographic material, or material protected by trade secret, and/or any other material that is inappropriate to minors.
 - c. User shall not access, transmit, or retransmit any material that promotes violence or the destruction of persons or property by devices including, but not limited to, the use of firearms, explosives, fireworks, smoke bombs, incendiary devices, or other similar materials.
 - d. User shall not use the network for any illegal activity including, but not limited to, unauthorized access including hacking.
 - e. User shall not access, transmit, or retransmit language that may be considered offensive, defamatory, or abusive.
 - f. User shall not access, transmit, or retransmit information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
 - g. User shall not access, transmit, or retransmit information that harasses another person or causes distress to another person.
3. System Resource Limits
- a. User shall only use the Picayune School District system for educational and career development activities and limited, high quality self-discovery activities as approved by Picayune School District faculty for a limited amount of time per week.
 - b. User agrees not to download large files unless it is absolutely necessary. If absolutely necessary to download large files, user agrees to download the file at a time when the system is not being heavily used.
 - c. User agrees not to post chain letters or engage in “spamming” (that is, sending an annoying or unnecessary message to large numbers of people).
 - d. User agrees to immediately notify his/her teacher or other school administrator should user access inappropriate information. This will assist protecting user against a claim of intentional violation of this policy.

4. User Rights

- a. The Internet is considered a limited forum, similar to a school newspaper, and therefore Picayune School District may restrict user's right to free speech for valid educational reasons. Picayune School District will not restrict user's right to free speech on the basis of disagreement with the opinions expressed by user.
- b. User shall have the responsibility to use computer resources for academic purposes only. Therefore, as mandated by CIPA, filtering will be utilized on all computers accessing the Internet. The only exception will be for academic research by a staff member with the approval of school administration.
- c. User should not expect files stored on school-based computer to remain private. Authorized staff will periodically inspect folders and logs of network usage will be kept at all time. Routine review and maintenance of the system may indicate that user has violated this policy, school codes, municipal law, state law, or federal law. Parents of minor users shall have the right to inspect the contents of user's files.
- d. Picayune School District will fully cooperate with local, state, or federal officials in any investigation related to illegal activities conducted through the user's Internet account.
- e. Under no conditions should a user provide his/her password to another person or use another person's password.

5. Appropriate Use

The purpose of the Internet is to support education by providing access to unique resources and the opportunity for collaborative work.

- a. The use of an account must be in support of education and research and consistent with the educational objectives of the Picayune School District.
- b. Use of other organization's networks or computing resources must comply with the rules appropriate for that network
- c. Internet resources may not be used in violation of any federal, state, or local regulation.
- d. Internet resources may not be used to upload, download, or distribute pornographic, obscene, sexually explicit, or threatening material.
- e. Internet resources may not be used to infringe on copyright or plagiarize materials.

6. Privileges

The use of Internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges.

- a. Based on the acceptable use terms and conditions outlined in this document, the system administrators will deem what is inappropriate use, and their decision is final.
- b. System administrators may close an account at any time as required.
- c. The administration, faculty, and staff of the Picayune School District may request the system administrator to deny, revoke, or suspend specific user accounts.

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- d. Students and employees will receive instruction on the proper use of the Internet through a review of the guidelines, "Expectations for Use of the Internet," contained herein this policy.
 - e. Students and their parents and employees are required sign an agreement indicating their understanding and acceptance of Picayune School District's guidelines.
 - f. Upon completion of "d" and "e," students may then use the Internet in a supervised classroom environment, and employees may then use it for work related needs.
 - g. Parents must give their permission for their child to use the Internet independently for educational purposes. Parents also have the option of denying permission for their child to use the Internet.
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- h. Students are responsible for their explorations of the Internet and subject to the consequences of the building discipline policy.
 - i. Employees are responsible for their explorations of the Internet and subject to the discipline policies of the Board of Trustees.

7. Expectations for the Use of Internet

Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the mission of the Picayune School District. Students, teachers, and employees are to abide by the generally expected rules of network etiquette. These include (but are not limited to):

- a. Be courteous and respectful in your message to others.
- b. Use appropriate language. Do not swear, use vulgarities, or any other appropriate language. Illegal activities are strictly forbidden.
- c. Do not reveal your home address or phone numbers or those of other students or colleagues even if you think your "know" your correspondent.
- d. Any external media to be used in a Picayune School District computer shall be approved by either the teacher or supervisor and also must be virus scanned by approved virus scanning software.
- e. Browsing and scanning through files on a hard drive is not permitted.
- f. Violation of these rules or other deliberate acts that result in damage to software; hardware and/or related equipment will result in appropriate disciplinary action and financial restriction paid by the student and/or parent according to Mississippi Code §37-11-53 (4).
- g. Users may not use the network to send threatening or harassing e-mail. No chain letters will be tolerated.
- h. Student users may not send mass-mails to more than five (5) people at a time. Employee users may not send mass-mails to more than ten (10) at a time.
- i. Harassing other users by interfering with their screen display or similar denial of service attacks will not be allowed.
- j. Cracking, hacking, or otherwise breaking into an account you do not have full authorized access to, on this system or any other, possessing and/or running encryption/decryption/cracking/security analysis scripts or binaries, or any other

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- tools used to expedite the process of information on this network will not be permitted.
- k. Users cannot install any software, which requires making a file without approval from the network administrator.
 - l. Users may not at any time or for any reason possess a copy of the system password file, or any portion thereof; attempts to log in as any other user or as a system administrator will result in disciplinary action correlated to the Picayune School District ladder and cancellation of user privileges.
 - m. Any user identified as a security risk or having a history of problems with other computer systems will be denied access to the network.
 - n. Unauthorized downloading of information will not be tolerated.
 - o. Purchasing of goods or service via the Internet is strictly prohibited by students. Employees may order over the Internet if the purchase order has been properly signed.
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8. Students will not respond to unsolicited online contact.
9. **Vandalism**
Vandalism will result in cancellation of privileges and disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of other users or other networks connected with the Picayune School District or the State Regional Hub site. This includes, but is not limited to, the uploading or creation of computer viruses.
10. **Listservers or New Groups**
Students will not be allowed to subscribe to listservers or news groups unless specific permission is provided by the parent/guardian in writing and by the written permission of a sponsoring teacher. Employees may subscribe to these groups if job related and allowed by their supervisor.
11. **The Picayune School District will not be liable for:**
- a. Unauthorized information stored on Picayune School District diskettes, hard drives, or servers.
 - b. Unauthorized information retrieved through Picayune School District computers, networks, or online resources.
 - c. Personal property used to access Picayune School District computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of Picayune School District resources and accounts to access the Internet.
 - e. Damages suffered by the user, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions.
 - f. Student, teacher, or employee access to what may be deemed as inappropriate material available on the Internet.
 - g. Further, the Picayune School District makes no warranties of any kind, whether expressed or implied, for the service it is providing.
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12. **Sanctions:**
- a. Violations by the users may result in loss of access.
 - b. Violations may result in additional disciplinary action according to the Picayune School District's disciplinary policies.
13. The Internet Network Access Agreement is attached at the end of this policy and must be completed by the student or the employee prior to Internet use.
14. **Consequences for Failure to Follow Terms and Conditions of Internet Use Policy**
There will be consequences for any user who fails to follow Picayune School District and school guidelines and policies. The consequences may include paying for damages, denial of access to technology, detention, suspension, or other remedies applicable under the school disciplinary policy, and state or federal law. At the discretion of Picayune School District, law enforcement authorities may be involved and any violations of state and/or federal law may result in criminal or civil prosecution.
- When user is using the Picayune School District system, it may seem as though these policies could easily be broken and that the user would not get caught. This is not true. Electronic footprints are left behind on a machine each time it is used, and the potential for apprehension always exists.

LEGAL REFERENCE: Section §37-11-53 (4)

PARENTS' RIGHT TO KNOW

In accordance with the No Child Left Behind Act, parents have the right to know:

Annual Report Cards:

The MS Department of Education and the Picayune School District will disseminate to parents, schools and the public an annual report card with aggregate information, including student achievement (disaggregated by category) and graduation rates.

Teacher and Paraprofessional Qualifications:

Parents of Title I, Part A students have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teacher, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- a. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- b. Whether the teacher is teaching under a provisional status through which State qualifications or licensing criteria have been waived;
- c. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and
- d. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

To the extent practicable, Parents' Right to Know Notification will be provided in a language that parents can understand.

Student Achievement:

The Picayune School District will provide individual student assessment reports to parents providing individual information on the level of achievement of the parents' child in each of the state's academic assessments.

Non-Highly Qualified Teachers:

The Picayune School District will provide to each individual parent timely notice if the parents' child has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

To obtain any of the information listed above, please contact your school principal by phone, written communication, or in person. The principal will provide the requested information within five (5) school days.

PROCEDURAL SAFEGUARDS**JRAA**

In compliance with the Individuals with Disabilities Act and Section §37-23-137, Mississippi Code of 1972, As Amended:

1. Consent shall be obtained:
 - (a) Prior to initial evaluation;
 - (b) Prior to implementation of the initial individualized educational program for a child with a disability;
 - (c) Prior to reevaluation, except that such consent is not required, if the local educational agency can demonstrate that it had taken reasonable measures to obtain such consent and the parent failed to respond; and
 - (d) Prior to the release of educational records as required under the Family Educational Rights and Privacy Act and IDEA.
2. If the parent of a child with a disability refuses consent for the evaluation, the local educational agency may continue to pursue an evaluation by utilizing the due process hearing procedures under IDEA, except to the extent these are not in conflict with Mississippi law relating to parental consent.
3. Written prior notice shall be provided to the parents the of child whenever a local educational agency proposes to initiate or change or refuses to initiate or change the identification, evaluation, or educational placement of the child, or the provision of a free appropriate public education to the child.
4. Written prior notice shall be provided in the native language of the parents, unless it clearly is not feasible to do so.
5. Written prior notice shall include:
 - (a) A description of the action proposed or refused by the local educational agency;
 - (b) An explanation of why the local educational agency proposes or refuses to take the action;
 - (c) A description of any other options that the local educational agency considered and the reasons why those options were rejected;
 - (d) A description of any other factors that are relevant to the local educational agency's proposal or refusal;
 - (e) A description of each evaluation procedure, test, record, or report the local educational agency used as a basis for the proposed or refused action;
 - (f) A description of any factors that are relevant to the local educational agency's proposal or refusal;
 - (g) A statement that the parents of a child with a disability have protection under the procedural safeguards under IDEA and, if the notice is not an initial referral for

- evaluation, notification of an individualized educational program meeting or notice for reevaluation, the means by which a copy of a description of procedural safeguards can be obtained; and
 - (h) Sources for parents to contact to obtain assistance in understanding the provisions under IDEA.
6. A copy of the procedural safeguards established by the State Department of Education shall be given to the parents upon:
 - (a) Initial referral for evaluation or parent request for evaluation;
 - (b) The child's initial IEP meeting;
 - (c) Registration of a complaint under IDEA to the State Department of Education;
 - (d) Upon a request by a parent; and
 - (e) If there is no circumstance giving rise to the purpose of parents receiving a copy of the procedural safeguards under paragraphs (a), (b), and (c) of this subsection, then the parents shall be provided with a copy of the procedural safeguards at least once on an annual basis.
 7. The State Department of Education and each local educational agency shall establish procedures to ensure parents of children with disabilities have the opportunity to participate in meetings with respect to the identification, evaluation, and education placement of the child, and the provision of a free appropriate public education of such child. Local educational agencies shall provide parents of children with disabilities an opportunity to provide input in the development of the agencies' application for funding, as required under IDEA.
 8. In conducting the evaluation, the local educational agency shall:
 - (a) Use a variety of assessment tools and strategies to gather relevant functional and developmental information, including information provided by the parent, that may assist in determining whether the child is a child with a disability and the content of the child's individualized education program including information related to enabling the child to be involved in and progress in the general curriculum or, for preschool children, to participate in appropriate activities.
 - (b) Not use any single procedure as the sole criterion for determining whether a child is a child with a disability or determining an appropriate educational program for the child; and
 - (c) Use technically sound instruments that may assess the relative contribution of cognitive and behavioral factors, in addition to physical or developmental factors.
 9. Each local educational agency shall ensure that:
 - (a) Tests and other evaluation materials used to assess a child are:
 - (i) Selected and administered so as not to be discriminatory on a racial or cultural basis; and

- (ii) Provided and administered in the child's native language or other mode of communication, unless it is clearly not feasible to do so;
 - (b) Any standardized tests that are given to the child:
 - (i) Have been validated for the specific purpose for which they are used;
 - (ii) Are administered by trained and knowledgeable personnel; and
 - (iii) Are administered in accordance with any instructions provided by the producer of such tests;
 - (c) The child is assessed in all areas of suspected disability; and
 - (d) Assessment tools and strategies that provide relevant information that directly assist persons in determining the educational needs of the child are provided.
10. Upon completion of administration of tests and other evaluation materials:
- (a) The determination of whether the child is a child with a disability as defined under IDEA and state regulations established by the State Board of Education shall be made by a team of qualified professionals and the parent of the child and certified by a Screening Team as defined by the State Board of Education;
 - (b) In making such a determination of eligibility, a child shall not be determined to be a child with a disability if the determinant factor for such determination is lack of instruction in reading or math or limited English proficiency; and
 - (c) A copy of the evaluation report and the documentation of determination of eligibility will be given to the parent.
11. Parents shall have an opportunity to obtain an independent educational evaluation of their child in accordance with the requirements under IDEA.
12. An outside individual or entity contracting with a local educational agency for the purpose of performing an observation in order to make recommendations of possible changes in a child's IEP, or any outside individual or entity making an observation of a child which results in such recommendations, shall submit a report of the observation to the local educational agency. The local educational agency shall notify the parent upon receipt of this report.
13. Parents and guardians shall have the right of review or to receive copies of all educational records, as such records are defined by the Family Educational Rights and Privacy Act and the Individuals with Disabilities Education Act, pertaining to their child. The local educational agency shall be responsible for making the educational records available to the parent or guardian. The cost of providing a copy of any information contained in a student's educational record to the parents or guardians shall be established by the local

school board in accordance with the requirements of the Family Educational Rights and Privacy Act and the Individual with Disabilities Education Act.

LEGAL REFERENCE: Individuals with Disabilities Act
 Section §37-23-137, Mississippi Code of 1972, As Amended
 Family Educational Rights and Privacy Act and IDEA
 Senate Bill 2433 (Regular Session 2011)

Discipline – Students with Disabilities

Prior to taking disciplinary action against a qualified child with a disability which involves removal from educational services totaling a cumulative ten (10) days or more in a school year, the Picayune School District will adhere to the procedural requirements of the Section 504 and IDEA Part B.

Reference PSD Board Policy JQR & JOS

Procedural Safeguards – Students with Disabilities

The Picayune School District assures that provisions of the rights and the procedures provided to parents and student with disabilities as required under the Individuals with Disabilities Education Act, Part B, and the regulatory policies and procedures issued by the Mississippi Department of Education. Due process rights are provided to students with disabilities and their parents. The Picayune School District's procedures for implementation of this policy are those contained in the State regulation issued by the Mississippi Department of Education and as adopted in the Picayune School District Board Policy JRAA.

*Reference Individuals with Disabilities Education Act, Part B,
MS Code 1972 37-23-137*

SUSPENSION AND EXPULSION-DISCIPLINARY HEARING- DUE PROCESS JDD-JCAA

The building principal or acting principal may suspend a student for a period of nine (9) days or less for just cause and in accordance with the student discipline ladder detailed in the student handbook which has been approved by the Board of Trustees.

The building principal or acting principal may recommend suspension or expulsion of a student for more than nine (9) days for just cause and in accordance with the student discipline ladder detailed in the student handbook which has been approved by the Board of Trustees.

Every student who is recommended for expulsion must be afforded due process, including the right to testify in his or her own behalf and to present witnesses prior to the formal charge with a recommendation for expulsion. A completed copy of the "Due Process Checklist" and the "Notice of Disciplinary Hearing" must be sent to the Superintendent's Office (Hearing Officer) with the recommendation for expulsion.

A student who is recommended for suspension or expulsion for more than nine (9) days shall have the right to a due process hearing, be represented by legal counsel, to present evidence and cross-examine witnesses presented by the district. The student and the student's parent, legal guardian or person in custody of the student may appeal suspension of more than nine (9) days and expulsion to the school board. The standard of proof in all disciplinary proceedings shall be substantial evidence.

Upon receipt of the "Due Process Checklist" and the "Notice of Disciplinary Hearing," the Hearing Officer shall establish the date, time, and location of the hearing and shall prepare a disciplinary packet containing pertinent information from the student's permanent records, attendance records, behavior plan, a psychological evaluation if appropriate, disciplinary records, "Due Process Checklist," and the "Notice of Disciplinary Hearing." The Hearing Officer shall be responsible for providing the following individuals with a copy of the disciplinary packet:

- (1) Disciplinary Hearing Committee Members,
- (2) Principal making recommendation for expulsion, and
- (3) Parent/Legal Guardian of student. (Parent/Legal Guardian packet will be sent by mail.)

The Hearing Officer shall conduct a formal disciplinary hearing within the suspension period designated by the principal or acting principal and shall render the recommendation(s) of the Disciplinary Committee in writing to the Superintendent, the principal or acting principal who has made the recommendation for expulsion, and the parent/legal guardian of the student. The notification to the parent/legal guardian shall be made by mail. The parent/legal guardian notification shall include notification of the right to appeal to the Board of Trustees, the proper form for requesting an appeal, and the timeframe for submitting an appeal. Any request for an appeal must be received by the Superintendent no later than ten (10) school days after the recommendations have been made by the Disciplinary Committee.

The Superintendent shall forward all recommendations for expulsion to the Board of Trustees for consideration. The recommendation for expulsion shall be placed on the agenda of the next regularly scheduled Board Meeting exclusive of the timeframe for making a request for appeal. The Board of Trustees may approve, deny, or modify the recommendation(s) of the Disciplinary Committee and the Superintendent. No expulsion shall exceed one (1) calendar year.

If a parent/legal guardian has submitted an appeal, the appeal shall be heard by the Board of Trustees in Executive Session prior to any formal action.

The Superintendent or his/her designee shall notify in writing the parent/legal guardian, the principal or acting principal who has made the recommendation, and other person(s) as appropriate.

The Board of Trustees' decision for expulsion shall be final. The parent/legal guardian may appeal to the courts. If the parent/legal guardian appeals to the courts, the Board of Trustees' decision shall stand until or unless overturned by the courts.

Any student who has been suspended or expelled from a school will not be permitted to participate in or attend any school-sponsored event during the period of exclusion, nor will the student be permitted on school grounds unless as otherwise directed by the administration.

The Picayune School District will comply with any applicable federal and State laws regarding the discipline of special education students.

Process for Re-Entering Home School or Re-Entering Picayune School District

- (1) A student who has been expelled and assigned to the Center for Alternative Education must meet the following requirements:
 - (a) successful completion of term of assignment to the Center for Alternative Education as certified in writing to the Superintendent by the Director of the Center for Alternative Education, unless waived by the Superintendent;
 - (b) signed Statement of Assurances by the student and his/her parent/legal guardian as certified by the Superintendent or his/her designee; and
 - (c) completion of registration requirements of the student's home school.
- (2) A student who has been expelled from the Picayune School District must meet the following requirements:
 - (a) completion of expulsion time, (unless waived by the Superintendent upon recommendation of the director);
 - (b) written request to the Superintendent for re-admission;
 - (c) written approval of the Superintendent or his/her designee for re-admission; and
 - (d) signed Statement of Assurances by the student and his/her parent/legal guardian as certified by the Superintendent or his/her designee.

A student who has been expelled from another school district will not be considered for enrollment in the Picayune School District for the duration of the expulsion. Upon completion of the expulsion period, a student who has been expelled from another school district must meet the following requirements prior to admission:

1. written request to the Superintendent for admission,
2. written approval of the Superintendent or his/her designee, and
3. signed Statement of Assurances by the student and his/her parent/legal guardian as certified by the Superintendent or his/her designee.

A student who has been assigned to a correctional institution, residential facility, or special day program and enrolls in the Picayune School District may be assigned to the Center for Alternative Education or other placement prior to re-entering the regular school program. This assignment must be made by one of the following:

- (1) I.E.P. Committee
- (2) Section 504 Committee
- (3) Superintendent

No school district is required to place a child returning from out-of-home placement in the mental health, juvenile justice, or foster care system in alternative school. Placement of a child in the alternative school shall be done consistently, and for students identified under the Individuals with Disabilities Education Act (IDEA), shall adhere to the requirements of the Individuals with Disabilities Education Improvement Act of 2004. If a school district chooses to place a child in alternative school the district will make an individual assessment and evaluation of that child in the following time periods:

- (i) Five (5) days for a child transitioning from a group home, mental health care system, and/or the custody of the Department of Human Services, Division of Youth and Family Services custody;
- (ii) Ten (10) days for a child transitioning from a dispositional placement order by a youth court pursuant to Section §43-21-605; and
- (iii) An individualized assessment for youth transitioning from out-of-home placement to the alternative school shall include:
 1. A strength needs assessment
 2. A determination of the child's academic strengths and deficiencies
 3. A proposed plan for transitioning the child to a regular education placement at the earliest possible date.

CROSS REFERENCE: Board Policy JCBH – GUN FREE SCHOOLS
Board Policy IDDI – ALTERNATIVE EDUCATION – GED
Board Policy JCAA– DUE PROCESS – STUDENT RIGHTS
House Bill No. 1178 (2011 Regular Session 2011)
Section §3713-92, Mississippi Code of 1972, As Amended Section
§43-21-605
House Bill No. 1413, Regular Session 2017

Board Approved (Revised) June 13, 2017

CHILD FIND

The Picayune School District will continue its efforts to search for children with disabilities, age three to twenty-one, residing within the Picayune School District. Children with disabilities, including those who are homeless children or are wards of the State, and children with disabilities attending private schools, regardless of the severity of their disability are identified, located, and evaluated for special education and related services as defined by the Individuals with Disabilities Education Improvement Act of 2004, Part B.

LEGAL REFERENCE: Individuals with Disabilities Education Improvement Act of 2004, Part B
Reference: PSD Board Policy JQQ Board Reviewed 2/6/2018

Referrals for testing of children with suspected disabilities may be made by contacting the child's teacher, principal, or the District Child Find Coordinator. The coordinator for the Picayune School District is **Dr. Brannon Johnson**. Please contact Dr. Johnson by calling 601-798-4555 or by writing to him at the Office of Exceptional Education, 622 Goodyear Blvd., Picayune, MS 39466.

COMPULSORY SCHOOL ATTENDANCE – ABSENCES

An absence is excused when it results from the attendance of a compulsory-school-age child participating in official organized events sponsored by the 4-H, Future Farmers of America (FFA), official organized junior livestock shows, and official organized rodeo events. The excuse for the 4-H or FFA event must be provided in writing to the appropriate school Superintendent by the Extension Agent, or High School Agricultural Instructor/FFA Advisor.

An absence is excused when it results from the compulsory-school age child officially being employed to serve as a page at the State Capitol for the Mississippi House of Representatives or Senate.

An “unlawful absence” is an absence for an entire school day or during part of a school day by a compulsory-school-age child, which absence is not due to a valid excuse for temporary nonattendance. For purposes of reporting absenteeism under subsection (6) of Mississippi House Bill 1530; if a compulsory-school-age child has an absence 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, the child must be considered absent the entire school day. A student is considered present when they are in attendance for sixty-three percent (63%) of the instructional day.

DISTRICT PARENTAL INVOLVEMENT

Part 1: General Expectations

The Picayune School District agrees to implement the following statutory requirements:

- The Picayune School District will put into operation programs, activities, and procedures for the involvement of parents in all of its schools with Title 1, Part A programs, consistent with Section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
 - Consistent with Section 1118, the Picayune School District will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of Section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with Section 1118(d) of the ESEA.
 - The Picayune School District will incorporate this district-wide parental involvement policy into its LEA plan developed under Section 1112 of the ESEA.
 - In carrying out the Title 1, Part A parental involvement requirements, to the extent practicable, the Picayune School District and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the
- LEA plan for Title 1, Part A, developed under Section 1112 of the ESEA, is not satisfactory to the parents of participating children, the Picayune School District will submit any parent comments, when the school district submits the plan to the State Department of Education.
- The Picayune School District will involve the parents of children served in Title 1, Part A schools in decisions about the one percent (1%) of Title 1, Part A funds reserved for parental involvement is spent and will ensure that not less than ninety-five percent (95%) of the one percent (1%) reserved goes directly to the schools.
 - The Picayune School District will include parents, when possible, as a part of school support teams designed to assist LEA and schools in increasing student achievement.

- The Picayune School District will be governed by the following statutory definition of parental involvement and expects that its Title 1 schools will carry out programs, activities, and procedures in accordance with this definition. Parental involvement means

DISTRICT PARENTAL INVOLVEMENT IDDHA

The participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities including ensuring –

- (A) that parents play an integral role in assisting their child's learning;
- (B) that parents are encouraged to be actively involved in their child's education at school;
- (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
- (D) the carrying out of other activities, such as those described in Section 1118 of the ESEA.

Parents' Rights

Under NCLB, parents have the right to:

- Annually request to see the qualifications of your child's teacher(s);
- Be informed by the school if your child is being taught by a teacher or Paraprofessional for twenty (20) consecutive days who is not highly qualified;
- Receive a yearly report card about the district and school your child attends;
- Be informed about the adequate yearly progress (AYP) status of your child's school and the number of schools in school improvement;
- Notified of supplemental educational services and eligibility requirements for students to obtain supplemental educational services, names of approved providers and their qualifications;
- Request for school transfer from a school in improvement status;
- Request to participate on district and school parent involvement committees;
- Notified if MDE determines that your child attends a school that has been deemed unsafe;
- Request a school transfer if your child has been a victim of a violent criminal offense;
- Receive additional services if your child qualifies for homeless status; and
- Meet annually at the school and district level to be informed about and participate in decisions regarding parent involvement, Title I programs, and student achievement.

Part II: Policy Implementation

1. The Picayune School District will take the following actions to involve parents in the joint development of its district wide parental involvement plan under Section 1112 of the ESEA: Conduct annual district and school meetings for parents to participate in the development and revision of the district parental involvement policy.
2. The Picayune School District will take the following actions to involve parents in the process of school review and improvement under Section 1116 of the ESEA: The Picayune School District will take the following actions to involve parents in the process of school review and improvement under Section 1116 of the ESEA:
 - Require schools to include parent representatives on Title I and Parent Involvement committees.
 - Ensure that survey results and achievement data are readily accessible to parents.
3. The Picayune School District will provide the following necessary coordination, technical assistance, and other support to assist Title 1, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance. Budget parental involvement funds accordingly; conduct annual district and school meetings for the development and review of policies, procedures, and programs; and Actively encourage parental participation in all scheduled meetings.
4. The Picayune School District will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following programs: Early Head Start and Head Start: Inviting each organization's members to annual district and school meetings for the development and review of policies, procedures, and programs.

- Assisting schools with transition programs from local Early Head Start facilities,
 - Providing local Head Start facilities with information concerning parent workshops, meetings, and resources, and
 - Sharing Head Start information with schools and parents.
5. The Picayune School District will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title 1, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, or are identified as being migrant, homeless, or having a child who is identified as homeless or an unaccompanied youth.)
- The District will communicate with parents of ELL Students:
- The reasons the child is identified as an English learner and where he/she will be placed;
 - The child's levels of English and academic achievement and how the levels were assessed;
 - A description of the programs available, the differences between them, and the methods of instruction;
 - The ways in which the programs will meet the child's educational strengths and needs;
 - The ways in which the programs will help the child learn English and grade-level standards for promotion and graduation;
 - The exit requirements of the program, including the expected rate of transition to an English-language mainstream classroom, and the expected rate of graduation from high school;
 - The ways in which the programs will meet the objectives of an individualized education program for a child with disabilities; and
 - The right of the parent to decline enrollment, request the child be moved from the program offered, or receive help in choosing another one. The Picayune School District will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary, its parental involvement policies.
- An annual evaluation of the parent involvement policy will be conducted in the spring of each year. The evaluations will include data from online and written surveys of parents, teachers and students, PTA/PTO surveys and feedback, SmartTrack surveys, participation records from each school and any other data or information that may assist in evaluating the policy.
- The Parent Involvement Committee members will evaluate the data. Parents are the primary source of the data used in the evaluations and there will be parent representatives on the Parent Involvement Committee. The committee will evaluate the data and modify the existing policy, as needed.
6. The Picayune School District will build the schools' and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and community to improve student academic achievement, through the following activities specifically described below:
- A. The Picayune School District will, with the assistance of its Title 1, Part A schools, provide assistance to parents of children served by the Picayune School District or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph –
- the State's academic content standards,
 - the State's student academic achievement standards,
 - the State and local academic assessments including alternate assessments,
 - the requirements of Part A,
 - how to monitor their child's progress, and
 - how to work with educators.
- Scheduled parent meetings; PTO/PTA meetings; Annual district/school Title program meetings; Parents-as-Teachers program; District Parenting Center

- The District and schools will conduct parent workshops that include the following topics: math and language arts curriculum, proficiency levels and academic standards, strategies to help students be successful, Title programs use of District resources, and other topics identified in needs assessments.
 - The District's parent resource center will be available to parents and will offer materials to support reading, math, ELL and homeless students and parents.
- B. The Picayune School District will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training and using technology, as appropriate, to foster parental involvement by:
- Providing parent workshops at the school and District level that help parents support their child's education at home, give them the skills to monitor student progress online, provide access to materials to help parents work with their children on reading and math and other materials and training that may be identified throughout the year.
- C. The Picayune School District will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals, and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools by:
- The District will conduct an annual meeting with principals and lead teachers to discuss and review parent involvement programs and strategies. These school representatives will ensure that teachers are also educated about strategies to build strong parent involvement ties.
 - The District will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in the State.
- D. The Picayune School District will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Early Head Start, Head Start, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children by:
- Coordinating with local Head Start facilities and other local preschool programs to inform parents about available resources.
- E. The Picayune School District will take the following actions to ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:
- The District will provide a calendar of events on the District Website to keep parents informed of meetings and activities at the school and District level;
 - Schools will send home monthly calendars or other announcements to inform parents of upcoming events; and
 - Translations and alternate formats of parent communications will be provided, to the best extent possible.

Part III: Discretionary Policy Components

The District wide Parental Involvement Policy may include additional components listing and describing other discretionary activities that the Picayune School District, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement.

The District may provide additional services and support by:

- Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- Providing necessary literacy training for parents from Title I, Part A funds;

- Training parents to enhance the involvement of other parents;
- In order to maximize parental involvement and participation in their children's education, arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school;
- Adopting and implementing model approaches to improving parental involvement; and
- Providing other reasonable support for parental involvement activities under Section 1118 as parents may request.

Part IV: Adoption Board Policy IDDHA will be reviewed annually by the Picayune School District Board of Trustees.

STUDENT-SUICIDE, OTHER THREAT INTERVENTION AND PREVENTION

JGH

The Picayune School District shall adopt a policy on student suicide prevention. The policies shall be developed in consultation with school and community stakeholders, school-employed mental health professionals, and suicide prevention experts, and shall, at a minimum address procedures relating to suicide prevention, intervention and postvention. To assist districts in developing policies for student suicide prevention, the State Department of Education shall establish a model policy in consultation with the Mississippi Department of Mental Health for use by local school districts.

Suicide and Other Threat Intervention

It shall be the obligation of each staff member to report any student threat of potential harm to himself/herself, commit suicide, or cause injury to another individual immediately to his/her direct supervisor (principal). In the event that the building principal is not available, the report shall be made directly to the appropriate school counselor or social worker, who, will in a timely manner, inform the building principal.

The building supervisor shall then assign the school counselor or appropriate social worker to access the student threat through interviews with the individual student making the claim, teacher(s), and other student witnesses as deemed appropriate.

If the assessment conducted by the school counselor/social worker reveals that the student is at-risk of possibly harming himself/herself or of potentially committing suicide, the following procedures shall be followed:

1. The student's parent/legal guardian shall be notified by the counselor or social worker. In the event that a legal guardian/parent is not available, the counselor or social worker will be empowered to inform one of the student's emergency contacts listed on the Enrollment Card.
2. The parent/legal guardian shall be required to pick up any student from the school site who is clearly in imminent danger of engaging in self-harming, suicidal, or other harmful behaviors.
3. The counselor/social worker will inform the parent/guardian of available community services.
4. The counselor/social worker, under the advisement of the building supervisor, will report directly to the Department of Human Services cases wherein the parent/legal guardian appears to neglect the child's need for further services (threat of suicide, self-injurious behaviors).
5. In the event of a threat to harm another individual or a targeted group of individuals, it shall be the obligation of any school personnel, under the direction of the building supervisor, to notify a School Resource Officer.
6. Should the parent/legal guardian seek treatment for his/her child in a mental health facility, the school counselor/social worker will act as a liaison in providing follow up services upon notification and request.
7. It shall be the responsibility of the school counselor/social worker to document all actions pertaining to each case and to maintain confidentiality of student and family information.

B. Prevention Measures:

1. The Picayune School District Suicide Intervention and Prevention Committee will meet at a minimum annually to review current policies, procedures, and prevention methods.

2. The Picayune School District will continue quality anti-violence prevention measures and programs such as peer mediation, conflict resolution, bullying awareness and prevention, student mentoring, and group counseling on the topics of anger management and positive self-esteem building.

LEGAL REFERENCE: House Bill 263, Regular Session 2017

Board Approved (Revised) June 13, 2017

REGISTRATION OF ANY PUPIL WHOSE PARENT IS TRANSFERRED TO A MILITARY INSTALLATION WITHIN THE STATE **JBAAAA**

SECTION 1.

(1) Notwithstanding any provision of law, a pupil complies with the residency requirements for attendance in a school district if the parent of the pupil is transferred to, or is pending transfer to, a military installation within this state while on active military duty pursuant to an official military order.

(2) A school district shall accept an application for enrollment and course registration by electronic means for a pupil who meets the requirements prescribed in subsection (1) of this section, including enrollment in a specific school or program within the district.

(3) The parent of a pupil who meets the requirement prescribed in subsection (1) of this section shall provide proof of residence to the school district within ten (10) days after the published arrival date provided on official documentation. The parent may use the address of any of the following as proof of residence for the purposes of this subsection:

(a) A temporary on-base billeting facility.

(b) A purchased or leased home or apartment.

(c) Any federal government housing or off-base military housing, including off-base military housing that may be provided through a public-private venture.

(4) For the purposes of this section:

(a) "Active military duty" means full-time military duty status in the active uniformed service of the United States, including members of the National Guard and the State Military Reserve on active duty order.

(b) "Military installation" means a base, camp, post, station, yard, center, homeport facility for any ship or other installation under the jurisdiction of the United States Department of Defense or the United States Coast Guard.

SECTION 2.

This act shall take effect and be in force from and after July 1, 2019.

LEGAL REFERENCE: Senate Bill No. 2050, Regular Session 2019

DISCIPLINE – STUDENTS WITH DISABILITIES **JQR**

The Picayune School District shall discipline students with disabilities in accordance with State and federal guidelines and with the Individualized Education Program and/or Section 504 Individual Accommodation Plan of said students.

SECTION 1. SECTION 37-11-57, Mississippi Code of 1972, is amended as follows:

(1) Except in the case of excessive force or cruel and unusual punishment, a public school teacher, assistant teacher, principal, or an assistant principal acting within the course and scope of his employment shall not be liable for any action carried out in conformity with state or federal law or rules or regulations of the State Board of Education or the local school board or governing board of a charter school regarding the control, discipline, suspension and expulsion of students. The local school board shall provide any necessary legal defense to a teacher, assistant teacher, principal, or assistant principal in the school district who was acting within the course and scope of his employment in any action which may be filed against such personnel. A school district or charter school, as the case may be, shall be entitled to reimbursement for legal fees and expenses from its employee if a court finds that the act of the employee was outside the course and scope of his employment, or that the employee was acting with criminal intent. Any action by a school district or

charter school against its employee and any action by the employee against the school district or charter school for necessary legal fees and expenses shall be tried to court in the same suit brought against the school employee.

(2) Corporal punishment administered in a reasonable manner, or any reasonable action to maintain control and discipline of students taken by a public school teacher, assistant teacher, principal, or assistant principal acting within the scope of his employment or function and in accordance with any state or federal laws or rules or regulations of the State Board of Education or the local school board or governing board of a charter school does not constitute negligence or child abuse. No public school teacher, assistant teacher, principal or assistant principal so acting shall be held liable in a suit for civil damages alleged to have been suffered by a student as a result of the administration of corporal punishment, or the taking of action to maintain control and discipline of a student, unless the court determines that the teacher, assistant teacher, principal or assistant principal acted in bad faith or with malicious purpose or in a manner exhibiting a wanton and willful disregard of human rights or safety. For the purpose of this subsection, "corporal punishment" means the reasonable use of physical force or physical contact by a teacher, assistant teacher, principal or assistant principal, as may be necessary to maintain discipline, to enforce a school rule, for self-protection or for the protection of other students from disruptive students.

(3) Notwithstanding subsection (2) of this section a public school teacher, assistant teacher, principal, assistant principal or other school personnel is prohibited from using corporal punishment, as defined in subsection (2) of this section, on any student with a disability. No school personnel shall be granted immunity from liability under subsection (2) of this section for the use of corporal punishment on a student with a disability. For purposes of this subsection, the term "student with a disability" means a student who has an individualized education plan (IEP) under the Individuals with Disabilities Education Act of 1973. The term "school personnel" includes all individuals employed on a full-time or part-time basis by a public school.

SECTION 2. This act shall take effect and be in force from and after July 1, 2019

Board Policy JQR does not affect the contents of Board Policy JGFI –
RESTRAINT/USE OF FORCE.

LEGAL REFERENCE: Individuals with Disabilities Act, Section 504
Board Reviewed 2/6/2018

HOUSE BILL NO. 1182

PICAYUNE SCHOOL DISTRICT

706 Goodyear Boulevard
Picayune, Mississippi 39466
601-798-3230
FAX (601) 798-1742

DATE: June 2019
TO: Parents, Teachers & School Employees
FROM: Dean Shaw, Superintendent
SUBJECT: AHEARA Compliance Notification

In accordance with AHEARA regulations, school districts are required to perform several activities with regard to Asbestos in schools. These activities include an initial asbestos inspection and development of a Management Plan. The Management Plan addresses how identified asbestos containing materials (ACM) will be handled (abated or managed in place).

As part of the Management Plan, schools are also required to provide notification to all parents, teachers, and employees of our ongoing management of ACS's. To provide continuing management of the asbestos in our schools, all asbestos containing materials (ACM) are inspected every six months by an environmental consulting firm from Jackson, Mississippi. Any changes in the ACM area being recorded in a surveillance report as part of the management plan. Every three years a re-inspection is performed at the schools. A copy of this surveillance report, along with a copy of the management plan, and all supplementary information is located in the Local Education Agency (LEA) Designee office at each school. In addition, a copy of all management plans for all district schools is maintained in the LEA's office located at 706 Goodyear Blvd. These documents are available for review at either of these locations.