

2023-2024
Elementary School Handbook
Grades K – 6

Harrison County School District

MISSION STATEMENT

Harrison County School District is committed to providing a healthy, safe, and caring learning environment that is dedicated to quality instruction. Through high expectations and academic excellence, students will be productive citizens, empowered leaders, and lifelong learners.

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FOREWORD

The purpose of this book is to acquaint students, parents, and teachers with necessary information concerning the organization and administration of the Harrison County School District schools.

The handbook should be of special help to all students. We urge all students, parents, and teachers to carefully read the information herein provided, with the realization that such a booklet at its best has its limitations. The Harrison County Superintendent of Education and the Harrison County Board of Education has approved all contents printed in this book.

We hope that the handbook may contribute to a better understanding and appreciation of our educational program.

COMMITTED TO EXCELLENCE

The Harrison County School District is the fourth largest district in student population in the State of Mississippi. The district is comprised of all areas outside the municipalities located in Harrison County.

Within this area of approximately 450 square miles are nine unique communities, each with a rich cultural heritage and diverse population. While this district is large and diverse, the community school concept is maintained and promoted. There is a total of twenty-four schools serving approximately 14,600 students in this neighborhood-type setting.

Students attend grades kindergarten through twelve, receiving a broad range of services including Special Education, Gifted Education, and Title I provision. Based upon Average Daily Attendance, the student-teacher ratio in the Harrison County School District is 17:1.

The Harrison County School District is a fast-growing, fully accredited, progressive school district that maintains its closeness to parents through a variety of organizations and a spirit of parent-school-community involvement.

The Harrison County School District strives daily for excellence in education through meeting the needs of the whole child. This compilation of information is a brief summary of these efforts.

MESSAGE FROM THE SUPERINTENDENT

Harrison County School District is committed to excellence by focusing on each individual student and providing exemplary instruction. Our schools serve unique communities that encompass both rural and urban neighborhoods.

We have created a culture of teaching and learning that starts with students' earliest entrance into our programs and follows them throughout their school years. At the earliest levels of our students' education, we partner with private educational agencies in the area of pre-K curricula and student preparation. We recognize that a well-rounded education inspires students and encourages their individual talents. As students' progress through our system, we fully support their pursuits of extra-curricular activities such as band, athletics, fine arts, computer science, and robotics.

Our rigorous instruction includes accelerated classes in all schools. We offer a variety of dual-credit and advanced-placement classes that allow students to earn college credits while attending high school.

Our flexible course offerings accommodate both college-bound and career-bound students. Students may earn industry certification at the high school level that will allow

them to pursue a career immediately after graduation. Our district offers graduation tracks that are traditional and early exit.

We support our faculty and district employees by providing continual high-quality professional development and learning opportunities.

As superintendent, I am proud to be a part of a team that is dedicated to caring for and educating our communities and the world's next generation of workers, leaders, and stewards of the future.

Mitchell King
Superintendent of Education

MESSAGE FROM THE SCHOOL BOARD

Dear HCSD Stakeholders,

Welcome to the 2023 – 2024 school year. Harrison County School District schools have experienced many challenges during the last few years, and we will continue to work to meet the needs of our school communities. With the support of school level administrators, teachers, and staff, we remain committed to providing the best education possible for our students. Parents and community play a significant role in the success of a school district. We thank you for your support and involvement in making Harrison County School District a district of success.

Eric Simmons
School Board President

All procedures, Mississippi Codes, Mississippi Public School Accountability Standards for enactment of policy and procedures are available online through links provided on the Harrison County School District website. <http://harrison.msba policy.org/>

HARRISON COUNTY SCHOOL DISTRICT ADMINISTRATION

Mitchell KingSuperintendent of Education

HARRISON COUNTY BOARD OF EDUCATION

District I Board Member.....Steven Ramsey
District II Board Member.....Betty Daniel
District III Board Member.....David Ladner
District IV Board Member..... Dr. Barbara Thomas
District V Board Member.....Eric Simmons

DIRECTORS

Averie Bush.....Athletic Director.....539-6509
Brad Barlow, R.D.Child Nutrition Director.....539-6516
Dorene Hansen.....Curriculum & Accountability Director.....539-6234
Melissa GarrisonFederal Programs Director.....831-5328
Eddie SladeMaintenance Supervisor.....832-4107
Tad Shaw.....Transportation Supervisor.....832-4107
Vacant.....Security & Internal Compliance Director.....539-6538
Dr. Dawn HearnSpecial Education Director.....832-9344
Dr. Laretta MarksStudent Services Director.....539-7229
Mike ValdezTechnology Director.....539-1849

DISTRICT ADMINISTRATION OFFICE.....539-6500

The Harrison County School District offers educational and employment opportunities to all persons without discrimination and without regard to sex, age, religion, color, national origin, or disability.

**HARRISON COUNTY SCHOOL DISTRICT
2023-2024 QUICK REFERENCE CALENDAR**

GRADING PERIODS

FIRST TERM August 4, 2023 – October 11, 2023 (45 Days)
SECOND TERM October 12, 2023 – December 20, 2023 (45 Days)
THIRD TERM January 4, 2024 - March 12, 2024 (43 Days)
FOURTH TERM March 13, 2024 - May 22, 2024 (47 Days)

TERM TESTS

FIRST TERM October 10-11, 2023
SECOND TERM December 19-20, 2023
THIRD TERM March 11-12, 2024
FOURTH TERM May 21-22, 2024

PROGRESS REPORTS

September 6, 2023
November 14, 2023
February 6, 2024
April 22, 2024

REPORT CARD DATES

October 16, 2023
January 8, 2024
March 18, 2024
May 24, 2024

HOLIDAYS

Labor Day – September 4, 2023
Fall Holiday – October 4-6, 2023
Thanksgiving Holiday – November 20-24, 2023
60% Day for Students – December 20, 2023
Christmas Break – December 21, 2023-January 3, 2024
Martin Luther King Day – January 15, 2024
Mardi Gras –February 12-14, 2024
Good Friday –March 29, 2024
Spring Break – April 1-5, 2024
Graduation – May 18, 2024
60% Day for Students – May 22, 2024

SPECIAL WORKDAYS

Teacher Workday

August 1-3, 2023 (3 days)
January 2-3, 2024 (2 days)
May 23-24, 2024 (2 days)

Teacher Assistant Workdays

August 2-3, 2023 (2 days)
May 23-24, 2024 (2 days)

**Harrison County School District
2023-2024 School Calendar**

August 2023

4	First Day of School
23	Failure Notices

September 2023

4	Labor Day
6	Progress Reports

October 2023

4-6	Fall Holiday
10-11	Nine Weeks Test
16	Report Cards

November 2023

1	Failure Notices
14	Progress Reports
20-24	Thanksgiving Holidays

December 2023

19-20	Nine Weeks Test
20	60% Day for Students
21-29	Christmas Break (see also January)

January 2024

1-3	Christmas Break/students (cont'd)
4	Students Return
8	Report Cards
15	Martin Luther King Holiday
24	Failure Notices

February 2024

6	Progress Reports
12-14	Mardi Gras

March 2024

11-12	Nine Weeks Test
18	Report Cards
29	Good Friday

April 2024

1-5	Spring Break
8	Failure Notices
22	Progress Reports

May 2024

18	Graduation
21-22	Nine Weeks Test
22	60% Day for Students
24	Report Cards

HARRISON COUNTY SCHOOL DISTRICT - SCHOOL LISTINGS

Bel-Aire Elementary K-6

10531 Klein Road
Gulfport, MS 39503
Phone: (228) 832-7436
Ann Hardy, Principal
Ellen Bosarge, Assistant Principal
Office hours: 7:00 – 3:00
School hours: 7:30 – 2:15
Cafeteria: (228) 831-5367

Creekbend K-8

16121 Highway 15
Biloxi, MS 39532
Phone: (228) 392-0222
Cindy Dusing, Principal
Gina Pace, Assistant Principal
Brandon Waltman, Assistant Principal
Office hours: 7:00 – 3:00
School hours: 7:30 – 2:30
Cafeteria:

Crossroads Elementary K-6

10453 Klein Road
Gulfport, MS 39503
Phone: (228) 832-6711
Christopher Glenn, Principal
Wanda Anderson, Assistant Principal
Office hours: 7:00 – 3:00
School hours: 7:30 – 2:15
Cafeteria: (228) 539-7268

D'Iberville Elementary K-3

4540 Brodie Road
D'Iberville, MS 39540
Phone: (228) 392-2803
Melissa Quave, Principal
Heather Boudreaux, Assistant Principal
Office hours: 7:00 – 3:00
School hours: 7:30 – 2:15
Cafeteria: (228) 392-1131

D'Iberville Middle 4-8

3320 Warrior Drive
D'Iberville, MS 39540
Phone: (228) 392-1746 or (228) 392-1747
Matthew Elias, Principal
Kandy Jamison, Assistant Principal
Office hours: 7:00 - 3:00
School hours: 7:23 – 2:29
Cafeteria: (228) 392-9954

Harrison Central Elementary K-3

15451 Dedeaux Road
Gulfport, MS 39503
Phone: (228) 832-2701
Ida West, Principal
Angie Tanner, Assistant Principal
Office hours: 7:00 - 3:00
School hours: 7:35 - 2:00
Cafeteria: (228) 831-5369

Lizana Elementary K-6

15341 Lizana School Road
Gulfport, MS 39503
Phone: (228) 832-1592
Stephanie Lowery, Principal
Brian Holliman, Assistant Principal
Office hours: 7:00 - 3:00
School hours: 7:30 - 2:15
Cafeteria: (228) 831-5363

Lyman Elementary K-6

14222 Old Highway 49
Gulfport, MS 39503
Phone: (228) 832-2257
April Daniels, Principal
Melinda Alexander, Assistant Principal
Office hours: 7:00 – 3:00
School hours: 7:30 – 2:20
Cafeteria: (228) 832-6475

North Gulfport K-8

4715 Illinois Avenue
Gulfport, MS 39501
Phone: (228) 864-8944
Erwin Gilliam, Principal
Georgette Brasselman, Assistant Principal
Aaron Dunkin, Assistant Principal
Office Hours: 7:30 – 4:00
School Hours: 7:30 -2:30 Elementary
School Hours: 7:30 – 3:00 Middle
Cafeteria: (228) 863-4916 (228) 863-8556

North Woolmarket K-8

16237 Old Woolmarket Road
Biloxi, MS 39532
Phone: (228) 396-3674
Roman Holmes, Principal
Stephanie Hard, Assistant Principal
Dr. Meagon Touchstone, Asst. Principal
Office hours: 7:05 – 3:00
School hours: 7:40 – 2:30 Elementary
School hours: 7:40 – 2:40 Middle
Cafeteria: (228) 396-3445

Orange Grove Elementary 4-6

11391 Old Highway 49
Gulfport, MS 39503
Phone: (228) 832-2322
Kelly Wawrek, Principal
Angie Tanner, Assistant Principal
Office hours: 7:00 – 3:00
School hours: 7:30 - 2:10
Cafeteria: (228) 832-0886

Pineville Elementary K-6

5192 Menge Avenue
Pass Christian, MS 39571
Phone: (228) 452-4364
Jamie Boyer, Principal
Office hours: 7:00 – 3:00
School hours: 7:20 - 2:15
Cafeteria: (228) 452-0585

River Oaks Elementary K-6

14111 Three Rivers Road
Gulfport, MS 39503
Phone: (228) 831-1660
Jerri Hancock-Turan, Principal
Deonardo Scott, Assistant Principal
Office hours: 7:00 – 3:00
School hours: 7:30 – 2:15
Cafeteria: (228) 832-5166

Saucier Elementary K-6

24052 First Avenue
P.O. Box 460
Saucier, MS 39574
Phone: (228) 832-2440
Alyson Grissom, Principal
Lauren Bressler, Assistant Principal
Office hours: 7:00 – 3:00
School hours: 7:30 – 2:15
Cafeteria: (228) 832-1287

Three Rivers Elementary K-6

13500 Three Rivers Road
Gulfport, MS 39503
Phone: (228) 831-5359
Dr. James Stephens, Principal
Abby Dobbs, Assistant Principal
Office hours: 6:50 – 3:30
School hours: 7:20 - 2:15
Cafeteria: (228) 831- 0170

West Harrison Middle

21411 Landon Road
Gulfport, MS 39503
Phone: 831-8808
Dr. Natasha Williams, Principal
Dr. Geneva Lee, Assistant Principal
Douglas Reid, Assistant Principal
Office Hours: 7:30 – 3:30
School Hours: 7:55 – 3:15
Cafeteria: (228) 831-8838

West Wortham K-8

20199 West Wortham Road
Saucier, MS 39574
Phone: (228) 831-1276
William Bentz, Principal
Michele Lawrence, Assistant Principal
Jill Ryals, Assistant Principal
Office hours: 7:00 – 4:00
School hours: 7:10 – 2:40
Cafeteria: (228) 539-6526

Woolmarket Elementary K-6

12513 John Lee Road
Biloxi, MS 39532
Phone: (228) 392-5640
Kevin Roberts, Principal
Angela Arnold, Assistant Principal
Office hours: 7:00 - 3:00
School hours: 7:00 – 3:00
Cafeteria: (228) 392-5743

9 – 12 SCHOOLS**D'Iberville High School**

15625 Lamey Bridge Road
Biloxi, MS 39532
Phone: (228) 392-2678
Cheri Broadus, Principal
Mary Margaret Mucha, Assistant Principal
Preston Necaise, Assistant Principal
Office hours: 7:30 – 4:00
School hours: 8:05 – 3:30
Cafeteria: (228) 392-2616

Harrison Central High

15600 School Road
Gulfport, MS 39503
Phone: (228) 832-2610
Kelly Fuller, Principal
Justus Booth, Assistant Principal
Rachel Burt, Assistant Principal
Kenya Reece, Assistant Principal
Christopher Spencer, Assistant Principal
Office hours: 7:30 – 4:00
School hours: 8:05 – 3:30
Cafeteria: (228) 831-5358

HCS D Career & Technical Center

15600 School Road
Gulfport, MS 39503
Phone: (228) 832-6652
Libby White, Director
Office hours: 7:30 – 4:00
School hours: 8:05 – 3:30
Cafeteria: (228) 831-5358

West Harrison High

10399 County Farm Road
Gulfport, MS 39503
Phone: (228) 539-8900
Dr. Michael Weaver, Principal
Denise Briggs, Assistant Principal
Erin Cates, Assistant Principal
Office Hours: 7:30 – 4:00
School Hours: 8:05 – 3:30
Cafeteria: (228) 539-2730

Other Schools**Harrison County Alternative School**

11072 Highway 49
Gulfport, MS 39503
Phone: (228) 539-5956
Dr. Regina Watts, Principal
Office hours: 7:30 - 4:00
School hours: 7:55 – 2:50
Cafeteria: 539-7234

**Harrison County
Child Development Center**

P.O. Drawer J (94-29th Street)
Gulfport, MS 39501
Rebecca Parker, Director
Office hours: 7:45 – 3:30
School Hours: 8:00 – 2:00
Phone: 863-0583
Cafeteria: 865-4751

TITLE IX

The Harrison County School District is in compliance with the requirements of Title IX of the Educational Amendments of 1972, which prohibits sex discrimination in federally assisted education programs. Title IX states:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Questions concerning Title IX may be directed to the local Director of Compliance, 11072 Highway 49, Gulfport, MS 39503, or call 539-6500.

COMPLIANCE POLICIES – CONFIDENTIALITY – FERPA AND PII

The Harrison County School District adheres to the requirements outlined in the Family Education Right to Privacy Act (FERPA). FERPA is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records until the student reaches the age of 18.

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading.

FERPA also protects personally identifiable information (PII) from students' education records from unauthorized disclosure. FERPA defines education records as "records that are (1) directly related to a student; and (2) maintained by an educational agency or institution or by a party acting for the agency or institution. Personal, identifiable information is any data or information that makes the subject of a record known. This includes the student's name, the student's parents or other family member's name, the student's address, the student's social security number, a student number, a list of personal characteristics, or any other information that would make the student's identity known.

For more detailed information of these regulations see the district website at www.harrison.k12.ms.us under the Parents' tab.

DIRECTORY INFORMATION

This is public notice of the categories of information which the District considers as directory information regarding students in the district. The following information is considered directory information and may be used on the district or school's internet web page. The District shall not be responsible for the posting of any student information on any internet web page not authorized by the Harrison County School District Board of Education.

Parents have ten (10) days from the date of enrollment or the first day of school to inform the superintendent in writing of specific directory information pertaining to such student that should not be released without prior written consent of the parents. If the school has notified parents that it intends to use the directory information on a school-sponsored internet web page, the parents shall be allowed to object to the use of their child's information on the internet web page, yet still consent to the school's use of their child's information in other formats.

If the parents provide no such objection within ten (10) days of the official notification, the information will be classified as directory information until the beginning of the next school year.

Directory information shall be released only with administrative direction. Directory information considered by the district to be detrimental will not be released.

The school district proposes to designate the following personally identifiable information contained in a student's education record as "directory information." (NOTE: A district may designate all, some, or none of this information as directory information.)

1. The student's name, address, and telephone number;
2. The names of the student's parents;
3. The student's date and place of birth;
4. The student's major field of study and class designation (i.e., first grade, tenth grade, etc.);
5. The student's extracurricular participation;
6. The student's achievement awards or honors;
7. The student's weight and height if a member of an athletic team;
8. The student's photograph;
9. The student's electronic mail address;
10. The student's dates of attendance; and
11. The most recent educational institution the student attended prior to the student enrolling in this school district.

District policy JRA provides additional information and exceptions to prior consent.

This policy can be found on the district website at:

<https://harrison.msba policy.org/DistrictPolicies/ViewsAdmin/SelectedDocumentReadOn ly/tabid/5791/Default.aspx?docId=236605>.

GRIEVANCE PROCEDURE - Student

A "grievance" under this procedure shall mean a complaint by persons who believe they have been treated unfairly or otherwise discriminated against in their educational program. The following steps shall be used in processing such grievances.

Step 1:

- A. The aggrieved person shall present his/her grievance in writing to the pertinent teacher or school personnel.
- B. If the grievance is sexual in nature and is directed toward the aggrieved person's teacher or school personnel, the grievance shall be presented in writing to the immediate supervisor of the individual toward whom the grievance is directed. The grievance process will then follow the steps as outlined. The aggrieved person, teacher or school personnel may request a conference prior to the time a decision is rendered.
- C. The teacher or school personnel shall render a written decision to the aggrieved within five (5) days after receipt of the grievance

Step 2:

- A. If the aggrieved is not satisfied at Step 1, he/she may within five (5) days, notify in writing his/her teacher or school personnel of his/her intention to appeal to the appropriate authority.
- B. The aggrieved student shall appeal to the principal. The aggrieved shall include all copies of all correspondence from Step 1.
- C. The aggrieved person or principal may request a conference prior to the time a decision is made.
- D. The principal shall render a written decision to the aggrieved within five (5) days after receipt of the appeal.

Step 3:

- A. If the aggrieved is not satisfied at Step 2, he/she may within five (5) days notify in writing the principal of his/her intent to appeal to the appropriate central office administrator.

- B. The aggrieved person shall present his/her appeal in writing to the central office administrator and shall include copies of all correspondence from Steps 1 and 2.
- C. The aggrieved person or the central office administrator may request a conference prior to the time a decision is rendered.
- D. The central office administration shall render a written decision within ten (10) days after receipt of the appeal.

Step 4:

- A. If the aggrieved is not satisfied at Step 3, he/she may submit his/her appeal in writing to the Superintendent of Education and shall include copies of correspondence from Steps 1, 2, and 3.
- B. The aggrieved student or superintendent may request a conference prior to the time a decision is rendered.
- C. The superintendent shall render a decision to the aggrieved student within twenty (20) days after receipt of the appeal.

COMPULSORY SCHOOL AGE CHILD

The Mississippi Code defines a "compulsory school age child" as a child who has attained or will attain the age of six (6) years on or before September 1 of the calendar year and who has not attained the age of seventeen (17) years on or before September 1 of the calendar year; and shall include any child who has attained or will attain the age of five (5) years on or before September 1 and has enrolled in a full-day public school kindergarten program.

Section 12 of the Literacy-Based Promotion Act includes the Mississippi Compulsory School Attendance Law. Children age 5 on or before September 1 of the calendar year that have enrolled in public Kindergarten are subject to the provisions of the Mississippi Compulsory School Attendance Law. Please see the attendance section in this handbook for attendance requirements.

HOMELESS CHILDREN AND YOUTH

The district will ensure that homeless students are not stigmatized nor segregated based on their homeless status. A student verified as homeless will be enrolled immediately. If the student should wish to remain in the school of origin, transportation will be provided to and from the school to the greatest extent practical. If the student is an unaccompanied youth, the district liaison will work with the transportation director to make transportation decisions. If it is not in the best interest of a child to remain at the school of origin, the enrolling school/district will work with the home of origin school/district to obtain necessary records. Parents or the unaccompanied youth will receive written explanation of the decision and notification of their right to dispute and appeal if they disagree.

FOSTER CARE

The district will ensure that children in foster care remain in their schools of origin unless it is determined to be in the student's best interest to change schools. All enrollment and unenrollment processes should be done in person by the Child Protective Services (CPS) personnel. No student may be enrolled or unenrolled by a foster parent. If a student should need to be unenrolled during the school year, a Best Interest Determination (BID) meeting should take place between the school and CPS personnel to determine the best possible placement for the child's safety, emotional and mental health, and academic needs. Should a school transfer become necessary, the district will coordinate with the receiving school to ensure enrollment without delay.

ASSIGNMENT TO SCHOOLS

The school board shall determine the attendance area, and each pupil whose parents or guardians reside in the area served by the Harrison County School District must attend

the school to which he/she is assigned. The Harrison County School District accepts only students, who physically reside full-time, weekdays/nights and weekends, within the limits of the school district with the following exception: the child of an out-of-district school employee is eligible to attend school in the district, based on the mutual consent of the school boards.

Each student must have on file at his/her assigned school a verification of residency form as required by state law. The parent(s) or legal guardian(s) of a student seeking to enroll must provide the school district with at least two documents as verification of their address, except that a document with a post office box as an address will not be accepted. If the residence of a student changes, the parent(s) or guardian(s) will be required to provide the school with at least two documents of verification of the new address.

A student who is expelled or suspended by another school district and who subsequently applies for admission to the Harrison County Schools may not be eligible to enroll in any Harrison County School until he/she is eligible for readmission to and has actually attended classes in his/her previous school following suspension or expulsion (Harrison County School District Policy Book, code JBC).

INTRA-DISTRICT TRANSFERS

Requests for a student to attend a district school, other than the school the student is zoned to attend, must be submitted by the parent or legal guardian. The request must be in writing, on a form supplied by the district, to the principal or designee of the receiving school. Requests will be considered on a space-available basis. Students must pre-register and complete final registration for the school in their assigned attendance area pending approval of a transfer request. Should the request be approved, the parents/guardians will be responsible for the student's transportation to and from school. If discipline, tardiness, or attendance becomes an issue, the student may be transferred back to the school he/she is zoned to attend. If building capacity is reached with attendance area residents, transfer students will be asked to return to their school of origin.

Students granted permission to attend a district school other than the school in their assigned attendance area will adhere to all MHSAA rules. These students must declare the high school they will attend upon being granted the "in-district" transfer. Junior high students may only participate in athletics at the feeder school of the high school they will attend, as designated by the school board.

There will be **NO** transfers between West Harrison High School and Harrison Central High School, between West Harrison Middle School, North Gulfport Middle School and West Wortham or between North Woolmarket, Creekbend, D'Iberville Middle and D'Iberville Elementary School.

ATTENDANCE POLICY FOR GRADES K- 6

The Harrison County School District encourages daily attendance of students. The Board of Education of the Harrison County School District classifies all absences in grades K–6 as unexcused except for the following reasons:

1. Illness or injury that prevents the student from being physically able to attend school.
2. Isolation ordered by county health officials or the State Board of Health.

3. Death or serious illness of a member of the immediate family (defined as parents, grandparents, brother, sister, including stepbrother and stepsister, child, or spouse).
4. Required appearance in court or an administrative tribunal.
5. Observance of religious events.
6. Medical or dental appointments that are approved by the administration **prior to the absence**, except in case of emergency.
7. For K - 6th graders, valid educational opportunities approved by the administration **prior to the absence**. ("Prior to" approval forms will be available in the principal's office of each school. The student or the parent may pick up these forms.)

An absence is excused when the absence results from the compulsory-school-age child's attendance at an authorized school activity with the prior approval of the superintendent of the school district or his designee.

Upon the child's return to school after an absence, he/she will be required to present a **written excuse** signed by the parent or guardian. The number of days that can be excused with a parent's note is limited to ten (10) days. The teacher must receive this excuse within **two school days** after the absence, or it will automatically be considered unexcused or at the discretion of the principal after 2 days. **Telephone calls regarding absences are not acceptable**. Additional verification may be required if it is deemed appropriate.

It is the student's responsibility to initiate making up all work with his/her teacher. A student will receive a zero (0) on work not made up. Zeroes will not be given to students who have been suspended or are awaiting Alternative School Placement/Behavior Modification.

The following procedures will be used to notify the attendance officer of the Harrison County Family Court of a violation of the compulsory school attendance law:

1. Fifth (5th) unexcused absence (excluding suspensions)
Attendance officer will be notified.
2. Tenth (10th) unexcused absence (excluding suspensions)
Attendance officer will be notified.
3. Twelfth (12th) unexcused absence – (excluding suspensions)
Attendance officer will be notified.
4. Harrison County School Attendance Officers will have access to all student attendance records.

Students who arrive late or who are checked out early a total of three (3) times during the year will not be eligible to receive a perfect attendance award at the end of the school year. Student must be in attendance 63% of instructional time.

House Bill 1530 provides that a compulsory-school age child who is absent more than 37% of his/her instructional day must be considered absent the entire day. HB 1530 requires that students must be present 63% of the individual student's instructional day as set by local School Board for each school to be counted as full day. HB 1530 establishes that local School Boards enact policies defining 37% of the instructional day. **Note:** Any student absent for twenty consecutive days will be dropped from the roll unless the legal guardian advises the principal that the student has a legitimate reason for extended absence. The principal will determine the course of action to be followed concerning a student's progress and placement following an extended absence.

UNLAWFUL ABSENCES OF CHILDREN

Law enforcement officers shall be authorized to investigate all cases of nonattendance and unlawful absences of children. They shall file a petition with the youth court against parent or child under the provisions of the Mississippi Compulsory Attendance Law. MS Code §37-13-91

ARRIVAL TIME

For your child's safety, no student should be dropped off at school earlier than the teachers' time of arrival. There is no staff member on duty to supervise students before the time that teachers are expected to be in their classrooms. Please check with your child's school to find out the time your child may be dropped off at school.

TARDINESS

Parents are responsible for making sure students are arriving to school and getting to all classes on time. Excessive tardiness cannot be tolerated. A student who arrives after the scheduled commencement of any class period shall be considered tardy. Each instance of tardiness requires that a written explanation from the student's parent, parent's designee or guardian be received no later than the second school day following the school day in which the tardiness occurs.

Students' regular and punctual attendance is necessary for success. Certainly, repeated tardiness may cause students to become discouraged and often cause failure. It is therefore important that parents have their children in school on time every day. Only in unavoidable cases should a student be taken out of school before the end of the day. To ensure a successful school year, the following tardy policy is implemented on a nine-week basis.

Harrison County School District Tardy Policy

1st offense – Verbal Warning

2nd offense – Parent Contact (Verbal or Written)

3rd offense – Parent Contact (social worker, counselor)

4th offense – Parent Contact. Principal discretion of consequences.

Some offenses may require notification of outside agencies.

Students who arrive late or who are checked out early a total of six(6) times during the school year will not be eligible to receive a perfect attendance at the end of the school year.

CHECK OUT POLICY

Only the legal guardian or other person designated by the legal guardian may check a student out of school during school hours. The person checking a student out is to report to the school office. Under no circumstances is a student to be taken out of school without official clearance. The school reserves the right to request a picture ID prior to check-out.

We urge your cooperation in the school's policy of preventing unauthorized removal of a student from school. The student's safety may well depend upon strict adherence to this policy.

According to the Mississippi Department of Education, a child must attend school a minimum of 330 minutes of instruction per day. Students will not be allowed to check out 30 minutes prior to the end of school. **Therefore, it is imperative that early checkouts be limited to emergency situations only.**

A calendar is provided in the front of this book to assist parents in making timely appointments.

STUDENT REGISTRATION

Harrison County School District is offering online registration powered by Power School. If your child is a returning student to the district, please log in to your Power School parent account to register your child. Students who are new to the district will visit the district website www.harrison.k12.ms.us for additional information.

All students entering public schools in Mississippi for the first time must present copy of their birth certificate and two proofs of residency.

Parent/Guardian must supply the following.

Provide one document from each group, Group 1 and Group 2.

Group 1

- Mortgage Statement (dated within the last 30 days)
- Property Tax Form
- Filed Homestead Exemption
- Apartment or Home Lease
- Military Housing Lease
- Government Issued Photo ID with Current Address

Group 2

Utility Bill that is dated within the last 30 days.

- Electric
- Gas
- Water
- Cable
- Military Housing Residence Form

Cell phone bill, car registration, car insurance documents, and Voter ID card will not be accepted.

Group 1 and Group 2 address must match.

A child must be six years of age (kindergarten-five years of age) on or before September 1, in order to enroll for the 2023-2024 school year. The parent or legal guardian of a student must be present before the student will be registered.

All the students in grades kindergarten through twelve, who plan to enroll in the Harrison County School District for the first time, will be required to present a Certificate of Compliance before the student will be allowed to attend school. The Certificate of Compliance, Mississippi Department of Health Form 121, may be obtained from the Harrison County Health Department or a private physician.

The requirement that students present a Certificate of Compliance before they are allowed to attend school was mandated by the state legislature in 1978. School officials can neither make exceptions nor issue compliance certificates. The County Health Officer, located at the Harrison County Health Department, can make exceptions for medical reasons.

The following vaccines are required to attend school:

- A. DTaP (Diphtheria, Tetanus, Whooping Cough)

- B. Polio
- C. Hepatitis B
- D. MMR (Measles, Mumps, Rubella)
- E. Varicella (Chickenpox)
- F. Tdap (Tetanus, Diphtheria and Acellular Pertussis) – 7th grade

Students entering a Harrison County school from another public school in Mississippi are required to present proof of clearance from their former school prior to enrollment. Students will be placed in classes by the school principal. A standardized test will be administered as an aid in the proper placement of the students from non-accredited schools.

Nurses will conduct vision and hearing screenings for all Kindergarten students within the first 45 days of school enrollment (MDE Title 7 Education K – 12 Part -191 and Part – 7).

ADDRESS CHANGE

It is the parent's responsibility to report changes of address or telephone number to the school office immediately. Failure to do so may result in a delay of emergency contact or important information being disseminated. A change form may be requested in the school office. Two proofs of residency will be required upon updates.

EMERGENCY NOTIFICATION INFORMATION

It is the responsibility of the parent to notify and update emergency notification information to the school. Forms are available at the school.

STUDENT WITHDRAWALS AND TRANSFERS

If a student is to withdraw from school or transfer to another school, the student's legal guardian must contact the principal. All textbooks, library books, and laptops should be returned. Fees and debts should be paid upon withdrawal.

The student's cumulative record will be forwarded to the next school upon receipt of a request from the new school. Students wishing to participate in sporting events or related activities must meet the requirements of the Mississippi High School Activity Association.

OUT OF DISTRICT TRANSFERS

Students transferring from another district into the Harrison County School District must obtain a release form from the school district in which they reside. Approval must then be secured by the Harrison County School District Superintendent with final approval by the Harrison County School District School Board. Transfers are subject to tuition charge and availability of space.

TRANSFER STUDENT FROM HOME SCHOOLS OR NON-ACCREDITED SCHOOLS

Pupils from non-accredited schools will not be accepted without examinations, using district tests and/or special subject tests within thirty (30) days after transfer. Notice of giving such test shall be given to the applicant not less than five days prior to the date of the administration of such test. Schools shall not permanently enroll a student who was formerly enrolled in the state until the Mississippi cumulative folder of official transcript of credits is received from the school from which the student transferred.

A non-accredited school shall be defined as a school that is not recognized by any of the following accreditation processes:

- a. A state accrediting agency,
- b. Mississippi Private School Association, or
- c. Cognia

The procedure for enrollment of transfer students who were enrolled in a non-accredited school or in a correspondence school or who were receiving home schooling will be as follows:

- a. The student will be temporarily assigned during registration to grade level or subject indicated on report card, transfer papers, or written documentation from correspondence school or private tutor.
- b. The principal will submit to the appropriate central office administrator a written request for the assessment(s) for those students who register from a non-accredited school, a correspondence school, home schooling, or a private tutor.
- c. The principal will arrange for the testing of each student within thirty days of enrollment to the school.
- d. Principals will assign the student to grade level or subject based on the student's achievement level on the test(s).

POLICY ON WITHDRAWAL OF STUDENTS DURING LAST MONTH OF SCHOOL

If a student withdraws during the last month of school, a letter will be given to his/her parents stating the child's academic situation and his/her probable classifications for the next year had he/she remained in attendance. A copy will be added to the student's cumulative record.

TITLE I FAMILY ENGAGEMENT OVERVIEW

The Harrison County School District acknowledges the importance of family engagement as a vital integral part of the implementation of its Title I program. It is the District's goal to increase parental engagement at the district and school level. To accomplish this goal, the district will:

1. Put into operation programs, activities and procedures for the engagement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the *Elementary and Secondary Education Act* (ESEA) as amended. These programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children. (Note: *The Every Student Succeeds Act*, Section 1116 also reiterates these ESEA requirements.)
2. Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental engagement plans 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.
3. Convene a district wide and a building level annual meeting of the parents of Title I schools to:
 - (a) Discuss the development of the District's Title I plan.
 - (b) Discuss the process of reviewing and providing input into the improvement of the district and school plan.
 - (c) Discuss with parents the activities and programs available through Title I funding.
 - (d) Inform parents of their right to provide input in the design and implementation of the Title I program.
 - (e) Provide parents an opportunity to establish mechanisms for maintaining a continuous communication among parents, teachers, administrators, and Title I personnel through the website, meetings, online communication tools, and newsletters. This information will be given to parents in a language or manner that is understandable to parents.
4. Maintain a copy of the district's family engagement policy on the district's website and to make copies of the policy available to Title I parents without access to internet.
5. The district will provide coordination and technical assistance and other necessary supports to assist Title I schools in planning and implementing effective parent

- engagement activities to improve student academic achievement and school performance through meetings at the district and school level.
6. District Title I personnel will be available to assist schools in building capacity for strong parental engagement by the following:
 - (a) Disseminating information from the State Department regarding the assessment model and mandated academic standards.
 - (b) Providing materials and trainings in the area of the state's academic standards, state and local academic assessments, monitoring student's progress and how to communicate with the school.
 - (c) Provide training to all Title I staff in appropriate means of communicating to parents, especially parents of English Language Learners.
 7. Coordinate, to the extent possible, Title I parental engagement with programs such as Head Start, state-run preschool programs, and other programs for early intervention. For review of the full Parental Engagement Policy, please see the policy on the district website, or contact your child's school.
 8. ESEA parent-teacher conferences must occur at least annually where the compact is discussed and are required in all Title I elementary schools as per public law 114-95 Section 1116. Documentation of the conferences must be kept on file in each Title I school office.
 9. Title I schools must hold Family Engagement Meetings at various times to inform parents how to help their student at home. Documentation of these meetings must be kept on file in each Title I school office.

Link http://www.harrison.k12.ms.us/departments/federal_programs/parent_engagement

MISSISSIPPI STATE REPORT CARD

The Mississippi State Report Cards contain the accountability grades and information about school and district performance on statewide assessments, the graduation rate (for high schools and districts) and teacher qualifications. They are located on the Mississippi Department of Education's website.

BALLOONS, FLOWERS, & GIFTS

Balloons, flowers, and gifts sent to students will not be allowed in the classrooms or on the bus. These items will not be accepted in the office.

BOOK BAGS

All book bags, backpacks, backpack purses, briefcases, etc. are prohibited unless made of clear plastic or see-through mesh. All athletic bags will be housed in designated areas of the school.

CONFERENCE WITH TEACHERS

In order that your child receives maximum educational benefits, a close parent-teacher relationship is encouraged. Please contact the school's office to arrange a conference time for you, allowing at least one day's notice prior to the desired conference. For the safety of all students, parents are required to check in at the office to receive a visitor's pass upon arriving at school. **Please do not go directly to a teacher's room.**

DISTRIBUTION OF MATERIALS THROUGH STUDENTS

The school shall not establish a public forum in order to use the time of the schools, the pupils, and the parents for non-school purposes. The distribution of outside materials and communications to the homes through the pupils shall be kept to a minimum and confined to sources dedicated to the interests of boys and girls.

All requests from groups or individuals to distribute materials in the community through pupils, with the exceptions of those listed below, shall be denied.

EXCEPTIONS to this policy:

1. PTA and scouting materials
2. Educational institution materials approved by the superintendent
3. Materials pertaining to activities of the city/county recreation program
4. Public health and national defense

ELECTRONICS POLICY

The unauthorized use of electronic equipment (cell phones, smart watches, recording devices, iPods, cameras, tablets, e-readers, iPads, earbuds, headphones, etc.) during the school day is prohibited. This includes classrooms, hallways, restrooms, playgrounds, gyms, and any off-campus areas during the school day. All equipment must be turned off and stored. Inappropriate use of electronic equipment will be reported to the school administration for possible discipline action. Electronic equipment is brought at the risk of the student/parent.

PROHIBITIONS ON AUDIO/VIDEO RECORDING

Camera, video, or audio recording functions of electronic devices may pose threats to the personal privacy of individuals, exploit personal information, and/or compromise the integrity of educational programs. Accordingly, the use of the audio recording, video recording or camera functions of electronic devices is strictly prohibited on school premises and buses at all times, unless teacher approval is given for specific instructional activities.

LOST AND FOUND POLICY/STUDENT VALUABLES

Students should make every attempt to keep up with their personal belongings. All items brought to school should be clearly marked as to the owner's name. All clothing items, toys, games, etc. not claimed by the end of the school year will be donated to a local charitable organization.

Items such as valuable jewelry, large sums of money, toys, laser pointers, and electronic games should not be brought to school. **The district assumes no responsibility for lost or stolen items.**

PARENT'S RIGHT TO KNOW

Parents of students in Title I schools are guaranteed annual notification of their "Right to Know" about the teacher qualifications of their children. Parents may request and receive from the school office the professional qualifications of the student's classroom teachers, including:

- (a) whether or not a teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher is providing instruction
- (b) whether or not a teacher is teaching under emergency or other provisional status through which state qualifications or licensing criteria have been waived
- (c) whether the teacher is teaching in the field of discipline of the certification of the teacher; and
- (d) whether or not the children receive services from a paraprofessional and, if so, his or her qualifications.

Please allow at least ten working days for the school office to complete your request.

After the school year has begun, parents will be provided notice if their child is assigned to or taught by – for four or more consecutive weeks – a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

PARENT TEACHER ASSOCIATION (P.T.A)

Each elementary school has a Parent Teacher Association. Parents are encouraged to participate and support their schools through P.T.A.

PETS-ANIMALS

Students may not bring pets or other animals to school without permission from the principal.

PHOTO VIDEO RELEASE

Harrison County School District reserves the right to film or photograph students, unless otherwise directed by parent. News media must obtain permission from the superintendent before interviewing, photographing, or filming students or personnel.

REWARD PROGRAMS

All schools in the Harrison County School District have implemented positive reward programs recognizing achievement in areas of academics, attendance, citizenship, and athletics.

SCHOOL PARTIES

Each homeroom class is permitted to have a Christmas, Valentine's Day, and end-of-the-year party during the school year. The principal must authorize any other party. For safety reasons, homemade baked items are not permitted. All food items must remain in the commercially- sealed package or container.

Money may not be collected from students for any parties or for any gifts. Balloons, flowers, and gifts sent to students will not be allowed in the classrooms or on the bus. These items will not be accepted in the office.

SOLICITATIONS BY STUDENTS

The collection of money and the participation of the Harrison County District Schools in the collection of money for various charitable and welfare purposes shall be subject to the approval of the School Board. All money collections must be approved by the principal.

STUDENT RELIGIOUS LIBERTIES ACT OF 2013

The Harrison County School District will adhere to all provisions outlined in the Student Religious Liberties Act of 2013. Please see District Policy Manual posted on the HCSD website.

TELEPHONE USE

The school telephone is for business purposes. Therefore, the student and teacher's use of the telephone is limited. Students may use the phone only for emergency purposes and only with permission.

TESTING TRANSPARENCY

At any time, parents may request information on required assessments that include subject matter assessed, purpose of the assessment, source of the requirement for the assessment, amount of time it takes to complete the assessment, schedule for the assessment (if available), and the time/format of disseminating results. This schedule will be posted on the district website under Testing yearly. The District has a policy that does not allow for students to "opt-out" of taking the state assessments. For more details, please see district policy IIAAA located at:

VISITORS

The district is dedicated to keeping schools as safe as possible for students. Parents are welcome to visit the schools; however, instructional time will be protected from undue interruptions or delay. Parents should arrange visits ahead of time whenever possible. It is important to remember that a visit for observation is not the best time for conferencing with the teacher.

All visitors and parents must present a photo at the office that will be scanned through the National Sex Offender Registry database before a visitor's badge is issued.

EXCEPTION: Kindergarten parents/guardians wishing to walk their child to class may do so for the first two days of school. After that, walking children to class is highly discouraged and may only be done on a case-by-case basis with the approval of the principal. In all cases, a visitor's pass must be obtained. Student visitors are not allowed.

DISCIPLINE

When people exist together it is necessary to have rules, laws, or understandings if confusion, chaos, and even violence are to be avoided. The public school is no exception. It is logical that when parents send their children away from home for seven or eight hours daily that the institution entrusted with their care also receives the authority to regulate the conduct of each boy and girl for their good and for the welfare of the total group. This control of conduct denotes rules and regulations and ensuring that these rules and regulations are honored and respected at school, on the school bus, and at school sponsored activities. This authority to maintain discipline is affirmed by State Law and decisions of the U.S. Supreme Court.

In the educative process, good discipline must be maintained. Discipline should have the qualities of understanding, consistency, fairness, and firmness. Consideration should be given to the cause, nature, condition and frequency of misconduct.

When unacceptable behavior becomes chronic and cannot be corrected through interventions or resources available to the schools, school board approved disciplinary options may be used as final efforts to influence the student's failure to behave.

SCHOOL DISCIPLINE PLAN

In conformance with the Mississippi School Safety Law of 2001 (Section 37-11-53, MS Code of 1972, amended), the following requirements shall be met by this school district:

- (1) A copy of the school district's discipline plan shall be distributed to each student enrolled in the district, and the parents, guardian, or custodian of such student shall sign a statement verifying that they have been given notice of the discipline policies of the district. The school board shall have its official discipline and code of student conduct legally audited on an annual basis to ensure that its policies and procedures are currently in compliance with applicable statutes, case law, and state and federal constitutional provisions. As part of the first legal audit occurring after July 1, 2001, the provisions of Section 37-11-55 and Section 6 of Senate Bill No. 2239, 2001 Regular Session, shall be fully incorporated into the school district's discipline plan and code of student conduct.
- (2) All school discipline plans shall include, but not be limited to, the following:
 - (a) A parent, guardian or custodian of a compulsory-school-age child enrolled in a public-school district shall be responsible financially for his/her minor child's disruptive acts against school property or persons;

- (b) A parent, guardian or custodian of a compulsory-school-age child enrolled in a public-school district may be requested to appear at school by the school attendance officer or an appropriate school official for a conference regarding acts of the child specified in paragraph (a) of this subsection, or for any other discipline conference regarding the acts of the child;
- (c) Any parent, guardian or custodian of a compulsory-school-age child enrolled in a school district who refuses or willfully fails to attend such discipline conference specified in paragraph (b) above may be summoned by proper notification by the superintendent of schools or the school attendance officer and be required to attend such discipline conferences; and
- (d) 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.
- (3) Any parent, guardian or custodian of a compulsory-school-age child who (a) fails to attend a discipline conference to which such parent, guardian or custodian has been summoned under the provisions of this section, or (b) refuses or willfully fails to perform any other duties imposed upon him or her under the provisions of this section, shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed two hundred fifty dollars (\$250.00).
- (4) The school district shall be entitled to recover damages in an amount not to exceed twenty thousand dollars (\$20,000.00), plus necessary court costs, from the parents of any minor under the age of eighteen (18) years and over the age of six (6) years who maliciously and willfully damages or destroys property belonging to the school district. However, this section shall not apply to parents whose parental control of school child has been removed by court order or decree. The action authorized in this section shall be in addition to all other actions which the school district is entitled to maintain and nothing in this section shall preclude recovery in a greater amount from the minor or from a person, including the parents, for damages to which such minor or other person would otherwise be liable.
- (5) The school district's discipline plan may provide that as an alternative to suspension, a student may remain in school by having the parent, guardian or custodian, with the consent of the student's teacher or teachers, attend class with the student for a period of time specifically agreed upon by the reporting teacher and school principal. If the parent, guardian or custodian does not agree to attend class with the student or fails to attend class with the student, the student shall be suspended in accordance with the code of student conduct and discipline policies of the school district.

The Mississippi School Safety Act shall take effect and be in force from and after July 1, 2001. Ref: Sections 37-3-81; 37-3-83; 37-11-54; 37-11-55; 37-11-53, MS Code of 1972, amended.

A. GENERAL PROVISIONS AND STATEMENT POLICY

All persons concerned are hereby placed on notice that the disciplinary actions and procedures herein established and authorized are to be conducted in accordance with applicable statutes and in accordance with any memoranda, bulletins, or notices published and distributed by the superintendent and are subject, in particular, to the following controlling principles:

1. The severity of the punishment must vary directly with the gravity of the offense.
2. The punishment inflicted against any particular student should be consistent with the punishment inflicted in other cases involving similar or identical circumstances. Uniformity of decisions and disposition among the various principals of the school district should prevail to the extent reasonably possible.
3. Discrimination based upon race, color, creed, and sex, disability, and national origin and arbitrariness in the administration of the discipline is strictly

prohibited. Charge of such discrimination or arbitrariness advanced by student, parent or guardian shall be carefully examined under these regulations.

4. Great care shall be taken to avoid any suggestion or implication that the race, sex, or creed of a student will have any impact on the disciplinary measures ultimately taken.
5. As a general rule, no student shall be expelled without clear proof that:
 - a) He or she posed a threat to the orderly operation of school programs or activities, or a danger to the physical well-being of other students or faculty, or to school property.
 - b) The parent or guardian of the student has been notified of the student's misconduct and the possibility of expulsion and has been offered opportunities to confer with the principal or other relevant faculty members regarding the student's misconduct. It is the firm policy of the school district to resort to expulsion only as a last resort.

B. CORPORAL PUNISHMENT

Corporal punishment may be used as an alternative punishment, in accordance with the law at the discretion of the principal.

1. The principal, assistant principal, or teacher may administer corporal punishment. In all cases, the principal or assistant principal must be present along with a second certified person. One will administer the punishment; the second will serve as a witness. Corporal punishment is to be administered to the buttocks only and must not be excessive. Corporal punishment will not be administered in anger. Corporal punishment will not be administered in the presence of other students and will only be administered in the principal's office or in another private location designated by him/her. All paddles used in the Harrison County School District must be kept in the office.
2. In all cases where the demerit system or corporal punishment is administered, a discipline form containing the following information must be completed:
 - a. Student's name
 - b. Date
 - c. Details of specific incident for which punishment was assigned
 - d. Numbers of licks administered/Number of demerits assigned
 - e. Signature of person administering punishment
 - f. Signature of witness in the event corporal punishment is administered
3. The office copy of the discipline form is to be filed in the principal's office. The parent's copy is to be sent home with the student. The teacher retains the teacher's copy. In some instances, parent signature may be required.
4. Parent permission must be given prior to administering corporal punishment.

C. SUSPENSION

1. A short-term suspension is defined as denial of school for three (3) days or less. A short-term suspension may be imposed upon any student by the principal or assistant principal of the school in which the student is enrolled. A conference with the student's parent or guardian and the student is required prior to the student's reinstatement.

2. A long-term suspension is defined as any denial of school attendance of five (5) days. A long-term suspension may be imposed upon any student by the principal or his/her designee of the school in which the student is enrolled.
3. Both long-term and short-term suspensions shall be governed by the following procedures:
 - a. A student may be suspended only one time for each offense.
 - b. Students suspended during a nine week's examination period shall be offered an opportunity to take any examination missed at such time and under such conditions as may be determined by the principal of the school.
 - c. The principal of each school shall keep a record of suspensions imposed during each school year. Such record shall contain the name, race, and sex of each student suspended, the dates of such suspensions, and a brief description of the incident or misconduct requiring the suspension. A copy of the suspension form will be submitted to the Director of Student Services.
 - d. A student may be suspended by the principal of the school in which the student is enrolled for any reason for which a student may be suspended, dismissed, or expelled by the Board of Trustees.
 - e. No student shall be suspended without affording each student the opportunity to express his or her version of the incident to the principal of the school after being fully advised of the charges lodged against the student unless there are reasons which make it inadvisable to do so, such reasons must be put in the record of the incident by the principal.
 - f. The principal of the school may, after completing the investigation as set forth above, suspend a student without further notice or proceeding. Promptly upon the suspension of a student, the principal of the school forthwith shall send to the parent or guardian of each student a "Notice of Suspension" and shall state the name of the student, the nature of the incident resulting in suspension, the length of the suspension, and the exact date the student should return to school. The principal of the school and/or teacher(s) can arrange to discuss the incident and disciplinary measures taken if the parent or guardian expresses the desire for same. A parent or guardian and student conference with the principal is required for reinstatement of students on short-term suspension.
 - g. While not a requisite, it is desirable that the principal of the school afford the parent or guardian of the student an opportunity to confer with such principal concerning the student's behavior before suspending each student. The record maintained by the principal of the school shall show whether such conference was held with the parent or guardian of the student.
 - h. Any parent, guardian or custodian of a compulsory, school age child, who (a) fails to attend a discipline conference to which the parent, guardian or custodian has been summoned under the provisions of this section, or (b) refuses or willfully fails to perform any other duties imposed upon him or her under the provisions of this section, shall be

guilty of a misdemeanor and, upon conviction, shall be fined not to exceed two hundred fifty dollars (\$250).

CODE OF CONDUCT-STUDENTS

In conformance with the Mississippi School Safety Law of 2001 (Section 37-11-55, MS Code of 1972, amended), this school board shall adopt and make available to all teachers, school personnel, students and parents or guardians, at the beginning of each school year a code of student conduct developed in consultation with teachers, school personnel, students, and parents or guardians. The code shall be based on the rules governing student conduct and discipline adopted by the school board and shall be made available at the school level in the student handbook or similar publication. The code shall include, but not be limited to:

- a) Specific grounds for disciplinary action under the school district's discipline plan; procedures to be followed for acts requiring discipline, including suspension and expulsion, which comply with due process requirements;
- b) An explanation of the responsibilities and rights of students with regard to attendance, respect for persons and property, knowledge and observation of rules of conduct, free speech and student publications, assembly, privacy, and participation in school programs and activities;
- c) Policies and procedures recognizing the teacher as the authority in classroom matters and supporting that teacher in any decision in compliance with the written discipline code of conduct; such recognition shall include 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 to the office of the principal or assistant principal. The principal or assistant principal shall determine the proper placement for the student, who may not be returned to the classroom until a conference of some kind has been held with the parent, guardian or custodian during which the disrupting behavior is discussed, and agreements are reached that no further disruption will be tolerated. If the principal does not approve of the determination of the teacher to remove the student from the classroom, the student may not be removed from the classroom, and the principal, upon request from the teacher, must provide justification for his/her disapproval.
- d) Policies and procedures for dealing with a student who causes a disruption in the classroom, on school property or vehicles, or a school related activities;
- e) Procedures for the development of behavior modification plans by the school principal, reporting teacher and student's parent for a student who causes a disruption in the classroom, on school property or vehicles, or at school-related activity for a second time during the school year; and
- f) Policies and procedures specifically concerning gang-related activities in the school, on school property or vehicles; or at school-related activities.

Ref: § 37-11-55, MS Code of 1972, amended

STUDENT CONDUCT-DISRUPTIVE BEHAVIOR

In conformance with the Mississippi code 37-11-18.1, this school district shall adhere to requirements governing student conduct.

- 1) For the purposes of this section:
 - a) 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 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 school-related activity, and which is not covered by other laws related to violence or possession or 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 other school employees; defiance, ridicule or verbal attack of a teacher; and willful, deliberate and overt acts of disobedience of the directions of a teacher; and

- b) 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 of a behavior modification plan for the student in accordance with the code of student conduct and discipline plans of the school district.

2) Every behavior modification plan written pursuant to this section must be developed by utilizing evidence-based practices and positive behavioral intervention supports. The plan must be implemented no later than two (2) weeks after the occurrence of the disruptive behavior.

3) Any student who is thirteen (13) years of age or older for whom a behavior modification plan is developed by the school principal, reporting teacher and student's parent and which student does not comply with the plan shall be deemed habitually disruptive and subject to expulsion on the occurrence of the third act of disruptive behavior during a school year. After the second act of disruptive behavior during a school year by a student, a psychological evaluation shall be performed upon the child.

4) All parents shall receive, at least annually, written information about the policies and procedures for restraint and seclusion issued by this school district. The written policies shall be included in the code of conduct, school board policy manual, and any other appropriate school publication. For further information, see our online board policy, JCBA.

DISCIPLINE POLICY

Classroom Rules: Obeying rules is a vital part of child development. Each teacher will develop classroom rules to be approved by the principal. A copy of the rules will be sent home.

DISCIPLINE POLICY OFFICE VISITS GRADES K - 2

Principal discretion will determine the step and suspensions a child will be given. Corporal punishment may be used as an alternative punishment at the discretion of the principal. At least one document of parent contact must be employed before student is sent to the office. (This does not include severe disruptions.) The office copy of the discipline form is to be filed in the principal's office. The parent's copy is to be sent home with the student. The teacher retains the teacher's copy. In some instances, parent signature may be required.

STEP 1

- A) Conference with student
- B) Documented parent contact
- C) Five-day probation

STEP 2

- A) Parent conference with teacher and administrator
- B) Ten-day probation

STEP 3

- A) One-day out-of-school suspension
- B) Behavior plan developed (plan monitored bi-weekly)*

STEP 4

- A) Two-day out-of-school suspension
- B) Parent conference
- C) Fifteen-day probation

STEP 5

- A) Three-day out-of-school suspension
- B) Twenty-day probation
- C) Conference with school principal

STEP 6

- A) Recommendation for school or district hearing

*** If behavior plan is successful, student may return to Step 1. If it is not successful, the plan will be reviewed and/or revised as needed.**

GRADES 3 - 6

Demerits and suspensions will be given at the discretion of the principal/assistant principal using the following guidelines: The office copy of the discipline form is to be filed in the principal's office. The parent's copy is to be sent home with the student. The teacher retains the teacher's copy. In some instances, parent signature may be required.

OFFENSE	Demerits
1. Behavior unbecoming of a student	2 - 46
a. Dress code violation <i>Example: Sagging pants, short shorts, see-through clothing, etc.</i> <i>Refer to Dress Code</i>	2 - 6
b. Gambling	6 - 26
c. Improper gesture	2 - 8
d. Improper physical conduct	2 - 18
e. Inciting	18-46
f. Misconduct and/or disrupting	8-18
g. Selling, trading or possession of unauthorized items or offensive items	4 -26
h. Indecent exposure	18 - 46
i. Improper physical contact (sexual in nature)	18 - 46
j. Harassment	18 - 46
2. Bullying/Cyberbullying (verbal/written/physical gestures)	6 - 46
3. Disobedience/disrespect to teacher or staff	4 -18
4. Disrespectful to other students	4 - 18
5. Drugs: Illegal, prescription, and/or alcohol <i>Possession, sale/distribution, under the influence, and/or use</i>	46*
6. Drugs: Non-prescription/over-the-counter medications	12 - 46

<i>Possession, sale distribution, and/or use</i>	
7. Electronic Equipment use (cell phones, smart watches, recording devices, iPods, cameras, tablets, e-readers, iPads, etc.)	10-34
8. Refusal to relinquish cell phone from a faculty/staff member	18
9. Fighting (more than one-on-one)	18 - 46
10. Fighting (one-on-one)	18 - 46
Fighting with physical injury results in a district disciplinary committee hearing referral.	
11. Gang-related activity (displays, gestures, etc.)	4 - 46
12. Gum and/or candy - chewing eating	2
13. Illegal check-out/check-in	4
14. Leaving school without permission	6 - 26
15. Misconduct on the school bus See Bus Transportation	
16. Off-limit zones	4-8
17. Leaving classroom without permission	12-32
18. Pornography offenses	12 - 46
19. Possession or use of tobacco and related paraphernalia <i>Including but not limited to e-cigarettes, e-liquid, e-juice, lighters, and matches.</i>	2 - 46
20. Possession of unauthorized chemicals and/or paraphernalia (non-drugs)	6 - 26
21. Possession/use of weapon, realistic toy gun/weapon, ammunition, mace, knife, pepper spray, etc....	46*
22. Destruction of Property <i>Parents will be responsible for restitution</i>	6-46
23. State testing violation – disruption or misconduct of any kind during state testing	46*
24. Profanity	
a. Directed to a student	4 -12
b. Directed to teacher and/or staff	12 - 26
c. Indirect to teacher and/or staff	4 -18
d. Use of profanity	2 - 8
25. Sexual Harassment (verbal/written/physical gestures)	12 - 46
26. Skipping	
a. Skipping class	8-18
b. Skipping school	12
c. Tardy to class (7 th & 8 th grade only)	2
27. Striking or attempting to strike teacher or staff	
a. Intentional	46*
b. Unintentional	6 - 18
28. Strong-arm tactics (money or valuables)	18 - 26
29. Technology violation	6 - 46
30. Theft	
a. Breaking and entering	6 - 46
b. Major (\$15.00 or more)	10 - 46
c. Minor (\$14.99 or less)	6 - 18
d. Possession	6 - 46
31. Threats/Intimidation (verbal/written/physical gestures)	6 - 46
32. Unwarranted physical contact	6 - 26
33. Vandalism	6 - 42
a. Major (\$15.00 or more)	12 - 34

b. Minor (\$14.99 or less)	6 - 18
<p>34. Vape – Possession or use of vape and related paraphernalia, including but not limited to vaping device, e-liquid, e-juice, e-pods, etc. K-6th Grade Proposal Possession and/or Use STEP 1- 1-3 Days In School Reassignment and Internal Program Completion STEP 2- 3 Days Out of School Suspension STEP 3- A. Student / Parent Completion of Internal/External Program B. If Student / Parent Does Not Complete Internal/External Program, then the student will be recommended by the Principal for Alternative Placement STEP 4- A. Alternative Placement 45 Days (This would be students fourth infraction) B. If Student is already alternately placed and caught again, 10 days will be added to the student's alternative placement STEP 5- A. If Student is already alternately placed and caught again, 10 days will be added to the student's alternative placement B. Student will be recommended to the School Board for Expulsion. (fifth infraction) STEP 6- Student is recommended to the School Board for Expulsion. (This student and parent would have completed all steps/programs of the proposal) (If a student completes alternative placement (45 Days) and returns to home school and occurs another vaping infraction, that student is automatically recommended for Expulsion)</p>	
<p>35. Tobacco (possession/use of tobacco and related paraphernalia), including but not limited to e-cigarettes, e-liquid, e-juice, lighters, matches</p>	46*

*Student will receive the indicated number of demerits and a referral for a district disciplinary committee hearing.

Accumulation of the following demerits will result in the following action:

- 12 demerits—Phone conference between the parents and a principal or assistant principal, or an in-person conference between the parents and a principal or assistant principal.
- 18 demerits—One-day suspension and parent conference.
- 26 demerits—Two-day suspension and parent conference.
- 34 demerits—Three-day suspension, and a parent conference.
- 42 demerits—Student goes before a Faculty Disciplinary Review Committee consisting of at least five members. The Faculty Disciplinary Review Committee will have the responsibility of making a recommendation as to whether a student will be scheduled for a District Disciplinary Hearing or remain in school on probation.
- 46 demerits—Student goes before District Disciplinary Review Committee. The board will make a recommendation of probation, alternative placement, expulsion, or no action taken. Federal and state regulations will be followed when disciplinary action is taken with students who have disabilities.

Note: Any student appearing before the District Disciplinary Review Committee in the last 9-week period of the school year will remain on an 8-demerit probation for 9-weeks the following school year.

Note: If a student is suspended from school, it is the responsibility of the student or parent to request make-up work from the teacher.

MERIT SYSTEM

If the student does not receive any referrals for 20 school days, he/she may have six (6) demerits removed.

SCHOOL ADMINISTRATIVE HEARING FOR STUDENT MISCONDUCT

- I. PURPOSE: An administrative hearing is to be held to determine the placement status of the student. This committee is to have an option of two recommendations:

1. Allow the student to stay at his or her present school on probationary status.
2. Recommend the student be brought before the Harrison County School District Disciplinary Committee for a hearing.

COMPOSITION OF COMMITTEE

1. One principal or assistant principal
2. One guidance counselor
3. Three teachers
 - a. The teachers should reflect the diversity of the school.
 - b. The committee chairman is to be a teacher.

II. NOTIFICATION OF HEARING

1. Student is to be told verbally.
2. Parents are to be told on phone if possible.
3. Parents are to be notified in writing. (The telephone contact does not eliminate the letter being sent.)
4. The time and date of the hearing are to be stated in the letter.
5. The parent is to report to the office for the hearing.
6. The recommendation of the committee is to be made to the principal within 24 hours.

DISTRICT DISCIPLINARY REVIEW COMMITTEE PROCEDURES

The Harrison County School District Disciplinary Review Committee Hearing is to be held at the Harrison County School District Office to determine placement status of the student. The committee has the option to recommend no action, probation, alternative placement, or expulsion for the remainder of the school year, or expulsion for one calendar year. The committee's decision is final. Expulsion or a suspension of more than ten (10) days are the only decisions that can be appealed to the Harrison County School District School Board. Federal and state regulations will be followed when disciplinary action is taken with students who have disabilities.

The assignment of a student to the alternative school is not a suspension or expulsion or denial of access to public education. The assignment of a student to the alternative school does not carry with it the right to appeal to the School Board.

Note: Any student appearing before the District Disciplinary Review Committee in the last nine-week period of the school year will remain on an 8-demerit probation for 9-weeks the following school year.

Note: If a student is suspended from school, it is the responsibility of the student or parent to request make-up work from the teacher.

DISTRICT DISCIPLINARY HEARING PROCEDURE

The Harrison County School District Disciplinary Committee and Director of Student Services or other designee of the Superintendent will serve as convener and administrative officer for the committee. He/she shall have no vote and shall prepare a summary of the hearing to include conclusion and recommendations of the committee.

He/she shall transmit other letters or documents to proper persons following each hearing to bring each case to its proper conclusion.

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

EXPULSION

Expulsion is defined as any denial of school attendance beyond 10 days, which may be permanent, or which may terminate at the beginning of the next school year provided sufficient rehabilitation could be demonstrated. The power to expel a student is vested in the Harrison County School District Disciplinary Review Committee subject to the review of the superintendent and board of trustees of the district.

Any principal who determines that a student has committed infractions justifying expulsion shall send a letter recommending such expulsion to the superintendent or his/her designee. The letter or recommendation shall contain the student's disciplinary record and the principal's recommendation. Concurrently, the principal shall provide a "Notice of Recommendation for Expulsion" to the parent or guardian of the student. Students recommended for expulsion may remain in attendance pending the hearing before the District Disciplinary Review Committee only if, in the opinion of the principal, the student's attendance is not disruptive to the educational program or the operation of the school.

Upon receipt of the principal's recommendation, the superintendent or his/her designee shall notify the parent or guardian by first class mail, phone and/or ParentSquare of the exact time and place for the hearing. This hearing shall be held within ten (10) school days of the principal's recommendation. After receipt that parent has been notified through ParentSquare, and parent still fails to attend, the hearing will be held in his/her absence.

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

The District Disciplinary Review Committee shall have the duty to review the evidence advanced by the principal in support of his/her recommendation and to hear and review any rebuttal advanced by the student, parent, or guardian. Although proceeding will be conducted informally, and formal rules of evidence shall not apply, the student and the parent or guardian has the right to:

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

The decision of the committee will rest solely upon applicable school rules and law and only upon evidence admitted at the hearing. The Disciplinary Review Committee shall record all the facts considered before making a decision. If any action of the board is required, the decision shall be rendered in writing (recorded) and presented at the next regular or recess meeting of the board with its recommendations. The principal or assistant principal shall verbally advise the student's parents(s) of the committee's decision as soon as possible. The decision of the committee will be mailed within two working days or otherwise transmitted through ParentSquare.

Students who are expelled may apply for re-admission at the end of their expulsion. Such students must show evidence of rehabilitation and must have a conference with an administrator before reinstatement.

Students who have completed the Harrison County Alternative School/Behavior Modification Program shall be subject to the following controlling policy: When a student returns from alternative school/behavior modification for the current school year, he/she will be placed on an eight (8) demerit probation. Any student accumulating more than eight (8) demerits will be referred to the school principal for a determination. The principal shall not recommend a student back to an alternative setting. The principal shall submit his/her recommendation for expulsion to the Director of Student Services. The parent or guardian will be notified of the recommendation and the appropriate procedures for appealing the decision to the school board will be mailed via first class mail and/or Parent Square. The recommendation shall contain the student's disciplinary record and the principal's recommendation. If the recommendation is expulsion, the parent or guardian will be notified of the appropriate procedures for appealing the decision to the school board via first class mail and/or ParentSquare. The recommendation shall contain the student's disciplinary record and the principal's recommendations. If the recommendation is expulsion, the parent or guardian will be notified of the appropriate procedures for appealing the decision to the school board via first class mail and/or ParentSquare. The recommendation shall contain the student's disciplinary record and the principal's recommendations.

Students who are placed on district probation will be allowed to accumulate no more than eight (8) demerits while on probation. Any student accumulating more than eight (8) demerits will be referred to the school principal. The principal shall determine whether the infractions committed by the student justify expulsion or alternative placement. Once the determination has been made, the principal shall submit his/her recommendation to the Director of Student Services for approval. If the recommendation is expulsion, the parent or guardian will be notified of the appropriate procedures for appealing the decision to the school board via first class mail and/or ParentSquare. The recommendation shall contain the student's disciplinary record and the principal's recommendations.

A photocopy of all recommendations will be sent to the Director of Student Services.

Harrison County Alternative School/Behavior Modification

The alternative education program for students enrolled in the Harrison County School District will provide educational opportunities for students who are not able to respond appropriately to regular education. The goal of the alternative education program shall be to assist the student to achieve successful learning experiences and to modify social behavior that will entitle him/her to re-enter his/her home school. The assignment of a student to the alternative school is not a suspension or expulsion or denial of access to public education. The assignment of a student to the alternative school does not carry with it the right to appeal to the School Board. Students enrolled in behavior modification or the alternative school can successfully complete the program in six (6) to nine (9) weeks. The length of time served will be determined by the following criteria:

- The infraction(s)
- Objectives met by the Individualized Instructional Plan (IIP)
- Acceptable behavior
- Regular attendance
- Improvement in social skills

- Grades
- Parental involvement
- Community service (within the school)

The student review committee will evaluate the student's progress to determine his/her eligibility for returning to his/her home school. An exit packet will be produced and submitted to the Director of Student Services for approval.

IN-SCHOOL REASSIGNMENT (ISR) Grades K - 6

Students may be assigned to In-School Reassignment (ISR) as a consequence for handling student misconduct and/or when it is determined that the student's continued presence in the regular school setting is disruptive to the educational process. The amount of time/day(s) to be completed will be determined by school administration. When a student is assigned to ISR, the student will report to a specified classroom where the student will remain for the entire time of assignment and forfeit participation in regularly scheduled and extracurricular school activities for the time designated.

In the ISR program, students are required to complete all assigned classwork, follow all rules/regulations and display appropriate behavior. Any ISR disruptions, failure to complete all assigned classwork and/or failure to follow rules/regulations may be issued additional ISR time/days to be served. Habitual or major student misconduct whereby the principal deems it inappropriate for assignment to ISR will be subject to disciplinary action according to the Harrison County School District policies and procedures as outlined in the student handbook.

Students will not be allowed to access/use personal electronic devices (including cell phones) during in-school reassignment. Students must turn in their electronic device to the ISR monitor when entering the ISR classroom. All personal electronic devices will be returned to the student at the conclusion of the ISR designated time/day.

Any student who arrives late or checks out during their ISR assignment does not constitute as completing their assigned time/day(s) and will be reassigned to make-up any missed amount of time/day.

Students who commit violations of drug/alcohol policy, weapons policy, and/or fighting will not be assigned to ISR. Also, any other serious violations whereby the principal deems it inappropriate for assignment to ISR will be subject to disciplinary action according to the Harrison County School District policies and procedures as outlined in the student handbook.

Drug Testing Policy

Students attending the Harrison County Alternative School for drugs or alcohol offenses have 30 days from the date of the district hearing to present a negative drug screen. Students will not progress to Level 3 (Exit to Home school) without a negative drug screen. A positive drug screen will result in removal from the program and expulsion from Harrison County School District. If the drug screen is refused, it will be considered a positive drug screen and the student will be expelled. Other Harrison County Alternative School students who are under the influence or have possession of drugs or alcohol will be expelled from Harrison County School District. The offense will determine which drug screen will be given. Possession or use of marijuana will take the basic 5-drug panel test. Possession or use of prescription drugs will take the synthesis test. The testing will be at the expense of the parent or guardian.

VANDALISM

The school district will not tolerate students writing on or otherwise defacing school buildings, furniture, or other school property. Students guilty of this offense will be placed on the disciplinary ladder according to school policy and **restitution will be required from the parents/guardians.**

CARE OF PROPERTY

Beauty and practical use of school property depends upon the care given it. Students should be taught responsibility for both private and public property. The care of furniture, books, playground equipment, school buses, and all other school properties must be considered a public responsibility.

Any student destroying, defacing, or marring school property will be expected to pay the costs of repairs or replacement. **A student failing to pay these costs may be suspended or expelled until he or she has made restitution.**

UNLAWFUL ACTIVITY

§37-11-29 Report of unlawful activity; students charged with crime; liability of reporting party.

Any teacher or school employee who has knowledge of any unlawful activity or violent act, which occurred on educational property or during a school related activity, is required to report such activity to the school principal. The principal is required to report the information or their knowledge of such activity to the superintendent of the school district or his designee.

“UNLAWFUL ACTIVITY” SHALL MEAN:

- a. Aggravated assault, including but not limited to
 1. Assault resulting in serious physical injury or
 2. Assault involving use of a weapon;
- b. Assault on a school employee, simple or aggravated;
- c. Indecent liberties with a minor;
- d. Possession of a firearm or other weapon;
- e. Possession, use or sale of any controlled substance;
- f. Rape;
- g. Sexual battery;
- h. Other sexual offenses;
- i. Murder or other homicide;
- j. Kidnapping; or
- k. Other violent acts, such as fighting.

§37-11-35 Failure to make reports; penalties

If any person charged by §37-11-29 willfully fails, refuses, or neglects to file any such report, they shall be guilty of a misdemeanor and upon conviction thereof, shall be fined not more than \$1,000.00 or be imprisoned not exceeding six (6) months, or both.

As directed by Mississippi Code, §37-11-29, the following policy is enacted in the Harrison County School District.

Any principal, teacher or other school employee who has knowledge of any unlawful activity or violent acts, which occurred or may have occurred on an educational property or during a school-related activity, is required to report such activity to the superintendent of the school district or his designee.

The superintendent or his designee shall notify the appropriate law enforcement officials. In case of emergency, or if the superintendent or his designee is unavailable, any principal may make the report.

Whenever any person enrolled as a student in any school or educational institution in this state which is supported in whole or in part by public funds, or who shall be an enrolled student in any private school or educational institution, is arrested for and lawfully charged with the commission of any crime and convicted of the charge for which he was arrested, or convicted of any crime after his arrest and before trial, the office or law enforcement department of which the arresting officer is a member, and the justice court judge and any circuit judge or court before whom the student is tried for the charge or charges, shall make or cause to be made a report to the superintendent.

If the charges against the student are acquitted, or if the charges are dismissed, or if the student is convicted of the charge or charges, the office or law enforcement department of which the arresting officer is a member shall notify the superintendent, and a copy shall be sent to the Secretary of the Board of Trustees of State Institutions of Higher Learning in the State of Mississippi.

This report shall be made within one week after the arrest and within one week after any charge is dismissed and within one week after the student shall have pled guilty, been convicted, or have been acquitted.

This section does not apply to ordinary traffic violations involving a penalty of less than fifty dollars (\$50.00) and costs.

When the superintendent or his designee has a reasonable belief that an unlawful act occurred on educational property or during a school related activity, he shall immediately report the act to the appropriate local law enforcement agency.

School property shall include any public-school building, bus, public school campus, grounds, recreational area, or athletic field in charge of the superintendent.

The State Board of Education shall prescribe a form for making the required report. Penalties for failure to report are provided in Section 37-11-35.

Law enforcement authority shall respond immediately to the report of educational institutions, making arrests if probable cause exists. Any superintendent, principal, teacher, or other school personnel participating in the making of a required report in reference to Section 37-11-29 or participating in any judicial proceeding resulting from such report, shall be presumed to be acting in good faith. Any person reporting in good faith is immune from any civil liability that might otherwise be incurred or imposed.

EXPLOSIVES AND FALSE REPORTING

It shall be unlawful for any person to report to another by any means, including telephone, mail, e-mail, mobile phone, fax or any means of communication, that a bomb or other explosive or chemical, biological or other weapons of mass destruction has been or is to be placed or secreted in any public or private place, knowing that such report is false. Any person who shall be convicted of a violation of this section shall be fined not more than Ten Thousand Dollars (\$10,000) or shall be committed to the custody of the Department of Corrections for not more than ten (10) years, or both.

Reference § 97-37-21, MS Code of 1972

NON-SCHOOL RELATED CONDUCT

The school district shall have the authority to suspend, expel, or change the placement of students for misconduct while not on school property or at activities other than school sponsored events.

The local school board shall have the authority to expel a pupil or to change placement to an alternative school or a home bound program for misconduct in the school, on the road to and from school, or at any school related activity or event, or for misconduct on property other than school property or other than at a school related event when such conduct, in the determination of the superintendent or principal, renders the pupil's presence in the classroom a disruption to the education environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole.

DRUG POLICY FOR STUDENTS

It is hereby declared to be the policy of the Harrison County Board of Education that the use, possession, or sale of any narcotic drugs or substance which is falsely represented to be a controlled substance or which is falsely represented to be a counterfeit substance as defined in §41-29-105 and as reflected in Schedules I through V of Controlled Substances outlined in Sections 41-29-113 through 41-29-121 Mississippi Code 1972 Annotated and their amended parts in, on or about the campuses of any school ground or at any of its schools, shall be considered sufficient misconduct on the part of such student for the expulsion of such student from the school which said student is attending. In arriving at the decision of whether to expel said student, the Harrison County School District Board of Education may consider the prior record of said student, his or her academic achievement, his or her general aptitude for learning, prior disciplinary problems and any other factors which the board may deem, in its judgment, to bear upon punishment or decisions to be reached in the particular case.

INTIMIDATION

It shall be unlawful for any person to intimidate, threaten or coerce, or attempt to intimidate, threaten or coerce, whether by illegal force, threats of force or by the distribution of intimidating, threatening or coercive material, any person enrolled in any school for the purpose of interfering with the right of that person to attend school classes or of causing him not to attend such classes.

Upon conviction of violation of any provision of this section, such individual shall be guilty of a misdemeanor and shall be subject to a fine of not to exceed Five Hundred Dollars (\$500.00), imprisonment in jail for a period not to exceed six (6) months, or both. Any person under the age of seventeen (17) years who violates any provision of this section shall be treated as a delinquent within the jurisdiction of the youth court.

Reference § 37-11-20, MS Code of 1972, Amended

BULLYING

Bullying or harassing behavior is any pattern of gestures or written communication, electronic or verbal, or any physical act of any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that takes place on school property, at any school-sponsored function, or on a school bus 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;
- b. Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits.

No student or school employee shall be subjected to bullying or harassing behavior by school employees or students. No person shall engage in an act of reprisal or retaliation against a victim, witness, or a person with reliable information about an act of bullying. A student who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying should report the incident to the appropriate school official. Bullying should be reported as soon as possible.

Consequences for a student who commits an act of harassment or bullying shall be unique to the individual incident. The consequences will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors/performance. They must also be consistent with the Board of Education's approval code of student conduct.

Reference §37-11-67, Mississippi Code of 1972

SEXUAL HARASSMENT

This school district prohibits sexual harassment of or by any student. This policy applies to conduct during and relating to school and school-sponsored activities. Sexual harassment is inappropriate behavior and is offensive. Any student who engages in the sexual harassment of anyone in the school setting may be subject to disciplinary action up to and including expulsion.

Mississippi Code §37-11-35

Grievance procedures for sexual harassment are found within the Grievance Procedures in the Harrison County School District, published within the Teacher's Handbook, the Secondary Handbook, and the Elementary Handbook.

SEARCH AND SEIZURE

When a principal or his designee has probable cause or reasonable suspicion, that school official has a legal right and responsibility to search personal belongings, cell phones, desks, person, and/or vehicles for any item specifically prohibited by school board policy. A witness should be present during any search. It is not necessary to give prior warning of search.

The school official should seek cooperation from the student if a search is to be made of his/her person, requesting for instance, that the contents of pocket(s) or purses be placed on a table for inspection.

POSSESSION OF PORNOGRAPHY

A student may not possess, view, send, or share pictures or texts that have sexual content while the student is on school grounds, at school sponsored events, or on school buses. This policy strictly prohibits sexual material in electronic or any other form and includes but is not limited to the sexual material contained in a cellular telephone, camera phone, or personal digital assistant of sexual material transmitted by text message, e-mail, or any electronic communication device.

GANG/GROUP ACTIVITY ASSOCIATION

Gangs or groups which initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or that disrupt the school environment are harmful to the educational process. Students who wear, carry, or display gang/group paraphernalia or exhibit behavior or gestures, that symbolize gang membership and/or participating in activities that intimidate or affect the attendance of another person, will not be tolerated and shall be subject to appropriate action. This behavior includes, but is not limited to, the use of hand signals, graffiti on clothes, person, and notebooks, grooming (including hair and eyebrows), which by virtue of its color arrangement, trademark, or symbol, implies an affiliation with such a group.

SCHOOL BUS RULES/TRANSPORTATION

The Harrison County School District provides transportation for students living within the district. Riding the school bus is a privilege, which can be denied. Students may be assigned demerits, which may result in suspensions or expulsions from school for infractions. It is advisable for parents to review the safety rules listed below with their child.

BUS REGULATIONS

Pupils Shall:

1. Be ready in the morning at the scheduled time and place for the bus to arrive.
2. Always look in both directions and pass in front of bus if necessary to crossroad and street to enter bus or exit bus.
3. Wait until the bus comes to a complete stop before trying to load or unload.
4. Be quiet when bus is nearing and crossing a railroad or highway.
5. Be picked up and dropped off at their assigned bus stop.
6. Listen to music with earphones/buds.

Pupils Shall Not:

1. Play on the road while waiting for the bus.
2. Put head or hands out of windows.
3. Stand or change seats while bus is in motion.
4. Ride outside of bus.
5. Mar or deface bus. Students may be suspended from the bus until restitution is made.
6. Smoke or use intoxicants.
7. Fight or tussle.
8. Strike or threaten the bus driver.
9. Use profane language or make vulgar gestures.
10. Carry deadly weapons.
11. Make excessive noise.
12. Throw objects.
13. Commit any other act of improper conduct.
14. Carry items larger than a school book bag and must not be placed in the aisle or obstruct the driver's view.
15. Not eat on the school bus.

Note: The driver is empowered to enforce the regulations by reporting all violations to the principal or teacher. If any pupil persists in disobeying any of the regulations and rules of good conduct, school officials may expel such disobedient pupil. Safety on school buses is of utmost importance in transporting students to and from school in the Harrison County School District. With this goal in mind, discipline on school buses will be handled according to the following rules:

PENALTIES FOR INFRACTIONS

- 1st offense - Parent contact – minimum.
- 2nd offense - Suspension from all buses – One (1) to three (3) days minimum
- 3rd offense - Suspension from all buses – Three (3) to five (5) days minimum
- 4th offense - Suspension from all buses – Ten (10) to fifteen (15) days minimum
- 5th offense - Suspension from all buses – Thirty (30) school days
- 6th offense - Suspension from all buses – Remainder of the year

Demerits may also be given for any offense on a school bus. Principal discretion will determine severity of the punishment.

FIGHTING OR OTHER MAJOR INFRACTIONS:

1st offense----- Suspension from all buses – Three (3) days minimum.

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

3rd offense----- Suspension from all buses for the remainder of the school year. (If the fight or major infraction occurs toward the end of the school year, the suspension could carry over into the following school year).

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

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

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

If a student is suspended from the bus, the parent is responsible for transportation arrangements. **STUDENTS SUSPENDED FROM THE BUS MUST BE PICKED UP BY CHECK OUT TIME.**

GENERAL PROVISIONS AND STATEMENT POLICY

All persons concerned are hereby placed on notice that the disciplinary actions and video cameras may be used on buses to assist in the supervision and safety of the children.

BUYING/SELLING

Students are not allowed to buy, sell, or trade anything at school, on the bus, or at the bus stop.

DRESS CODE K-12

In-School Dress Code

The Harrison County School District (the "School District") does not intend to have policies that overly restrict the dress of the individual students under contemporary standards. It is, however, the School District's duty and objective to see that students attending the schools in the Harrison County School District are well groomed, particularly as to their physical appearance, and that their choice of dress is conducive to the learning environment, and is not disruptive to the learning environment; enhances learning and good behavior; increases the focus on instruction; creates a sense of school unity and discipline; maintains dignity in school; encourages responsible dress for students; and enhances safety and security at school.

The Harrison County School Board, therefore, in cooperation with the Superintendent of Education and after consultation with parents, students, and teachers within the system, adopts the following policy on student dress in all schools in the Harrison County School District.

a. Student dress in the Harrison County School District must conform to the principles described above and below and principles of (1) good health and safety, (2) high moral standards, and (3) consistency with the instructional processes on all campuses and in all school-sponsored events.

b. The administration of each campus of the Harrison County School District shall use the guidelines below in determining proper attire. Students shall not wear any attire that the administrative team deems inappropriate or disruptive to the learning environment.

Specifically:

1. Boys must wear shorts or pants, and shirts and footwear according to the dress code of the Harrison County School District.
2. Girls must wear dresses or skirts or shorts or pants, and shirts or blouses and footwear according to the dress code of the Harrison County School District.
3. Boys and girls must follow the dress attire consistent with their biological sex that is stated in the student's cumulative folder and permanent record the School District prepared under the guidelines of the Mississippi Department of Education Manual of Directions.
4. None of the following will be allowed: trench coats, pajamas, half-shirts/crop tops, halter-tops, low cut/revealing shirts (clothing must not expose the midriff including with arms raised), inappropriate dresses/extremely tight, house slippers, fish net stockings, and shirts advertising alcoholic beverages or tobacco, or those with obscene, offensive, or questionable printing on them.
5. Shorts, skirts, dresses above mid-thigh length are not allowed.
6. Jeans/pants and shorts with holes that show skin or undergarments above mid-thigh length are not allowed.
7. Athletic shorts must be at least mid-thigh when in a standing position. Bicycle/spandex pants/shorts are not allowed.
8. No see-through pants allowed. No sagging pants allowed. No pants worn below the waist showing underwear beneath the main outerwear. Pants should stay up without assistance. If you have to hold the waistband while walking to keep your pants on, your pants do not fit.
9. Appropriate undergarments are to be worn and covered at all times.
10. Hats, head coverings, hair grooming aides, sunglasses, or gloves are not permitted to be worn inside the buildings.
11. Clothing without sleeves may be worn provided it fits snugly under the arms, is not cut low in the front or back, is not made of mesh or see-through material, and has shoulder straps of reasonable width.
12. Bandanas of any kind are not permitted to be worn on campus.
13. Any animal collars, leashes, or similar type adornments shall not be worn.
14. The tops worn with leggings/meggings/jeggings must be longer than mid-thigh in length. Tops must not expose the buttocks with arms raised. High/low shirts may not be worn with leggings/meggings/jeggings.
15. Students will not be allowed to wear clothing, caps, hats, or bags that advertise or promote groups, fraternities, sororities, outside clubs, political representation, or organizations not associated or approved by the Harrison County School Board.
16. Extremely tight-fitting or short clothing will not be allowed.
17. Clothing must not expose the midriff (with arms raised). Halter-tops and strapless (tube-type) dresses and tops are prohibited.
18. See-through clothing will not be allowed.
19. Chain(s) or other objects that may be used as a weapon (including wallet chains) are not permitted.
20. Earrings must be worn in ears only. For student safety, no other facial or body piercing with rings or other jewelry is permitted. No tongue studs or nose piercings are permitted.
21. Inappropriate application of make-up or hairstyle that creates a distraction or appears to be costume in nature is not permitted.
22. Tattoos deemed inappropriate by the administration must be covered.

23. Blankets/throws are not allowed.
24. Shoes with built in wheels are not permitted.
25. Clothing with sexually explicit, drug-related, profane, vulgar, or lewd language or depictions is not permitted.
26. Garments with hoods – Hoods may not be worn indoors or on buses.

School administrators will determine the appropriateness or inappropriateness of school dress.

Students not complying with the dress code will be placed in ISR (In School Reassignment), and parents will be required to bring a change of clothing in order for a student to remain in school for the day.

CHILD NUTRITION PROGRAMS

Programs: All schools within The Harrison County School District (HCSD) participate in the USDA School Breakfast Program and The National School Lunch Program. Eligible schools also participate in optional programs such as the After-School Snack, Fresh Fruit and Vegetable Grant, Community Eligibility Provision, and Summer Feeding Programs. Contact your school office for optional program participation.

Free & Reduced Meal Benefits: Students may receive free or reduced-price meals if the household meets current income guidelines. To take advantage of these benefits, a new meal application **MUST BE COMPLETED ANNUALLY** during registration or throughout the school year if household income or size changes. A child does not automatically qualify for free or reduced-price meals if they qualified the previous school year. A child is not approved until the meal application has been processed by the Department of Child Nutrition. Once processed, an eligibility letter will be mailed to the household listing the approval status. Please include your current mailing address on the meal application to receive a letter determining your student's eligibility status.

Cafeteria Accounts: Students & staff will receive a unique cafeteria account number once enrolled or hired. Advanced meal payments can be made in person at the school cafeteria or online by using the school district's website, selecting the Department of Child Nutrition, then "My School Bucks" third party meal payment system. Online pre-payments give customers additional options such as the ability to add funds to multiple customers, set auto payments, or monitor cafeteria transactions. Funds may be used at any cafeteria or kiosk throughout the school district once the customer has been processed.

Refunds: Refunds may only be issued to the legal guardian on the account. Requests of \$20.00 or less may be made in person in the school cafeteria or in writing. Requests of \$20.01 or more must be requested in writing from the HCSD Department of Child Nutrition located at the 11072 Hwy. 49 Gulfport, MS 39503. Refunds on customer accounts of withdrawn students or separated employees must be requested by the last school day of each school year. Funds left on accounts from withdrawn students or separated employees past the last school day will be considered forfeited and applied as a donation to district's negative cafeteria balances for the respective school year.

Customers without Money for Meals: Meal charges are not allowed in HCSD. Unpaid student meal charges are addressed in Alternate Meals Policy. (EEAA)

Nutrition: The Child Nutrition Programs are federally supervised with specific meal pattern requirements for all meals served. Students with special dietary needs will be accommodated once a physician's diet order is provided to the School Nurse for entry into the district's student information database.

Meal Prices:

K-12 Student Breakfast: \$2.00
K-12 Reduced Breakfast: \$0.30

K-12 Student Lunch: \$3.00
K-12 Reduced Lunch: \$0.40

Adult Breakfast: \$2.35

Adult Lunch: \$3.65

***Universal Free Student Meals only at Approved CEP School Sites**

****Meal prices are subject to change due to market costs**

WELLNESS POLICY: The HCSD Board of Trustees has enacted a Wellness Policy to meet the health needs of our students and to comply with guidelines determined by the Mississippi Department of Education and the State Legislature. Restrictions are set on food and beverage items that may be brought onto campus. Food and beverage delivery by delivery services are prohibited during the instructional day. Parents that would like to offer suggestions are encouraged to join a School Wellness Council. For more information on this School Board Policy, please visit the HCSD website or request a copy from your school office.

This institution is an equal opportunity provider.

CURRICULUM AND INSTRUCTION

The Harrison County School District curriculum is grounded in the beliefs that every child can learn, that every child has a right to learn, and that children learn in different ways and at different rates. It is aligned with the Mississippi College-and-Career Readiness Standards (MCCRS) for the subject areas being taught, district objectives, and state/national assessments. Instructional programs are in place district-wide to address higher order thinking skills, and individual student needs in English Language Arts, mathematics, science, and social studies.

Instructional Literacy Coaches are based at the schools that serve grades kindergarten through twelfth. Their role is to assist the principal and the classroom teacher in the delivery of the curriculum and appropriate instructional strategies. Multi-Tiered System of Supports, designed to assist the classroom teacher with students in academic jeopardy, are in place in all the district's schools.

The Harrison County School District has specialized schools to serve specific students. The Child Development Center operates to provide for students whose special physical and/or learning needs cannot be met in the school environment. The Harrison County Alternative School provides students from grades seven through twelve, with a deviation from normal behavioral patterns, an environment to learn in a setting away from the regular middle and secondary schools. The district has a Behavior Modification Program in place for grades kindergarten through six.

The Mississippi College-and-Career-Readiness Standards (MCCRS) are located on the Mississippi Department of Education's website, www.mdek12.org.

GRADING

Students will be graded as follows:

- Daily work (which may include homework), recitations, reports, etc., count 50% of the total nine weeks grade.
- Weekly or chapter tests (minimum of four per nine weeks period) count 50% of the total nine weeks grade.

A child must be enrolled at least 15 days during a nine-weeks period in order to receive a progress report or report card. Report cards are issued each nine (9) weeks and will

be sent home on the second Monday of the week after the nine-week grading period. Refer to school calendar for exact dates. Report cards should be signed and returned to school unless a parent conference is held to discuss the report card. Report cards at each school possess unique watermarks that cannot be duplicated. Please look for the watermark to verify that you have received an original report card. If you have questions about the authenticity of your child's report card, please call the school.

A failure notice will be issued to all students in grades K-8 who are failing on the Wednesday following the 3rd Friday of the term. The progress report will be sent to the parent in order to provide ample time for the parent to make contact with the teacher in regard to the situation.

GRADING SCALE FOR GRADES K-6

95 – 100	A
85 – 94	B
75 – 84	C
70 – 74	D
0 – 69	F

There will be no reassignment or reassessment of letter grades issued before the implementation date of a revised grading scale.

LETTER GRADE CONVERSION FOR TRANSFER STUDENTS IN GRADES K-6

When the transcript for a student who transfers into the district does not specify a numerical grade for a course, the following designation will be applied:

A+ = 99	B+ = 94	C+ = 84	D+ = 74	F =69
A = 97	B = 90	C = 80	D = 72	
A- = 95	B- = 85	C- = 75	D- = 70	

ONLINE GRADING SYSTEM

The Harrison County School District has converted to the web-based student information system PowerSchool. Each school will send parent letters with instructions on how to log in to the website to view student's grades.

CHEATING

Students caught cheating on a test, or any other assignment will receive a zero for that assignment.

HONOR ROLL K-6

Yearly

A student who earns the "Honor Roll" each nine weeks will receive the "Yearly Honor Roll" recognition.

A student who earns the "A Honor Roll" each nine weeks will receive the "Yearly A Honor Roll" recognition.

Nine Weeks Honor Roll

Grades K – 6 The nine weeks average in each subject area must be equal to 85 or above and on grade level for the nine weeks "Honor Roll".

Grades K – 6 The nine weeks average in each subject must be equal to 95 or above and on grade level for the nine weeks all "A Honor Roll".

The method of Honor Roll recognition shall be left up to the discretion of the principal.

HOMEBOUND INSTRUCTION

Students may be enrolled in the homebound program following the sixth consecutive day of absence that is a result of an illness diagnosed by a physician, provided that all requirements for homebound enrollment are met. Parents are asked to contact the school principal to arrange for up to fifteen (15) days of homebound instruction. School board approval is needed for each period of thirty (30) days of homebound instruction thereafter with documented medical information.

HOW TO STUDY

To have a meaningful and productive school life, pupils must develop proper study habits. The pupil will be taught the fundamentals of study in each class as they apply to that particular subject.

A few general suggestions as to proper study habits are offered here.

- (1) Have a regular time and place to study each subject.
- (2) Use your willpower to keep at your task.
- (3) Concentrate on your work.
- (4) Keep up with your assignments from day to day.
- (5) Keep well physically in order that you will feel like studying.
- (6) Eat proper foods and get plenty of rest each night.
- (7) Have eyes tested if they bother you.
- (8) Have sufficient materials at hand to use in study.
- (9) Realize that learning pays and take pride in being a good student.

PROMOTION AND RETENTION

KINDERGARTEN, FIRST and SECOND GRADES

Kindergarten, First, and Second Grade students must pass reading, mathematics, and language with a minimum average of 70. Harrison County School District also requires that students meet the minimum required score for the district benchmark assessment.

THIRD GRADE

Third grade students must pass reading, mathematics, language, science, and social studies with a minimum average of 70. In accordance with the Literacy-Based Promotion Act, third grade students who are not reading on grade level by the end of the third grade will be retained unless they qualify for a Good Cause Exemption.

FOURTH THROUGH SIXTH GRADES

All fourth through sixth grade students must pass, English Language Arts, mathematics, science, and social studies with a minimum average of 70, or they will be retained.

MID-YEAR PROMOTION

Students in second, fourth, and fifth grades that failed to meet the Harrison County School District's promotion policy and are one or more years behind are eligible for mid-year promotion if they meet the required criteria. Third graders are not eligible for mid-year promotion due to the Literacy-Based Promotion Act.

Students must meet the following requirements to qualify for mid-year promotion: NWEA RIT scores for the previous school year's spring assessment scores, and the current year's fall and winter assessment scores must show that the student is performing at the grade-level being transferred to. Student must be passing all

subjects. Student must maintain a good attendance record. Student's discipline record will be reviewed prior to approval.

GROUPING POLICY

Instructional Practice and Learning Opportunities to Address the Mississippi Assessment Program (MAAP)

It is the policy of the Harrison County School District that *all* students are provided instruction for adequate and appropriate learning that will result in achievement levels and achievement growth levels commensurate with the students' readiness to learn. Consequently, instruction in the Harrison County School District will be directly linked to the Mississippi College and Career Readiness State Standards (MCCRS). Instructional grouping based on academic readiness will be in place in English Language Arts and mathematics. This readiness grouping will result from pre-assessment of the state test's skills. Students will progress through the state test's skills based on readiness to learn, rather than a lock-step chronological process of skill instruction. The result of this policy will be state test's skill readiness grouping for all students in grades K-8 in English Language Arts and math. Readiness grouping may be in a variety of forms. Cluster grouping, which groups students by skill readiness assessment within the classroom, or group-regroup, which continuously regroups students within the classroom or within grade-levels by skill readiness assessment, may be used. The key component in the skill readiness grouping process is the assurance that students are pre-assessed, taught appropriate skills based on the pre-assessment results, assessed on the skills taught and moved to the next bank of skill instruction based on this assessment. This process will address both achievement and annual yearly growth of achievement for all students, including special education students. Achievement and growth of achievement are required for accreditation of schools and the district.

Students demonstrating exceptional academic need will be afforded a variety of instructional opportunities including computer assisted instruction, Multi-Tiered System of Supports interventions (see Harrison County School District policy): Multi-Tiered System of Supports before and/or after school tutoring, reduced class size, specialized programming, and extended school year. Students in 3rd and 7th grade will follow the steps presented as State Assessment Process for 3rd Grade and State Assessment Process for 7th Grade.

TESTING PROGRAM

The Mississippi Board of Education maintains a school district accountability system that is correlated to performance of its schools. The accountability model focuses on overall student achievement by measuring each school's growth expectation and student proficiency.

The Harrison County School District measures overall student achievement through its assessment program. Criterion-based assessments are administered in grade 3-8 in high priority areas to align assessment and the state curriculum. The state science assessment is administered in grades 5 and 8.

FEDERAL PROGRAMS

Harrison County School District receives federal funding to help improve the academic proficiency of our students. These funds are allocated to the district based on poverty and demographic data. All schools in the District receive federal funding and are considered schoolwide schools. The federal programs in which the District participates are Title I, Title II, Title III – English Learners, Title III - Immigrant, Title IV, and School Improvement funds.

SPECIAL PROGRAMS

1. Title I – Provides federal funds for extra resources for all students as determined by the District's and school's schoolwide plan.
2. Title II – Provides federal funds for the purpose of preparing, training, and recruiting high-quality and effective teachers, principals, or other school leaders.
3. Title III – EL and Title III – Immigrant programs are federal funds for those students who qualify based on English language acquisition or length of time in the country.
4. Title IV - are federal funds that addresses issues of well-rounded education, safe and secure schools and the use of technology. Title IV is subject to appropriation and is not guaranteed each year.
5. School Improvement funds are federal funds allocated by the State Department of Education to specific schools based on that school's accountability rating to provide additional support in raising student achievement.
6. Special Education – The Harrison County School District offers Special Education Services to those students who qualify. If you feel your child qualifies for these services, contact the principal at your child's school.
7. Gifted Education – Intellectually Gifted program services are offered in grades 2 through 8. Referrals should be made to the Gifted Education Program teacher at the school where the student is enrolled.
8. Health Services – District nurses provide school-based clinics at each of the schools on a regular basis.
9. Guidance Service – Guidance services are available through the district elementary guidance counselor/social worker. The counselor/social worker is available to students with special problems.
10. Tutorial and Extended School Year – After-school / in-school tutorial and Extended School Year programs are available for students throughout the district as federal and district funds allow.
11. After School Day Care – After school day care programs are available at selected elementary sites provided by Alpha BEST.

ENGLISH LANGUAGE LEARNER PROGRAM (EL)

Philosophy

The Harrison County School District recognizes the need and the requirement to provide EL (English Learner) students with linguistic and academic instruction and support services to develop English language proficiency such that, over time, they progress through school at a rate commensurate with their native English-speaking peers. To ensure educational efforts are consistent district-wide; the following requirements will be met:

- Language minority children are entitled to attend school, regardless of their ability to produce a birth certificate, social security number, or immigration documents. (Enrollment in Harrison County schools is dependent upon two kinds of information: proof of residency in the district and proof of the required vaccinations.) The District will assist the parents/guardians in obtaining the necessary documents as needed.
- Language minority children will be placed within one year of their age-appropriate grade level.
- Language minority children will not fail a subject or be retained in a grade because they do not speak English.

Identification

The Home Language Survey will be completed at the time of school enrollment and this will identify potential EL students for EL program services. Students determined on this survey to potentially be in need of EL services will be assessed for possible placement in the EL Program.

Assessment

EL students will be tested for English language proficiency 30 calendar days at the beginning of the school year. If a student enrolls after the beginning of the school year, the student will be assessed within 10 days of enrollment. This assessment will reveal individual student's strengths and weaknesses in order to plan the student's academic placement. This assessment will include four areas of language: understanding, speaking, reading, and writing in order to ensure the student's language needs are properly identified and addressed. Prior to placement, parents will be notified (through a form of communication that they can understand) of the student's placement in the EL program, the parent's right to visit the program and the parent's right to withdraw/refuse participation in the program.

Exiting English Language Program Services

To exit the EL program a student must have a 4-5 overall ELPT (English Language Proficiency Assessment) score, along with a 4-5 in both reading and writing on the ELPT Assessment as per the Mississippi Department of Education.

When an EL achieves these levels on the ELPT, the student is eligible to exit the EL program and enter a federally mandated four-year "monitoring" period. Schools will continue to monitor the student and provide support as needed. During the monitoring phase a student will not receive the EL grading scale, accommodations or modifications and is not required to take the state mandated English Language Proficiency Assessment as per state and federal mandates.

Programming

Pullout or "push-in" programming services will be provided for EL students as needed. Pullout service requires the student to be pulled out of the regular classroom for special instruction in English. An itinerant teacher or paraprofessional will provide pullout instruction for individual students or small groups of students as is dictated by the number of students and scheduling feasibility. The "push in" program consists of an itinerant teacher or paraprofessional instructing students in the classroom. The type of service provided will be decided on an individual basis and detailed on the student's Language Service Plan. Programming will address the areas of language acquisition: listening, speaking, reading, writing, oral communication and comprehension.

Parent Refusal of EL Program

If a student is identified as qualifying for EL services, parents may refuse EL services for their child or they may choose to withdraw from the program at any time. If a parent refuses services, a Language Service Plan will still be completed each year and in the section titled "EL Services," parent refusal will be indicated. The student will be considered EL because a lack of English proficiency has been established. The student, as required by law, will be given the state's annual English Language Proficiency assessment. If the student is not progressing academically, the District must take appropriate steps to assist the student. These steps must include reassessing the student's English Language Proficiency (ELP) using the screener; notifying the student's parent or guardian about his or her child's lack of progress and encouraging him or her to opt the child into EL programs and services; and providing supports for the student's language acquisition.

Grading

**NO FAILING GRADES MAY BE GIVEN DURING THE ELS' PROGRESS FROM
LEVEL 1 – "Beginning" THROUGH
LEVEL 3 – "Intermediate" LANGUAGE PROFICIENCY.**

Modified Grading Scale for ELs

Kindergarten- 6th Grade:

1. Levels 1-3 (Beginning, Early Intermediate, Intermediate)
 - a. 65-100% Passing (S=Satisfactory)
 - b. 46-64% Passing (N= Needs Improvement)
 - c. 0-45% (U= Unsatisfactory) [Documentation Necessary for 0-45%]
 - d. "EL" noted on the report card
2. Level 4-5 (Proficient, Above Proficient)
 - a. Common criteria for assigning grade (with necessary accommodations and modifications)
 - b. "EL" noted on the report card

7th Grade- 12th Grade, Credit Bearing Classes:

For English Learner students in grades 7-12 in *credit bearing courses*:

- A: 100-90
- B: 89-80
- C: 79-70
- D: 69-65
- F: 64-0

Federal law states that an English Learner student may not receive a failing grade "F" in any course due to a language barrier impeding mastery of the content. This grading scale will ensure that a safety net remains in place for that purpose.

7th Grade- 12th Grade, Non-Credit Bearing Classes:

1. Levels 1-3 (Beginning, Early Intermediate, Intermediate)
 - a. 65-100% Passing (S=Satisfactory)
 - b. 46-64% Passing (N= Needs Improvement)
 - c. 0-45% (U= Unsatisfactory) [Documentation Necessary for 0-45%]
 - d. "EL" noted on the report card
2. Level 4-5 (Proficient, Above Proficient)
 - a. Common criteria for assigning grade (with necessary accommodations and modifications)
 - b. "EL" noted on the report card

Classroom modifications and accommodations from an EL student's Language Service Plan must be followed in all classes to ensure equitable grading practices awarding Carnegie Units.

All students are subject to the attendance policies regarding awarding credit for classes.

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)

The Multi-Tiered System of Supports integrates Response to Intervention (RtI) for academics and RtI for behavior into a unified model that recognizes the reciprocal

influence academic performance and social/emotional/behavior have on each other. The main goal of the MTSS is to be prevention oriented by knowing which students need support and implementing supports as early as possible each school year. Interventions will be evidence-based and targeted to the student's needs. Progress monitoring data will be used to determine when to make changes in instruction.

The Mississippi State Board of Education's Policy 41.1 requires that districts and schools follow a three-tiered instructional model consisting of:

Tier I: high-quality classroom instruction,

Tier II: focused supplemental instruction, and

Tier III: specifically designed intensive interventions as prescribed.

If strategies at Tier I and Tier II are unsuccessful, students must be referred to the Teacher Support Team (TST). If Tier III interventions are unsuccessful, the TST will recommend revisions to the interventions and/or forward the referral to the Multidisciplinary Evaluation Team (MET).

It is the policy of the Harrison County School District that the referral of a student to the MET will begin the State of Mississippi's process for determining the eligibility of a student for special education services. Under the provisions of the Individuals with Disabilities Education Act (IDEA), students should only be considered if the student continues to be "at risk," after appropriate instructional variations and interventions have been implemented in the regular classroom or if the student is obviously disabled.

CHILD FIND

The Harrison County School District participates in an ongoing effort to identify, locate, and evaluate all children from birth through 21 years of age who may have disabilities and may need special education and related services as defined by the State Policies Regarding Children with Disabilities under the Individual with Disabilities Education Act (IDEA) of 2004 (State Board Policy 74.19). This applies to, but is not limited to homeless children, wards of the state, private school children, children advancing from grade and highly mobile and/or migrant children who reside within the district jurisdiction. Requests for evaluations are not limited by the number per year or time of year a request is received. The district will adhere to the relevant policies and procedures for the implementation of the Child Find requirements for local school districts under State Policies Regarding Children with Disabilities under the Individuals with Disabilities Education Act (IDEA) of 2004 (State Board Policy 74.19).

SECTION 504

It is the policy of the Board of Education to provide a free and appropriate public education to each student with a disability within its jurisdiction, regardless of the nature or severity of the disability. It is the intent of the district to ensure that students with disabilities within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services.

Due process rights of disabled students and their parents under Section 504 will be enforced.

The coordinator of Section 504 can be reached at (228) 832-9344, 16049 Orange Grove Road, Gulfport, MS 39503.

TEXTBOOKS

Harrison County School District provides textbooks free of charge to students. It is the duty of each student to care for the textbooks to the best of his/her ability. Students who lose or damage textbooks are required to pay for them. Students should take pride in the upkeep of their textbooks. Teachers are instructed to assess fines for amounts up

to the current value of a book when it is obvious that the student has damaged or defaced the book.

At the beginning of the year, each parent must sign a book card before any books are issued to a student.

FEES

According to state statute 37-7-335, Fees; hardship waiver; confidentiality,

1. The school board of any school district shall be authorized to charge reasonable fees, but not more than the actual cost for the following:
 - a. Supplemental instructional materials and supplies, excluding textbooks;
 - b. Any other fees designated by the local school board as fees related to a valid curriculum educational objective, including transportation; and
 - c. Extracurricular activities and any other educational activities of the school district which are not designated by the local school board as valid curriculum educational objectives, such as band trips and athletic events.
2. All fees authorized to be charged under this section, except those fees authorized under subsection (1)(c) of this section, shall be charged only upon the condition that the school board of each school district shall adopt a financial hardship waiver policy that shall be kept in the strictest of confidence with all files and personal disclosures restricted from review by the general public. The board shall insure that a pupil eligible to have any such fees waived as a result of an inability to pay for said fees, shall not be discriminated against nor shall there be any overt identification of any pupil who has received a financial hardship waiver by use of special tokens or tickets, announcements, posting or publication of names, physical separation, choice of materials or by any other means in no case shall any school district's procedures expose any pupil receiving a hardship waiver to any type of stigma or ridicule by other pupils or district personnel.
3. The confidentiality of the financial hardship waiver policy adopted by such school board shall apply to any students who have an inability to pay any fees authorized under subsection (1)(c) of this section.
4. In no case shall the inability to pay the assessment of fees authorized under the provisions of this section result in a pupil being denied or deprived of any academic awards or standards, any class selection, grade, diploma, transcript, or the right to participate in any activity related to educational enhancement.

SEX EDUCATION

In accordance with Section 37-13-171, Mississippi Code of 1972, the school district will provide instruction implementing an abstinence-plus curriculum which will include the social, psychological, and health gains to be realized by abstaining from sexual activity and the likely negative psychological and physical effects of not abstaining. According to Mississippi law:

- Sex education instruction must be age and grade appropriate.
- Students must be separated by gender when teaching the sex education curriculum.

Parents have the right to request that their child(ren) be excused from such instruction.

PHYSICAL EDUCATION – ATHLETICS

Physical education classes are held for children from kindergarten through eighth grade. All students are required to participate in these classes unless excused by a doctor's recommendation.

Athletic appropriate shoes are expected for safety reasons. All physical education equipment such as tennis shoes, shorts, and other related items should be clearly labeled with the student's name.

Athletics serve as potential educational media through which the maximum physical, mental, emotional, social, and moral growth of the participants may be fostered.

MHSAA Concussion Policy

- An athlete who reports or displays any symptoms or signs of a concussion in a practice or game setting should be removed immediately from the practice or game. The athlete should not be allowed to return to the practice or game for the remainder of the day regardless of whether the athlete appears or states that he/she is normal.
- The athlete should be evaluated by a licensed, qualified medical professional working within their scope of practice as soon as it can be practically arranged.
- If an athlete has sustained a concussion, the athlete should be referred to a licensed physician, preferably one with experience in managing sports concussion injuries.
- The athlete who has been diagnosed with a concussion should be returned to play only after full recovery and clearance by a physician. Recovery from a concussion, regardless of loss of consciousness, usually takes 7 – 14 days after resolution of all symptoms.
- Return to play after a concussion should be gradual and follow a progressive return to competition. An athlete should not return to a competitive game before demonstrating that he/she has no symptoms in a full supervised practice.
- Athletes should not continue to practice or return to play while still having symptoms of a concussion. Sustaining an impact to the head while recovering from a concussion may cause Second Impact Syndrome, a catastrophic neurological brain injury.

SCHOOL SAFETY ACT/STUDENT BEHAVIOR

This school district shall meet requirements established under the Mississippi School Safety Act of 2001, which provides for the establishment of a School Safety Center by the Department of Education; a Safety Grant Program, available to eligible public-school districts; and a School Crisis Management Program under the State Department of Education.

The School Board of this district, with the assistance of the State Department of Education School Safety Center, shall adopt a comprehensive local school district safety plan and shall update the plan on an annual basis. (Section 37-3-83 (2), MS Code of 1972, amended)

The school district may annually apply for school safety grant funds subject to appropriations by the legislature. In order to be eligible for such program, the School Board, if it desires to participate, shall apply to the State Department of Education by May 31 before the beginning of the applicable fiscal year on forms provided by the department and shall be required to establish a local School Safety Task Force to involve members of the community in the school safety effort.

This school district may use audio-visual-monitoring equipment in classrooms, hallways, buildings, grounds and buses for the purpose of monitoring school disciplinary problems. (Section 37-3-83 (6), MS Code of 1972, amended)

Because of the Family Educational Rights and Privacy Act and confidentiality, only authorized personnel or law enforcement officials shall be permitted to view surveillance records. Due to this act, parents shall not have the right to view surveillance records.

In order to access the services of a response team established under the School Crisis Management Program under the State Department of Education, a request must be made by the school principal or the superintendent, who shall make the request to the State Department of Education or its contact designee. A response team shall enter a school to work with students and faculty for a period of no more than three (3) days, unless otherwise requested by the school district. The request made by the school district to access the services of a response team following a school safety incident may seek a review of the school district's safety plan, and the results of this evaluation may be published by the school board in a newspaper with wide circulation in the district.

The superintendent or school principals may request and utilize the services of quick response teams provided under the School Safety Law; however, school officials are not required to request the services of quick response teams.

Ref: §37-3-81, §37-3-83, §37-11, 54 MS Code of 1972, amended

SAFETY

The objective of the Harrison County School District is to conduct all operations safely and efficiently. The district shall provide a safe and healthy environment, free of any recognized hazards, which might endanger the health or safety of students. A vast majority of accidents and injuries occur not because of unsafe conditions but because of unsafe acts. Students should be ever mindful of safety.

VIDEO SURVEILLANCE

Harrison County School District uses surveillance systems for the safety of students and staff on campus and buses. Video/audio footage will not be release to any individual unless a subpoena has been issued. Certain agencies with FERPA guidelines are allowed access to video and audio for the purpose of their investigation.

No student, parent, or other person may use any camera, audio, video or other recording device at school unless the school district gives approval to do so.

EMERGENCY WEATHER PROCEDURES

It may become necessary for the Superintendent of Education to dismiss school early due to an emergency situation. It is highly recommended that parents have a plan of action formulated in case their child comes home and finds that no one is home. Parents should make certain that their child knows what to do and where to go in case no one is at home. Announcements will be made over area radio stations should school be canceled or released due to weather or other emergencies.

FIRE AND SEVERE WEATHER DRILLS

The district has planned procedures to ensure the safety of each student in the event of a fire or severe weather. Drills are held periodically during the year to ensure speed and efficiency in getting children to their assigned places of safety.

Teachers will explain fire evacuation procedures to each child. Pupils must leave the classroom in orderly lines and walk to an assigned place outside the building. Pupils are to move rapidly in an orderly fashion. Monitors will inspect all sections of the building to ascertain that all pupils have safely vacated the building.

TOBACCO USE

As per Mississippi law, no person shall use any tobacco product on any school property. Tobacco products are defined as any substance that contains tobacco, including, but not limited to, cigarettes, cigars, pipes, snuff, smoking tobacco, smokeless tobacco, vaping products or electronic cigarettes.

Violators shall be subject to a warning the first conviction, \$75 for a second conviction and a fine not to exceed \$150 shall be imposed for subsequent violations.

School property means any public-school building or bus, campus, grounds, recreational area, athletic field or other property owned, used, or operated by a local school board, school, or directors for administration of any public educational institution or during a school related activity. Sixteenth section land or lieu land without school facilities or school related activities are exempt from this Act. Anyone convicted under this Act shall be recorded as being fined for a civil violation and not for a criminal violation.

WEAPONS

The Harrison County Board of Education recognizes that the possession of pistols, firearms, or other weapons on school premises or at school functions by persons other than duly authorized law enforcement officials creates an unreasonable and unwarranted risk of injury or death to district employees, students, visitors, and guests. Because of such dangers, the board hereby prohibits the possession of pistols, firearms, explosive devices (including fireworks) or weapons in any form by any person other than duly authorized law enforcement officials on school premises or at school functions, regardless of whether any such person possesses a valid permit to carry such pistols, firearms, or weapons.

INSURANCE

The school district does not provide insurance for students.

EMPLOYEE/STUDENT/or OTHER THIRD-PARTY INJURY

HCSD teacher or employee injured as a result of the student/parent or other third party under the state law workers compensation carrier can exercise their right to seek reimbursement. State Statute as it relates to section 71-3-71 'Compensation for injuries where third parties are liable'.

ASBESTOS POLICY

All school buildings owned by the Harrison County School District have been inspected for asbestos. A management plan has been developed and sent to the Mississippi Department of Education for their approval.

A copy of the results of the inspection, along with a copy of the management plan, can be found in the office of the principal of each of the schools and the Office of the County Superintendent of Education, located at 11072 Highway 49, Gulfport, MS.

MEDICAL CARE

Accidents/First Aid

Safety of students is paramount. Teachers are responsible for the safety of all students under their supervision. Any injuries suffered by students while they are the responsibility of the school must be given immediate attention. The actions taken will be dictated by prevailing circumstances.

Administration of Medication

Any student who requires medication to be given at school must comply with the school district policy for the administration of medication. **Students may not bring medication**

of any kind to school or take medications from school unless special arrangements have been made with the school nurse and principal.

Administration of Prescription Medication

School personnel will not administer prescription medicine to a student unless the student's parents/guardians have signed the Authorization for Administration of Medication during online registration.

The parents/guardians are responsible for getting the medicine to the school. All medicine must be in a proper container with a label from the pharmacy which states the following:

1. Student's name
2. Name of medicine
2. Route/Method of administration
3. Time(s) to administer the medicine
4. Dosage of medication
5. Name of pharmacy

- A. **Prescription Medication** - A Medication Authorization Form for the administration of medication must be completed online by the parent/guardian and placed on file at the school before any medication will be given at school. A new authorization must be completed at the beginning of each year or whenever there is a change in the medication dosage or schedule. In accordance with state law, students who need to keep certain medications in their possession for emergencies will need authorization from their parent /guardian and the physician. All authorization forms are available online at the time of registration or from the school nurse. Prescription medications must be supplied and brought to school by the parent/guardian or authorized adult.

The medication must be in the original labeled container. The prescription label must have the student's name, name of the medication, dosage, route, time to be given, and the name of the prescribing physician. Parents should request the pharmacist to provide a container labeled for school use. Only the required number of doses needed at school should be brought in the container. It is the responsibility of the parent/guardian to ensure that adequate medication is available at the school. Any new or changing medications must be brought by the parent/guardian to the school nurse.

In the event the school nurse is not available to administer medication, e.g., field trip, unlicensed school personnel, who have completed the Assisted Medication Administration Training, will assist the student with taking his/her medicine. Some restrictions may apply.

All medications will be kept in a secure area at school and administered only by designated personnel. All students' medications must be picked up by the parent/guardian at the end of the school year or when the medication is no longer needed. Medications left at school will be disposed of on the school nurse's last workday of the year.

- B. **Over-the-Counter Medication** - The school nurse, in accordance with standing orders written by the Harrison County School District Medical Director and with online authorization by the parent/guardian, may give a limited number of over-the-counter medications. If the school nurse is not available, the parent/guardian must bring the medication to school and administer it. Students require an Authorization for Administration of Over-the-Counter

Medications Form completed and signed by the parent/guardian to receive over-the-counter medications at school. This authorization is completed online with student registration and is valid for one year. School nurses will not be able to administer any other over-the-counter medications unless the following is completed:

- Medication has been prescribed by a licensed health care provider.
- Medication is brought to the school, in a properly labeled prescription bottle/container, by the parent/guardian.
- Written authorization from a parent/guardian has been received.

- C. **Medication Administration on Field Trip** – Due to the severity of student's medical conditions on school campuses, school nurses may not attend field trips. Provisions will be made to train professional school staff to assist students with medication administration on field trips. Some restrictions may apply.

The school reserves the right to refuse administration of any medication when circumstances warrant such action. This may include adverse reaction, incomplete instructions for administration, non-compliance by the parent or student with school policy, or other extenuating circumstances. The parent/guardian will be notified of these situations.

Asthma and Anaphylaxis Child Safety Act

Harrison County School District will comply with the Mississippi Asthma and Anaphylaxis Child Safety Act. The school nurse or trained personnel, in accordance with a standing order written by Harrison County School District medical director, will administer an auto-injectable epinephrine to a student who it is believed, in good faith, to be having an anaphylaxis reaction, whether or not the student has a prescription for epinephrine.

The school nurse or trained personnel, in accordance with standing order written by Harrison County School Medical Director may administer medication and maintain for use when necessary.

Prescribed medication for asthma (rescue medication), and for anaphylaxis (epinephrine) should be kept in the nurse clinic unless written permission for a student to carry these prescription drugs has been agreed to by the physician, parent, and school nurse. It requires, in part, that the student has demonstrated the necessary maturity to keep it on their person. **If your child has been diagnosed with asthma or anaphylaxis, a Harrison County School District Action Plan must be completed by the healthcare provider and parent/guardian at the beginning of each year, or whenever there is a change in the medication dosage or schedule.** These forms are available online at the time of registration or from the school nurse. MS Code §37-11-71

Communicable Diseases

At Harrison County School District, it is our responsibility to be proactive against the spread of infection. Students will be sent home and are to stay home until they are without a fever (Temperature is less than 100.0 degrees Fahrenheit taken orally) for 24 hours without the use of fever-reducing medicine. When a student becomes ill at school, he/she shall be observed by a school nurse or staff member and a parent/guardian will be contacted for checkout.

Students with communicable diseases are required to remain at home until a physician certifies them able to return to school. Listed below is a guide for communicable diseases to which children are most susceptible.

- **COVID-19: SARS-CoV-2 OR** COVID-19 is a respiratory disease caused by SARS-CoV-2, a new coronavirus discovered in 2019. Some people who are

infected may not have symptoms. For people who have symptoms, illness can range from mild to severe. Covid-19 symptoms include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting and diarrhea. Covid-19 can be indistinguishable from diseases caused by other respiratory viruses or influenza. guidance from the Mississippi Department of Health (MSDH) and the Center for Disease Control (CDC) will be followed concerning return to school after illness, testing for Covid-19 and mandatory isolations or quarantine.

- **Chicken Pox:** A highly infectious viral disease that begins with small red bumps that turn into blisters after several hours. The blisters generally last for 3-4 days and then begin to dry up and form scabs. These lesions (bumps/blisters) almost always appear first on the trunk rather than the extremities. The child may return to school after the lesions are crusted and dry and no new ones are forming. Exposed children may attend school.
- **FLU (Influenza):** Influenza is an acute (sudden onset) viral disease of the respiratory tract characterized by fever, headache, muscle aches, joint pain, malaise, nasal congestion, sore throat and cough. Influenza in children may be indistinguishable from diseases caused by other respiratory viruses. The student may return to school after free of fever for 24 hours and feeling well.
- **Measles (Rubella):** Symptoms may include fever, hacking cough, and conjunctivitis. The child may return to school when free of fever and the rash is fading (this usually takes 5 to 7 days). Exposed children may attend school.
- **Meningococcal Meningitis:** This illness is a rare but sometimes fatal infection affecting the membranes of the spinal cord and brain. Meningitis can be caused by a variety of organisms or germs such as *Haemophilus influenzae* type b (Hib) and *Neisseria meningitidis* (meningococcal). It is spread through the exchange of respiratory droplets, which includes sharing a drink or utensils, kissing, cough, and sneezing. Symptoms may include sudden high fever, headache, stiff neck, nausea, vomiting, and exhaustion. Symptoms progress quickly and prompt medical attention is critical. Immunization can reduce one's risk and is strongly recommended for all preteens, teens and young adults. Infected individuals may return to school after treatment with antibiotics and clearance by a physician.
- **Mononucleosis:** This is an infectious disease characterized by fever, sore throat, swollen glands in the neck area, and generalized weakness. The child need not be excluded from class, unless requested for medical reasons, but may return when free of fever and feeling well enough and clearance by a physician.
- **Conjunctivitis (pink eye):** This is an infectious disease characterized by redness of the eye(s), excessive tearing, itching, and discharge. Some cases may require antibiotics; therefore, a physician should be seen. Children may return to school after a physician has been seen, or when redness/discharge is improving.
- **Strep throat/Scarlet Fever:** Strep throat a communicable disease characterized by sore throat, fever, and tender, swollen lymph glands in the neck. Scarlet fever is a streptococcal infection with a rash (scarlatiniform rash). It is most commonly associated with strep throat. In addition to the signs and symptoms of strep throat, the person with scarlet fever has an inflamed, sandpaper-like rash and sometimes a very red or "strawberry" tongue. The rash is due to a toxin produced by the infecting strain of bacteria. The student may return to class 24 hours after treatment has been started if free of fever.
- **Mumps:** Pain in chewing or swallowing may be earliest symptoms, followed by chills and headache. The child should not return to school until all swelling has disappeared, usually nine to twelve (9-12) days from onset.
- **Other** – Guidance from any public health agency will be followed for any virus that is communicably spread.

Skin Infections

- **IMPETIGO:** The child may return to class 24 hours after treatment has been started. Lesions that are still oozing and are on exposed skin surfaces should be covered.

- **POISON IVY/OAK:** Not contagious person to person.

- **RINGWORM:** Return to school when under treatment. Some cases of ringworm may require prescription treatment; therefore, follow up with a healthcare provider may be needed. Healthcare protocols will be followed.

- **SCABIES:** Return to school when under treatment. Often cases of suspected scabies may require prescription treatment; therefore, follow up with a healthcare provider may be needed. Healthcare protocols will be followed.

- **STAPH OR Staphylococcus is a group of bacteria (microbe or germ)** that can cause several infectious diseases in various tissues of the body. Staphylococcus is more familiarly known as staph (pronounced "staff"). Staph-related illness can range from mild and requiring no treatment to severe and potentially fatal. Children who have a minor staph infection of the skin such as a pimple may attend school. Those who have a more serious staph infection that requires medical treatment should not return to school until 24 hours after treatment has started and are free of fever. Any lesions that are oozing and are on exposed skin surfaces should be covered with a leak-proof bandage. Clearance by healthcare provider may be deemed necessary in the case of suspected serious infections.

Emergency Care (First Aid)

The school attempts to provide an environment in which the student will be safe from accidents. Emergencies shall be dealt with promptly by teachers, first aid specialists, and principals by taking appropriate action, including sending a child to the hospital or summoning medical aid or an ambulance. In all cases where it is necessary to send a student to the hospital, every effort must be made to notify parents.

If an accident occurs, first aid will be administered. School personnel shall not exceed usual practice of competent first aid (American Heart Association Standards CPR/First Aid). When a student becomes ill or injured at school, he/she shall be observed by a school staff member and, if necessary, sent to the office to contact his/her parents or legal guardian.

BED BUG POLICY

When a student is identified with bed bugs present on them at school, the parent will be contacted and education materials about transporting bed bugs and care at school will be given to the parent to prevent the spread of bed bugs at school. Prompt reporting is necessary, so the presence can be confirmed, and prompt action taken to prevent the spread. Based on an assessment, the principal and/or the school nurse may require the student to be dismissed for the remainder of the day to address the infestation.

Head Lice Policy

I. IDENTIFYING INFESTED CHILDREN

A. **BY SCREENING** – Routine screening for head lice will be conducted in the fall and spring for students in grades K-12, by school nurses, teachers, or other school staff who have been instructed in the technique.

B. **BY INDIVIDUAL CASE** – Throughout the year, any student suspected of having head lice will be examined by the teacher, and, if evidence of infestation is seen, child will be re-examined by the other "confirming" examiner. If infested, the child will be handled as described in section 2, "HANDLING OF INFESTED CHILDREN" below.

II. HANDLING OF INFESTED CHILDREN

A. The parent will be called to initiate treatment as described in section 3, "TREATMENT" see below. Care will be taken not to embarrass the child and to assure that no stigma is attached to him/her. Detailed guidelines for treatment will be sent home with the child.

B. RETURN TO SCHOOL – The child may return to school as soon as the parent provides evidence of treatment, a note stating the date of treatment: A note from the parent describing the treatment, e.g., "Johnny was treated with XYZ shampoo according to package directions on 09/12/16, and the box top or package label from the product used. The treatment should be an approved medical treatment and not a home remedy. At this time, the child will be re-examined. A few nits (eggs) may still be seen even in an adequately treated child and are not evidence of continuing infestation. If the child has not been satisfactorily treated, admission will be refused.

III. TREATMENT

INDIVIDUAL – Several effective products are available over the counter (OTC) and prescription form. Over the counter medications approved by Food and Drug Administration (FDA) contains one of the following active ingredients: Pyrethrins combined with piperonyl butoxide or Permethrin Lotion 1%. FDA approved prescription medications are Benzyl alcohol lotion, 5%, Ivermectin lotion, 0.5% and Malathion lotion, 0.5%. Treatment with any approved pediculocidal (lice-killing) product should be adequate. An initial treatment should kill adult and larval lice but will not kill all the eggs. A second treatment 7-10 days later (8 is ideal), after the eggs left by first treatment have all hatched, will kill newly hatched lice before they mature and reproduce and complete the treatment process. A second treatment is recommended unless otherwise prescribed by a physician. A child should not miss more than one (1) or two (2) days because of treatment for head lice. If the child is absent more than three (3) days, the school attendance officer will be notified.

HIV Policy

A student with Human Immunodeficiency Virus (HIV) has the same right to attend school and receive services as any other student and will be subject to the same rules and policies. School authorities will determine the educational placement of a student with HIV on a case-by-case basis following established policies and procedures for a student with chronic health problems or disabilities. The school authorities will consult with the student's physician and parent (or guardian); respect the student's and family's right to privacy; and reassess the placement if there is a change in the student's need for accommodation or services. The student's parent or guardian will be requested to sign a release of information form to allow communication between the physician and the school system.

CHILD ABUSE OR NEGLECT

In compliance with MS Code 43-21-353, district personnel shall immediately report suspected child abuse or neglect to the Mississippi Department of Human Services. The number for the Child Abuse hotline is (800)-222-8000.

SUICIDE PREVENTION POLICY

The Harrison County School District recognizes that suicide is a major cause of death among youth and should be taken seriously. This school district shall utilize training materials and resources developed by the Mississippi Department of Mental Health and shall comply with all requirements of the Mississippi Department of Education regarding suicide prevention.

STUDENT CRISIS PROCEDURES

In the event a student expresses suicidal thoughts, threatens self-harm or harm to others, the following steps will be followed:

1. The school will contact the parent/legal guardian to explain the situation with the student and explain the Harrison County School District policy.
2. The school administrator will determine if the situation poses an urgent need for the student to be transported immediately to a mental health/healthcare facility by an emergency response vehicle, Crisis Stabilization Unit or by the parent/guardian.
3. If there is not an urgent need for the student to be transported immediately to a mental health/healthcare facility, the parent/guardian will contact the mental health/healthcare facility of their choice to set up an assessment for the student. To assist parents, the school will provide parents with a list of local providers who can conduct the assessment. Parents may choose the facility of their choice.
4. The student will not be allowed to return to school or attend any school sponsored events (field trips, athletic events, etc.) until he/she has been assessed by a licensed mental health professional (or facility) who provides signed documentation stating the student was assessed. The parent/guardian, student, or mental health facility **must** provide a copy of this documentation and recommendation to the school upon the student's return. Documented emails will be accepted from the mental health professional or facility. The district will adhere to the recommendation of the provider.

TECHNOLOGY

The vision of the Harrison County School District is to provide students with the tools and abilities needed to become successful citizens in the global information society. With students as the primary recipients of the technology, the district's mission of integrating technology in the classroom allows instruction to move from a teaching-centered environment to a learning-centered environment. This integration provides the tools to accomplish the National Educational Technology Foundation Standards for students. All district schools and facilities are networked to form the Harrison County School District Intranet. Through the extension of this network, Internet access is available in District classrooms, libraries, and administrative areas. Currently, most classrooms are equipped with multimedia computers and a laser printer. The Harrison County School District provides Internet and email access, classroom access to the automated library circulation system, productivity software, and appropriate grade level and/or subject area software. Software for kindergarten through eighth grade is an integrated learning program. This type of program performs a diagnostic, prescriptive, and prognostic assessment for each student. Secondary software addresses a variety of required and elective courses with student access to productivity tools such as word processing, spreadsheets, and presentation applications. In addition, technology enhanced courses are offered, such as distance learning courses, Tech Prep courses, and STEM courses depending on the grade level.

OFFICE 365:

Students and teachers with a district account have access to Microsoft 365. Microsoft 365: <https://www.office.com/>

PUBLIC Wi-Fi

Public Wi-Fi is available district-wide and can be accessed by all students and teachers with their district account.

Connecting to the public Wi-Fi example: Orange Grove Elementary would be "ogepublic". Once you connect, you will receive a login page and you can login with your district credentials.

BRING YOUR OWN DEVICE (BYOD) 7th – 12th grade

Harrison County School District is committed to allowing responsible, learning-centered use of personal devices at school to provide our students with as many pathways to understanding as possible. The purpose of the BYOD policy is to authorize students to bring their own technology devices to school for use in our classrooms under certain strict conditions. Public Wi-Fi is provided on every campus districtwide. When connected to the district's public Wi-Fi, students must comply with the district's Bring Your Own Device (BYOD) and Acceptable Use Policy (AUP).

SOCIAL MEDIA

In each school, the principal or his/her designee may establish a social media account for posting educational information and important announcements. Parents are encouraged to join to keep informed.

Harrison County School District Electronic Access/Acceptable Use Policy

Harrison County School District, referred to as the District, is providing employees and students with access to the District's electronic communication system, referred to as the District system, which includes Internet access. The District system has a limited educational purpose. The term "educational purpose" includes use of the system for classroom activities and professional development. The purpose of the District system is to assist in preparing students for responsible citizenship and success in life. The District system provides electronic access to a wide range of information and the ability to communicate with people throughout the world. In addition, the District system will enhance District intercommunication, productivity, and assist in the upgrading of skills through greater exchange of information with peers and the worldwide community.

ACCEPTABLE USE GUIDELINES FOR TECHNOLOGY RESOURCES

HARRISON COUNTY SCHOOL DISTRICT

DEFINITION OF THE DISTRICT SYSTEM

The District's computer systems and Intranet are any configuration of hardware and software. The systems and networks include, but are not limited to, all the computer hardware (i.e. servers, desktops, laptops, probe-ware, presentation stations, smart boards and digital cameras), operating system software, application software, stored text, and data files. This includes, but is not limited to, electronic mail, local databases, externally accessed databases (such as the Internet), CD-ROM, optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. The District reserves the right to monitor all technology resource activity. All electronic transmissions will be archived according to district policy.

Purpose

Providing access to the District system promotes academic excellence in accordance with the District's educational objectives. This computer technology provides resource sharing, innovation, and communication that will help launch today's schools into the information age. The District system has a limited educational purpose, which includes use of the system for classroom activities, professional or career development, and limited high-quality self-discovery activities. Providing students and employees with access to the District system also includes Internet access. Users are expected to use Internet access through the District system to further educational and personal goals consistent with the mission of Harrison County School District and its policies.

General User Responsibilities

Users are responsible for appropriate behavior on the District system on and off site just as they are in a classroom or on school grounds. Communications on the system are

often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with District standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user and his/her parent/guardian are personally responsible for his/her actions in accessing and utilizing the District system. The user is advised never to create, access, keep, or send anything that they would not want open to the general public. District system users have a limited privacy expectation in the contents of their personal files and communications on the District system. Routine maintenance and monitoring of the District system may lead to discovery that the user has or is violating the District's Acceptable Use Policy or the law.

District Responsibilities

The District maintains and reserves the right to review any material on user accounts for the purpose of maintaining acceptable use of the system. The District will maintain the system properly and efficiently to allow full access to the user. The District will notify the parents about the District system and the policies governing its use. In accordance with the Children's Online Privacy Protection Act and the Children's Internet Protection Act, the District will maintain Internet filtering software to limit access to certain sites and to monitor access to electronic resources. The District will make training available to all users in the proper use of the system and will make copies of acceptable use guidelines available to all users. All training in the use of the District system will emphasize the ethical use of this resource.

Educator Responsibilities

Educators are responsible for disseminating and enforcing the District Acceptable Use Policy. Teachers are responsible for teaching proper techniques for guiding student access to and educational use of the system. Teachers are responsible for assuring that students understand that if they misuse the network, they will lose their privilege to access the Internet from the classroom environment.

Parent Responsibilities

Even though the District maintains a filtering system, it is not possible for the District to monitor and enforce a wide range of social values in student use of the Internet. Furthermore, the District recognizes that parents/guardians bear the primary responsibility for transmitting their particular set of family values to their children. This includes setting and conveying standards for appropriate and acceptable use when the student is using the District system, specifically the Internet. Therefore, it is ultimately a parental/guardian responsibility for the student's understanding of and compliance with the District Acceptable Use Policy, including the consequences of non-compliance.

Student Responsibilities

Students are responsible for appropriate behavior on the school's computer network and devices just as they are in a classroom or on school grounds. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with district standards and the specific rules set forth in the Student Account Agreement. The use of the network is a privilege, not a right, and may be revoked if abused. The user and/or parent/guardian are personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to create, access, keep, or send anything that they would not want their parents or teachers to access.

Conduct of Behavior

Proper behavior, as it relates to the use of District system, is no different than proper behavior in all other aspects of Harrison County School District activities. All users are

expected to use the District system in a responsible, ethical, and polite manner. Any use of the District system must be consistent with the educational objectives and professional development of Harrison County School District.

Consequences of Violating the Acceptable Use Policy

The District may suspend or revoke a system user's access to the District system upon violation of the District Acceptable Use Policy and/or administrative regulations regarding acceptable use. Improper or unethical use may result in disciplinary actions consistent with the existing Student Discipline Policy and/or Employee Policy Handbook as adopted by the Harrison County School Board and published in the Student Handbook, as well as the Mississippi Penal Code or other state and federal laws. This may also require restitution for costs associated with system restoration, hardware, or software.

Acceptable Uses

The District system will be used only for learning, teaching, and administrative purposes consistent with the District's mission and goals.

Unacceptable Uses

1. Commercial use of the District's system is strictly prohibited.
2. Software may not be placed on any computer, whether stand-alone or networked to the District system, without permission from the school principal or Technology Department.
3. All users are expected to follow existing copyright laws, copies of which may be found in each campus library.
4. Student use of the District system is allowed only when the student is supervised and granted permission by a staff member.
5. Attempting to log on or logging on to a computer or email system by using another person's password is prohibited. Assisting others in violating this rule by sharing information or passwords is unacceptable and may result in the revocation of access.
6. Improper use of any computer or the network is prohibited. This includes, but is not limited to the following:
 - Using racist, profane, or obscene language or materials
 - Using the network for financial gain, political, or commercial activity
 - Attempting to or harming equipment, materials or data, etc. associated with the system
 - Attempting to or sending anonymous messages of any kind
 - Using the network to access inappropriate material
 - Knowingly placing or creating a computer virus on a computer or the network
 - Using the network to provide addresses or other personal information
 - Accessing of information resources, files, and documents of another user without their permission
 - Engaging in spamming or posting of chain letters to the District system
 - Installing software, shareware, freeware, etc. to the District system

Rights of All Users

The user has full rights within these guidelines and responsibilities to the instructional, networked system provided by the District. By authorizing use of the District system, the District does not relinquish control over materials on the system or files contained on the system. Users should expect only limited privacy in the contents of personal files on the District system. Routine maintenance and monitoring of the District system may lead to a discovery that a user has violated this policy, another District policy, or the law. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.

Parents/guardians may request the termination of their child's individual student Internet access at any time. It is the student's responsibility to comply with their parent/guardian request for no individual Internet access. Parents/guardians should be aware that District

teachers utilize Internet and electronic resources for classroom instructional purposes. District employees should be aware that data and other materials in files maintained on the District system might be subject to review, disclosure, or discovery under Mississippi statutes and federal laws. The school district will cooperate fully with local, state, and federal authorities in any investigation concerning or related to any illegal activities and activities not in compliance with Harrison County School District policies conducted through the District system.

Statement of Compliance

The District complies with the Children's Internet Protection Act (CIPA) that was enacted by Congress in 2000. CIPA addresses concerns about children's access to obscene or harmful content over the Internet. The District system is equipped with an Internet filtering software program that limits access to material that may be harmful to minors. However, no filtering system is perfect, and the District does not guarantee that all objectionable content will be blocked.

The District complies with the Children's Online Privacy Protection Act (COPPA) that was signed into law on October 21, 1998 and is effective as of April 21, 2000. COPPA is to regulate the online collection and use of personal information provided by and concerning children under the age of thirteen. Users will not post personal contact information about themselves or other people. Personal contact information includes, but is not limited to address, telephone numbers, school address, work address or telephone number, names, etc. Users will promptly disclose to school personnel any message they receive that is inappropriate.

Disclaimer of Damages

The Harrison County School District assumes no liability, either expressed or implied, for network information services accessed on District system. The District shall not be responsible for any damages suffered while using the system. These damages include loss of data as a result of delays, non-deliveries, misdirected deliveries, or service interruptions caused by the system errors or errors committed by individual users. Use of any information obtained from the information system is at the user's risk. The Harrison County School District specifically disclaims any responsibility for the accuracy of the information obtained through on-line information services. In addition, each user, and his or her parent/guardian, if a minor, voluntarily releases, holds harmless and indemnifies the Harrison County School District, its officers, board members, employees and agents, for and against all claims, actions, charges, losses, or damages which arise out of user's use of the District system, including, but not limited to, negligence, personal injury, wrongful death, and property loss or damage, and those set forth under Disclaimers of Damages. Rules and regulations are subject to change by the administration. This acceptable use policy is a legal and binding document.

Harrison County School District Student Account Agreement

To ensure that both students and parents understand what constitutes acceptable use of technology in the Harrison County School District, the District asks all students and their parents to review the following agreement and then sign it acknowledging that they agree to abide by the spirit of this agreement.

1. Do not share your password with anyone and do not try to obtain another person's password.
2. Do not play games or participate in chat rooms, interactive bulletin boards, web-based email, or any other online real-time conversations unless given written permission by an adult in authority and supervised by a person in authority for each instance.
3. Do not enter any information about yourself, anyone else, or the school. This includes name, address, telephone number, email address, or any other personal information. Also, do not impersonate or misrepresent yourself or others.

4. Do not access, send, promote, or print hate mail threats, harassing information, derogatory remarks, material of a sexual nature, information that could be harmful to you or others, and other anti-social communications. Do not use impolite, abusive, or objectionable language.
5. Do not access, alter, or otherwise tamper with computer system files, network files, or other students' files. Do not log onto, look at, or otherwise tamper with any directory or drive other than the one to which you are assigned.
6. Do not damage the computer, any of its parts, the printer, the network, or any other technologies available for use. This includes introducing any virus that may destroy files or disrupt service to other users.
7. Do not interfere with the operation of the District system by installing illegal software, shareware, or freeware, including games, but not limited to MP3's, other music, or video.
8. Do not insert a personal diskette into any networked computer without specific permission from a person in authority.
9. Do not waste limited resources such as disk space, paper, ink cartridges, or printing capacity by printing unnecessarily or excessively.
10. Do not transmit any materials in violation of any U.S. or state regulation, including, but not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
11. Do not use the District system for commercial activities, product advertisement, or political lobbying.
12. Report any malfunction or repair needed on the District system or equipment to your teacher immediately.
13. Report any observed intentional abuse of technology equipment to your teacher immediately.
14. Be prepared to accept the consequences of your actions.
15. Keep food, drink, candy, gum, etc. completely away from all computer equipment and related technologies.
16. Because there can be no assurances that you will not encounter objectionable material while working on the Internet, you will immediately leave the Internet site if this occurs and report the incident to your teacher.
17. Do not have an expectation of privacy or confidentiality in the contents of electronic communications network or of files stored in your directory. Understand the District system is the property of the District and at any time, the files you maintain can be reviewed, removed, if warranted, and any violation of rules will be reported to the proper authority. Use of the District's computer network environment is a privilege, not a right.

Violations of the rules described above will be dealt with per the student school handbook. I understand that the District may suspend or revoke my access to the District system upon violation of the District Acceptable Use Policy and/or administrative regulations regarding acceptable use. I understand that if I use the system improperly or unethically, this may result in disciplinary actions consistent with the existing Student Discipline Policy as adopted by the Harrison County School Board and published in the Student Handbook, as well as the Mississippi Penal Code or other state and federal laws. This unacceptable use may also require restitution for costs associated with system restoration, hardware, or software.

Student User Accounts

Student accounts are created for every student to have access to the District network. Students are required to accept and sign the District Account Agreement. Student accounts give access to log in to our local network, Microsoft 365, and the District's public Wi-Fi. Students will receive their account credentials from their teacher or administrator.

Student Password Policy

Students in grades K – 2 will have a password that will be at least six (6) characters long. Password history will be at least one (1). Password history means they will not be able to use the same password every time (or at least not the very last one they had). They will be forced to change their password after six (6) months.

Students in grades 3 – 12 will have a password that must contain characters from three of the following categories:

- Uppercase letters (A through Z)
- Lowercase letters (a through z)
- 8 digits
- Non-alphanumeric characters (special characters):
(~!@#\$%^&* _-+=`|()\{}[];:"'<>.,/?)

Password history will be set to ten (10). Students will not be able to use any of the previous 10 passwords they used. They will be required to change their password after six (6) months. Password cannot contain username.