

2023-2024

Grades 7-12

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. In it, students will find the requirements for graduation, student organizations, school regulations, absentees, tardiness, and other information. We urge all students, teachers, and parents to read carefully 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 the contents printed in this book.

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

SUPERINTENDENT'S MESSAGE

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.msbapolicy.org/>

COUNTY ADMINISTRATION

Mitchell King Superintendent

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

District Administration Office.....	539-6500
Averie Bush	Athletics 539-6509
Brad Barlow, R.D	Child Nutrition Director 539-6516
Vacant	Security/Internal Compliance Director 539-6538
Dorene Hansen	Curriculum/Accountability Director 539-6234
Dr. Laretta Marks	Student Services Director 539-7229
Eddie Slade	Maintenance Supervisor.....832-4107
Tad Shaw	Transportation Supervisor 832-4107
Melissa Garrison	Federal Programs Director 831-5328
Mike Valdez	Technology Director..... 539-1849
Dr. Dawn Hearn	Special Education Director..... 832-9344

THE HARRISON COUNTY SCHOOL DISTRICT: 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 the 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 about 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 provisions. Based upon average daily attendance, the student-teacher ratio in the HCSD 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.

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 handicap.

D'Iberville High School

15625 Lamey Bridge Road
Biloxi, MS 39532
Principal: Cheri Broadus
Assistant Principal: Preston Necaie
Assistant Principal: Mary Margaret Mucha
Phone: 392-2678 Fax: 392-7807
Office Hours: 7:30-4:00
School Hours: 8:05-3:30

Alternative School

11072 Hwy 49
Gulfport, MS 39503
Principal: Dr. Regina Watts
Phone: 539-5956
Fax: 539-5959
Office hours: 7:30-4:00
School hours: 7:55 – 2:50

Harrison Central High School

15600 School Road
Gulfport, MS 39503
Principal: Kelly Fuller
Assistant Principal: Justus Booth
Assistant Principal: Rachel Burt
Assistant Principal: Kenya Reece
Assistant Principal: Christopher Spencer
Phone: 832-2610 Fax: 832-7433
Office hours: 7:30-4:00
School hours: 8:05-3:30

Harrison County Career and Technical Center

15600 School Road
Gulfport, MS 39503
Director: Libby White
Phone: 832-6652 Fax: 539-5965
Office hours: 7:30-4:00
School hours: 8:05-3:30

West Harrison High School

10399 County Farm Road
Gulfport, MS 39503
Principal: Dr. Michael Weaver
Assistant Principal: Denise Briggs
Assistant Principal: Erin Cates
Phone: 539-8900 Fax: 539-8914
Office hours: 7:30-4:00
School hours: 8:05-3:30

Creekbend K-8

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

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

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

West Harrison Middle 7/8

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
Jill Ryals, Assistant Principal
Office hours: 7:00 – 4:00
School hours: 7:40 – 2:40
Cafeteria: (228) 539-526

**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
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)

VISITORS

Any parent wishing to visit the school is welcome. Parents and visitors must report to the office upon arriving on the campus. All visitors and parents must present a photo ID at the office that will be scanned through the National Sex Offender Registry database before a visitor's badge is issued. Student visitors will not be allowed in the school.

TOBACCO USE POLICY

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.

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. Mississippi Adult Tobacco Use on Educational Property Act 2000 HOUSE BILL 641

EMERGENCY INFORMATION FROM PARENTS

It is important for the school to have emergency contact information on file for each student. When this information changes, it is the parent's responsibility to notify and update their child's school emergency contact records. The notification forms are available at the school.

CONFERENCE WITH TEACHERS

In order for your child to receive 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.

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. This assignment includes but is not limited to the students assigned high school within the HCSD inside the district's school boundaries. 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 (2) proofs of residency documents as verification of their current and physical address at which their parent or legal guardian resides, except that a document with a post office box as an address will not be accepted. If the residence of a student changes during the school year, the parent(s) or guardian(s) will be required to provide the school with at least two (2) proofs of residency documents of verification of the new address.

INTRA-DISTRICT TRANSFERS

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 or 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.

Eligibility of Enrollment of Expelled/Suspended Students

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 provided proof of eligibility for readmission to and has physically attended classes in his/her previous school following suspension or expulsion (J4 Harrison County School District policy book).

ADDRESS CHANGE

It is a parent's responsibility to report any change 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 must be submitted upon the change.

ASBESTOS POLICY

This is to inform all parents, students, and employees of the Harrison County School District that 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 its 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 Hwy 49, Gulfport, MS.

SAFETY

The objective of the HCSD is to conduct all operations safely and efficiently. The district shall provide a safe and healthful school environment, free of recognized hazards that may endanger the health or safety of any student.

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 released to any individual unless a subpoena has been issued. Certain agencies within 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.

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. (§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 on §37-3-83 (6), MS Code 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

BALLOONS, FLOWERS, GIFTS AND FOOD DELIVERY

Balloons, flowers, gifts and food delivered by restaurant delivery services sent to students will not be allowed in the classrooms or on the bus. These items will not be accepted in the office.

ATTENDANCE

Students' regular and punctual attendance to all classes is necessary for successful schoolwork and award of course credit. Even one instance of tardiness or one absence in a class may be detrimental to good schoolwork. Certainly, repeated tardiness and frequent absences cause students to become discouraged and often cause failure. It is, therefore, important that parents have their children in school on time every day that school is in session and only in unavoidable cases should a student be taken out of school before the close of the school day. Regular attendance will pay good dividends in the course of a school year. Harrison County truancy officer will have access to all student attendance records.

ATTENDANCE POLICY FOR GRADES K- 8

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–8 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). 17
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 7th 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. Students must be in attendance 63% of instructional time.

House Bill 1530 amended state law 37-13-91 to provide 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.

Credit Bearing Courses will follow the Attendance Policy below.

Seventh and Eighth Grades – Credit Bearing Courses

World Geography 8th grade - ½ Unit offered

Mississippi Studies 8th grade - ½ Unit offered

Cyber Foundations I 7th or 8th grade – 1 Unit offered

Cyber Foundations II 7th or 8th grade (Prerequisite – Cyber Foundations I) – 1 Unit offered

CCR 8th grade Math – 1 Unit offered

Visual Arts 8th grade – 1 Unit offered

Health 8th grade – ½ or 1 Unit offered

7th & 8th Grade Course Credit Attendance Policy

COURSE CREDIT AND ABSENCES

To receive credit in a course, Mississippi Law requires not only a passing grade in the course, but also a minimum amount of seat time. To receive credit, a student must attend each class a minimum of 82 class days during a one-half credit course and 164 class days during a one credit course. On this basis, any student who has more than 8 absences in a one-half credit course and more than 16 absences in a one credit course will be denied course credit, and the student will receive a grade of 50/No Credit (NC).

- Allowed eight (8) absences in a one-half credit class, excused or unexcused.
- Allowed sixteen (16) absences in a one credit class excused or unexcused.

When a student misses his/her 4th day in a one-half credit course or the 8th day in a one credit course, students will be notified in writing that they may not miss more than 8 days in a one-half credit course or 16 days in a one credit course. If a student misses more than the allotted days, the student will receive a 50/No Credit (NC). Courses may be retaken either by credit recovery or repeated in high school.

Course Credit Attendance Policy 9-12

To receive credit in a course, Mississippi law requires not only a passing grade in the course, but also a minimum amount of seat time. To receive credit, a student must attend each class a minimum of 41 class days during a one half-credit course, 82 class days during a one-credit course, and 164 class days in two-credit course. On this basis, any student who is absent more than 4 absences in a one-half credit course, more than 8 absences in a one-credit course, and more than 16 absences in a two-credit course will be denied course credit, and the student will receive a grade of 50/No Credit.

- Allowed four (4) absences in a one-half credit class, excused or unexcused.
- Allowed eight (8) absences in a one-credit class, excused or unexcused.
- Allowed sixteen (16) absences in a two-credit class.

1. With 94-minute classes now in effect, school attendance becomes an extremely important responsibility of the students and parents.

2. When a student misses his/her 2nd day in a one-half credit course or the 4th day in a one-credit course, students and parents will be notified in writing that they may not miss more than 4 days in a one-half credit course or 8 days in a one credit course. If a student misses more than the allotted days, the student may be dropped from the class, and 50/ No Credit (NC) will be given.

3. After loss of credit due to attendance, credit may be reinstated by a School-Level Attendance Committee after a review of documentation and/or after Credit Recovery is successfully completed. There will be a minimum of four hearing meetings during the school year to include one in each month in October, January, March, and May. The School-Level Attendance Committee will be composed of district and/or school-level, certified staff members. It is the student's and parent's responsibility to keep all documentation for their own records and to turn in original documentation to the school for any official documented absence(s). Parent notes that constitute a valid excuse for absence (see page 12, School Attendance Law) will be accepted. If the student and parents are not satisfied with the determination made by the School-Level Attendance Committee, they may file an appeal with the Harrison County School Board. It will be at the discretion of the school board as to whether or not the appeal will be heard.

4. In order to be marked present in a class instead of a tardy, a student MUST NOT be more than five (5) minutes late to any class or checked out more than five (5) minutes before the end of any class.

5. 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 shall not be given to students who have been suspended or are awaiting Alternative School Placement/Behavior Modification. When the student returns to school, he/she has two (2) school days to contact each teacher about make-up work. Make-up work is due within five (5) school days.

6. Current documentation of chronic illness must be placed on file annually. With the permission of the principal, the homebound policy will be used in these documented cases.

7. Missing classes due to school trips will be governed as follows:

- a. Students may miss classes a maximum of five (5) days per year.
- b. Students must be passing all classes.
- c. Students may not have more than sixteen (16) demerits.

Notifying the School of Absence(s)

When a student is absent from school, the parent/legal guardian is required to contact the school before 8:00 a.m. each day the student is absent. In order for the absence to be excused, a note from the parent/ guardian or a doctor's excuse must be submitted to the office within two days of the absence. In case of five (5) unexcused absences, the school will attempt to contact the parent. For this reason, it is imperative that the parent provides the school with a correct phone number.

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. A photo ID is required to verify identification. 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. It is important that parents comply with 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; **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. Students will not be allowed to check out 30 minutes prior to the end of school.

SCHOOL ATTENDANCE LAW

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

An unlawful absence occurs when a compulsory-school-age child is absent from school without a valid excuse or without approval of temporary non-attendance. Days missed from school due to disciplinary suspension shall not be considered an excused absence.

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

- a. An absence is excused when the absence results from the compulsory-school-age child's attendance at an authorized school activity with the prior approval of the superintendent of the school district or his designee. These activities may include field trips, athletic contests, student conventions, musical competitions, and any similar activity.
- b. An absence is excused when it results from illness or injury that prevents the compulsory-school-age child from being physically able to attend school.
- c. The State Board of Health or appropriate school official excuses an absence when the county health officer orders isolation of a compulsory-school-age child.
- d. An absence is excused when it results from the death or serious illness of a member of the immediate family of a compulsory-school-age child. The immediate family members of a compulsory-school-age child shall include children, spouse, grandparents, parents, brothers and sisters, including stepbrothers and stepsisters.
- e. An absence is excused for a compulsory-school-age child's medical or dental appointment.
- f. An absence is excused when a compulsory-school-age child is required to attend the proceedings of a court or an administrative tribunal if the child is a party to the action or under subpoena as a witness.
- g. An absence may be excused if the religion, to which the compulsory-school-age child or the child's parents adheres, requires or suggests the observance of a religious event. The approval of the absence is within the discretion of the superintendent of the school district or his designee, but approval should be granted unless the religion's observance is of such duration as to interfere with the education of the child.
- h. An absence may be excused when it is demonstrated to the satisfaction of the superintendent of the school district or his designee that the purpose of the absence is to take advantage of a valid educational opportunity, such as travel including vacations or other family travel.
- i. Approval of the absence must be gained from the superintendent of the school district or his designee before the absence, but the approval shall not be unreasonably withheld.
- j. An absence may be excused when it is demonstrated to the satisfaction of the superintendent of the school district or his designee that conditions are sufficient to warrant the compulsory-school-age child's nonattendance. However, the school district superintendent or his designee shall not excuse

absences when any student's suspensions or expulsions circumvent the intent and spirit of the compulsory attendance law.

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

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

If a compulsory-school-age child has not been enrolled in a school within fifteen (15) calendar days after the first day of the school year of the school that the child is eligible to attend or if the child has accumulated five (5) unlawful absences during the school year of the public school in which the child is enrolled, the school district superintendent shall report the absences to the school attendance officer within two (2) school days or within five (5) calendar days, whichever is fewer. The State Department of Education shall prescribe a uniform method for reporting the unlawful absences to the school attendance officer. The superintendent, or his designee, also shall report any student suspensions or student expulsions to the school attendance officer when they occur.

When a school attendance officer has made all attempts to secure enrollment and/or attendance of a compulsory-school-age child and is unable to affect the enrollment and/or attendance, the attendance officer shall file a petition with the youth court under §43-21-451 or shall file a petition in a court of competent jurisdiction as it pertains to parent or child. The youth court shall expedite a hearing to make an appropriate adjudication and a disposition to ensure compliance with the Compulsory School Attendance Law and may order the child to enroll or re-enroll in school. The superintendent of the school district to which the child is ordered may assign in his or her discretion the child to the alternative school program of the school established pursuant to §37-13-92.

Any student absent for twenty (20) 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 non-attendance and unlawful absences of children. They shall file a petition with the youth court under MS Code §37-13-91, against a parent or child under the provisions of the Mississippi Compulsory School Attendance Law.

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.

HOMEBOUND INSTRUCTION

Students may be enrolled in the homebound program following the sixth consecutive day of absence that is a result of an illness, injury, or condition 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 thirty (30) days of homebound instruction. School board approval is needed for each period of fifteen (15) days of homebound instruction thereafter with documented medical information.

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.

TARDINESS

An adequate amount of time has been allotted for students to get to class on time. Getting to class on time is the responsibility of each student.

STUDENT WITHDRAWAL AND TRANSFER

If a student is to withdraw from school or transfer to another school, the student's legal guardian must come to the school and complete withdrawal documents. All fees to the school should be cleared. All textbooks, library books, and laptop must be returned before the student is withdrawn. 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 STUDENTS FROM HOME SCHOOLS OR NON-ACCREDITED SCHOOLS

Pupils from non-accredited schools will not be accepted without examinations administered.

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 Independent School Association, or

c. Cogna

The procedure for enrolling 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, home school, or private tutor.
- B. Credit will be awarded according to the following criteria:
 - a. A student scoring between 85-100 on the End of Course Assessment will receive an 85/B for the course and will be awarded the credit.
 - b. A student scoring between 65-84 on the End of Course Assessment will receive that numerical grade for the course and will be awarded credit.
- C. Students coming from a non-accredited school or non-accredited home schools are required by district policy to enroll in the four (4) state tested classes (Algebra, Biology, U.S. History, English II) and to be administered the corresponding state exams. See the above definition of a non-accredited school.

TRADITIONAL DIPLOMA – DISTINGUISHED ACADEMIC ENDORSEMENT 28 Credits

4 Credits English (Required subjects - English I, English II)
4 Credits Mathematics (Required subject - Algebra I + two (2) additional math courses above Algebra I)
4 Credits Science (Required subject - Biology I + two (2) additional science courses above Biology I)
4 Credits Social Studies (Required subjects - 1 Credit World History, 1 Credit U.S. History, ½ Credit U.S. Government, ½ Credit Economics, ½ Credit MS Studies, ½ Credit World Geography)
½ Credit Physical Education
½ Credit Health
1 Credit Arts
1 Credit College and Career Readiness (Must occur in the student's junior or senior year)
1 Credit Technology or Computer Science
8 Credits Electives-Must meet 2 advanced electives of the CPC requirements for MS IHL's

Additional Requirements:

- Minimum GPA of 3.0
- Courses must meet Mississippi IHL college preparatory curriculum (CPC).
- Earn national college readiness benchmarks on each subtest established by ACT of 18 in English and 22 in Math or SAT equivalency sub score.

Must successfully complete one of the following:

- One AP course with a B or higher and take the appropriate AP exam
- One Diploma Program-IB course with a B or higher and take the appropriate IB exams
- One academic dual credit course with a B or higher in the course

TRADITIONAL DIPLOMA – ACADEMIC ENDORSEMENT 26 Credits

4 Credits English (Required subjects - English I, English II)

4 Credits Mathematics (Required subject - Algebra I + two (2) additional math courses above Algebra I)
 3 Credits Science (Required subject - Biology I + two (2) additional science courses above Biology I)
 4 Credits Social Studies (Required subjects - 1 Credit World History, 1 Credit U.S. History, ½ Credit U.S. Government, ½ Credit Economics, ½ Credit MS Studies, ½ Credit World Geography)
 ½ Credit Physical Education
 ½ Credit Health
 1 Credit Arts
 1 Credit College and Career Readiness (Must occur in the student's junior or senior year)
 1 Credit Technology or Computer Science
 7 Credits Electives-Must meet 2 advanced electives of the CPC requirements for MS IHL's

Additional Requirements:

- Minimum GPA of 2.5
- Courses must meet Mississippi IHL college preparatory curriculum (CPC).
- Earn Mississippi IHL and community college readiness benchmarks (ACT sub scores 17 in English and 19 Math as approved by postsecondary for non-remediation at most community colleges and IHL college-ready courses in senior year, or the SAT equivalency sub score).

Must successfully complete one of the following:

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

**TRADITIONAL DIPLOMA – CAREER AND TECHNICAL ENDORSEMENT
 26 Credits**

4 Credits English (Required subjects - English I, English II)
 4 Credits Mathematics (Required subject - Algebra I)
 3 Credits Science (Required subject - Biology I)
 4 Credits Social Studies (Required subjects - 1 Credit World History, 1 Credit U.S. History, ½ Credit U.S. Government, ½ Credit Economics, ½ Credit MS Studies, ½ Credit World Geography)
 ½ Credit Physical Education
 ½ Credit Health
 1 Credit Arts
 1 Credit College and Career Readiness (Must occur in the student's junior or senior year)
 1 Credit Technology or Computer Science
 4 Credits CTE Electives-Must complete a four-course sequential program of study
 3 Credits Electives

Additional Requirements:

- Minimum GPA of 2.5
- Earn Silver level on ACT WorkKeys

Must successfully complete one of the following:

- One dual credit or earn articulated credit in the high school CTE course
- Work-Based Learning experience
- Earn a State Board of Education approved national credential

TRADITIONAL DIPLOMA

24 Credits

For students entering 9th grade 2018-2019 and thereafter

- 4 Credits English (Required subjects - English I, English II)
- 4 Credits Mathematics (Required subject - Algebra I)
- 3 Credits Science (Required subject - Biology I)
- 4 Credits Social Studies (Required subjects - 1 Credit World History, 1 Credit U.S. History, ½ Credit U.S. Government, ½ Credit Economics, ½ Credit MS Studies, ½ Credit World Geography)
- ½ Credit Physical Education
- ½ Credit Health
- 1 Credit Arts
- 1 Credit College and Career Readiness (Must occur in the student's junior or senior year)
- 1 Credit Technology or Computer Science
- 5 Credits Electives

ALTERNATE DIPLOMA

24 Credits

The Alternate Diploma is not equivalent to a traditional high school diploma and is not recognized by postsecondary entities that require a traditional high school diploma. Students who have met the criteria on their IEP for having a Significant Cognitive Disability (SCD) may participate in a program of study to earn the Alternate Diploma.

- 4 Credits English (Alternate English Elements I-IV)
- 4 Credits Mathematics (Alternate Math Elements I-III and Alternate Algebra Elements)
- 2 Credits Science (Alternate Biology Elements and Alternate Science Elements)
- 2 Credits Social Studies (Alternate History Elements (Strands: US History and World History) and Alternate Social Studies Elements (Strands: Economics and US Government))
- ½ Credit Physical Education
- ½ Credit Health (Alternate Health Elements)
- 1 Credit Arts
- 4 Credits Career Readiness (Career Readiness I-IV)
- 4 Credits Life Skills Development (Life Skills Development I-IV)
- 2 Credits Electives

Additional Requirements:

- All students are required to participate in the Mississippi Academic Assessment Program, MAAP-A, and achieve a minimum score or higher to be determined by the Mississippi Department of Education.

Changes to Endorsement

Changes to a diploma endorsement selection can be made by making an appointment with the student's counselor. Changes require the parent signature.

LETTER GRADE CONVERSION FOR TRANSFER STUDENTS IN GRADES 7-12

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+ = 89	C+ = 79	D+ = 69	F =60
A = 95	B = 85	C = 75	D = 67	
A- = 90	B- = 80	C- = 70	D- = 65	

The credit earned for a state/local government course in any other state by an out-of-state transfer student can stand in lieu of Mississippi Studies or Mississippi State and Local Government.

ADDITIONAL GRADUATION REQUIREMENTS/INFORMATION

Two (2) of the last four (4) Carnegie units of work shall be earned in residence at a high school before that school may grant a diploma. (Two units are interpreted as one semester of work.) The high school where the last residence is done will be authorized to grant the diploma.

Students with documented, extenuating circumstances that may prevent them from fulfilling the residency requirement must obtain school board approval in order to complete the graduation requirements. Board approval for a residency exemption must be obtained prior to May 1st of the student's junior year. Attendance in summer school does not establish a new residence in school. Credit-recovery courses from an accredited school other than the diploma-awarding school must be completed prior to the last semester of the student's graduating year.

The student that fails to meet all graduation requirements is not permitted to participate in the graduation exercises.

Early Release Eligibility

To be eligible for early release during the student's senior year, he/she must have met the following:

- College or Career Readiness Benchmarks (ACT sub scores 17 English and 19 Math OR earned a Silver level on the ACT WorkKeys or SAT equivalency sub scores).

Alternatively, a student must meet ALL the following:

- 2.5 GPA AND
- Passed or met all MAAP assessment requirements for graduation AND
- Be on track to meet diploma requirements AND
- Concurrently enrolled in Essentials for College Math or Essentials for College Literacy OR SREB Literacy Ready; or currently enrolled/earned credit for Comp I and/or College Algebra.

GRADUATION REGALIA

Stoles that may be worn are high school issued with cap and gown, honors/high honors and National Honor Society. Students may wear a stole upon completion of the Collegiate Academy program. Medals that may be worn are high school issued with cap and gown, Tech Master Scholars, Mississippi Scholars, perfect ACT score, and valedictorian/salutatorian. Other national honor societies will wear cords. Clubs may wear pins or medals.

In addition, a student winning a State Championship for any varsity sport governed by MHSAA, or achieving first place in Skills USA, Career Technical organizations, or any other approved clubs/organizations while representing a high school in the Harrison County School District, may wear their medal at the graduation ceremony. The student may wear only one medal per sport, club, and/or organizations.

Caps may not be decorated.

GRADUATION AND DISCIPLINE

If a student is eligible for graduation and commits an offense that requires alternative school placement, time must be served at the discretion of the superintendent as to when the diploma will be awarded.

COMMENCEMENT PARTICIPATION AGREEMENT

Parent/guardian and graduating student will be required to sign the "Commencement Participation Agreement" as part of the requirement for graduation.

Harrison County School District policy code: IHFC

SEVENTH AND EIGHTH GRADE PROMOTION AND RETENTION

Students must pass each course taken with a minimum average of 65 or they will be retained.

HIGH SCHOOL GRADE CLASSIFICATION

Grade classification will be updated only at the beginning of the school year.

Freshman – Year 1 of High School

Sophomore – Year 2 of High School and eight (8) credits earned

Junior – Year 3 of High School and fifteen (15) credits earned

Senior – Year 4 of High School and twenty (20) credits earned

STUDENT COURSE LOAD

Twelve (12) units should be in the areas of English, Math, Science, Business Education, Social Studies or Languages. All students in the Harrison County School District will adhere to the following minimum student load and attend high school for a minimum of 4 years:

9th graders will take at least eight (8) credits

10th graders will take at least eight (8) credits

11th graders will take at least eight (8) credits

12th graders will take at least two (2) academic credits per semester

Regardless of the number of credits taken only seniors who meet state qualifications are allowed early dismissal.

Credit at the end of the first term will not be awarded for a full credit course. The entire course must be satisfactorily completed to receive credit.

Students may not enroll for credit after the 8th day of school or after the 8th absence during transfer from another school. Students enrolling for a term class must enroll before the end of the 4th day of the term in order to receive credit. Students may not add a one-credit course after the 4th day of school or add term courses after the 4th day of the term. These restrictions do not apply to students who are transferring into the school from another public-school system.

Seniors who complete graduation requirements at the end of the summer school will be awarded a diploma at that time.

COURSES MAY NOT BE RETAKEN TO IMPROVE QUALITY POINT AVERAGE.

To reap the most from their work, student must plan their programs of study.

Counselors are available to assist with this planning.

A **term** is a 9-week period. There are 4 terms in a school year. A **semester** is an 18-week period. There are 2 semesters in a school year. One semester consists of two terms.

GRADING SCALE

90 - 100	A
80 - 89	B
70 - 79	C
65 - 69	D

There will be no reassignment or reassessment of letter grades issued before the implementation date (8/1/2008) of this grading scale.

Report cards are issued each nine (9) weeks and will be sent home on the second Monday of the week after the nine weeks tests. 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. (Refer to school calendar for exact dates.) A child must be enrolled at least seven (7) days during a nine weeks period in order to receive a progress report or report card.

On the Wednesday following the 3rd Friday of the term, a failure notice will be issued to all students who are failing. The progress report will be sent to the parent in order to provide ample time for the parent to contact the teacher about the situation.

GRADING 7 – 8

Students will be graded as follows:

1. Daily work (which may include homework), recitations, reports, etc. count 50% of the total nine-weeks grade.
2. Weekly or chapter tests (minimum of four (4) per nine weeks) counts as 50% of the total nine-weeks grade.

GRADING 9-12

A student's nine-weeks average will be determined using the following criteria:

1. Daily work, including homework, recitations, reports, etc. will represent 2/5 of the total average.
2. Weekly or chapter tests will represent 2/5 of the total average.
3. The nine-weeks exam will represent 1/5 of the total average.

50/NC (No Credit) or less will be placed on permanent records and grade sheets for the courses where a student has lost credit due to:

- a. Excessive absences
- b. Dropping out
- c. Dropping a class after the 5 days allowed
- d. Expulsion

ONLINE GRADING SYSTEM

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

Standard – GPA 9-12

The **Standard** Grade Point averages will be based on a **Standard** 4.0 and will be unaffected by Quality Points. The **Standard** Grade Point averages will continue to be recorded as academic achievement on a student's high school transcript. This change will align with the scale used by colleges and universities.

Class Rank-QPA 9-12

The Quality-Point Average shall be used to determine **rank-in-class** of graduating seniors. The student's rank shall be recorded on the student's permanent record. Class rank is computed based on Quality Points, rather than on Grade-Point average and projects a more accurate profile of academic performance. It is also designed to encourage more students to enroll in challenging courses. Students in advanced

courses earn additional Quality Points directly proportionate to regular courses. In this way, those students in courses of average academic difficulty set the 4.0 norms. In the event of a tie using Quality Points in the selection of Valedictorian and Salutatorian, the average will be carried out to three places. The student's rank shall be recorded on the student's permanent record. **COURSES MAY NOT BE RETAKEN TO IMPROVE QUALITY POINT AVERAGE.**

A student's **Standard** Grade Point Average (GPA) and Quality Point Average (QPA) shall be computed at the end of the fourth nine-week grading period of the student's senior year. In computing Grade-Point Average and Quality Point Average, drop all but the highest grade if a course is failed and repeated. All courses, even those that are failed, will be recorded on the grade sheets and permanent record.

HONOR GRADUATES

High Honors.....3.5 QPA or above

Must acquire 5 E-2 credits plus 28 credits to meet high honors graduate requirements or complete Collegiate Academy.

Honors..... 3.0 - 3.4999 QPA

Must acquire 4 E-2 credits plus 26 credits to meet honors graduate requirements or complete Collegiate Academy.

Please Note: The designation of High Honor Students and Honor Students is officially determined after the Final Rank-QPA is calculated.

Students seeking valedictorian, salutatorian, or high honors status at graduation must meet the requirements of the high honors. Students who wish to graduate with honors must meet the requirements of the honors.

Valedictorian and Salutatorian

Valedictorian: Highest scholastic average through the progress report grade of the last nine (9) weeks of the school year.

Salutatorian: Second highest scholastic average through the progress report grade of the last nine (9) weeks of the school year. The principal or his designee will determine the Valedictorian and Salutatorian.

To qualify as Valedictorian or Salutatorian, the student must have been enrolled at this school the last three (3) semesters. Grades/credits earned through home schooling and non-accredited schools will not count towards Valedictorian and Salutatorian.

Students, who transfer from an accredited high school with AP, Accelerated, or Honors courses, will be issued the weighted value as listed in the E1 or E2 course and be used in calculation for Valedictorian and Salutatorian.

REGULAR COURSES

If a course is not classified as either an E1 or an E2 class, then it shall be weighted as a regular course. Courses scheduled outside of the Harrison County School District curriculum (correspondence courses, MVPS classes, etc.) shall be awarded regular course status. This does not apply to Dual Credit, please see Dual Credit listings.

WEIGHTED COURSES:

E1 COURSES

Accelerated Biology
Accelerated Geometry

English I Accelerated

Accounting II
 Algebra I Accelerated (9-12)
 Algebra II Accelerated
 Computer Engineering II
 Chemistry
 Marine and Aquatic Science
 Zoology

English II Accelerated
 Foreign Language II
 Genetics
 Human A & P
 IT Essentials II

E2 COURSES

Advanced Math Plus

Foreign Language III

Algebra III

Foreign Language IV

Calculus

Physics

Engineering/Robotics II

* Dual-Credit Courses offered on campus

All AP (Advanced Placement courses)

All Field Experience courses will be weighted the same as the course it accompanies

***Dual Credit courses offered on campus will be offered as E-2 courses when taken on the high school campus or off campus. Dual Credit courses not offered on our campus and taken off the high school campus will be regularly weighted.**

AP and Dual Credit fees will be paid the first week of class. The student will be rescheduled into another course if failure to pay fees.

Career/Technical Education Programs:

Students who complete a two-year career/technical program and earn a passing score on the program's SBE approved National Certification exam will be awarded two (2) E2 credits for their Year 2 program.

RANK- QUALITY POINT EQUIVALENCY SCALE (RANK-QPA)

4.0 A	E2 Weight	E1 Weight	Regular Weight
100	5.0	4.5	4.0
99	4.9	4.4	3.9
98	4.8	4.3	3.8
97	4.7	4.2	3.7
96	4.6	4.1	3.6
95	4.5	4.0	3.5
94	4.4	3.9	3.4
93	4.3	3.8	3.3
92	4.2	3.7	3.2
91	4.1	3.6	3.1
90	4.0	3.5	3.0
3.0 B	E2 Weight	E1 Weight	Regular Weight
89	3.9	3.4	2.9
88	3.8	3.3	2.8
87	3.7	3.2	2.7
86	3.6	3.1	2.6
85	3.5	3.0	2.5
84	3.4	2.9	2.4
83	3.3	2.8	2.3
82	3.2	2.7	2.2

81	3.1	2.6	2.1
80	3.0	2.5	2.0
2.0 C	E2 Weight	E1 Weight	Regular Weight
79	2.9	2.4	1.9
78	2.8	2.3	1.8
77	2.7	2.2	1.7
76	2.6	2.1	1.6
75	2.5	2.0	1.5
74	2.4	1.9	1.4
73	2.3	1.8	1.3
72	2.2	1.7	1.2
71	2.1	1.6	1.1
70	2.0	1.5	1.0
1.0 D	E2 Weight	E1 Weight	Regular Weight
69	1.9	1.4	.9
68	1.8	1.3	.8
67	1.7	1.2	.7
66	1.6	1.1	.6
65	1.5	1.0	.5
*DC64	1.4		0.4
*DC63	1.3		0.3
*DC62	1.2		0.2
*DC61	1.1		0.1
*DC60	1.0		0.09

All Dual Credit Courses:

Dual credit course QPA (Rank-QPA) for scores not listed in the rank-quality point equivalency scale chart below will be the same as those in place at the host institution.

STANDARD-GRADE POINT EQUIVALENCY SCALE (STANDARD-GPA)

A	4.0
B	3.0
C	2.0
D	1.0
F	0

HONOR ROLL

Students meeting the following requirements will be listed as an Honor Roll student.

Grades must be made in all subjects taken.

High Honor Roll – 90 and above

Honor Roll – 80 and above.

EXEMPTIONS

Exemptions from end of course exams will be granted to all students who have a 90-100 average in the course AND have not exceeded the number of absences. See Attendance Policy on pages 12 – 13. An exemption means that the student is exempt from the exam only. Class attendance is mandatory. If the student is not present

(unexcused absence) for exam day, the student will receive a zero for the exam. Exemptions are not applicable to dual credit classes.

SCHEDULE CHANGES/DROPPING CLASSES

During registration, students are carefully counseled on their schedule for each year. Students are encouraged to discuss their schedule with their parents. This is done to prevent conflicts in the needs of each student. Therefore, students will not be allowed to change their schedules except in extreme emergencies. Schedule changes will be determined and made by the principal's office.

Students have a maximum time of five (5) days to drop a class without receiving a 50N/C. No classes will be changed after the first five (5) days of a course. When a student registers for a class, he/she will remain in that class. Students will not be allowed to drop a class just because they are failing. Seniors will not be allowed to drop classes to come to school late or leave early.

Students are responsible for notifying teachers of any schedule change(s).

CREDIT RECOVERY

The purpose of Credit Recovery is to permit those students in grades 9 -12 enrolled in a school within the Harrison County School District who are significantly behind in their accumulation of credits the opportunity to recover credits through on-line instruction. Credit recovery is defined as the successful completion of coursework not completed during the school year, for which the student received a failing grade offered through on-line instruction. Students must be enrolled in and have at least five (5) credits before they will be permitted to recover credit. More than one course (semester) may be taken during the school year, but only one course may be taken at a time; that is, before the student may enroll for a second credit recovery course, the first credit recovery course must be completed. A minimum of ten (10) hours must be completed in the online course and not to exceed twenty (20) for a half-credit course and a minimum of twenty (20) hours must be completed and not to exceed forty (40) for a whole credit class. Since summer school is an extension of the school year, expelled students are not eligible for credit recovery courses.

All testing associated with on-line instruction is conducted in the presence of instructional personnel designated by the school principal. Courses taken for the purpose of credit recovery must be successfully completed by April 30 of the current year. The failing grade that a student receives for the class being recovered will be replaced with a 65.

There is a fee of 240.00 charged per Carnegie unit of instruction for credit recovery classes (\$120.00 for half-credit courses). Refunds are not permitted once the student begins on-line instruction.

Students are limited to four (4) credit recovery classes during their high school career. Students are allowed two (2) absences in a half-credit class and four (4) absences in a whole credit class. Students are not allowed to enroll in the credit recovery class if he/she has exceeded the attendance policy in a class, e.g., more than eight (8) absences in a one half-credit class and sixteen (16) absences in a whole credit class. The principal has the discretion to waive these restrictions.

SUMMER SCHOOL GRADES 7-8

The program lasts for twenty (20) days. Rules regarding discipline and attendance are followed very closely. A fee may be charged. Students in grades 7 – 8 who fail one or two subjects with a final average no lower than a 55 are eligible for summer school.

Seventh and eighth grade students may take English Language Arts, math, science, or social studies during summer school. In order to successfully complete summer school, students must have the following:

100% - course completion

65% or higher – course grade

No out of district students may take summer school to recover credit earned from another district. Students eligible for summer school must have completed the school year in the Harrison County School District. No student enrolling for the upcoming school year is eligible for summer school.

Attendance – must not have more than two absences

Discipline referrals may result in dismissal of the summer school program.

SUMMER SCHOOL/EXTENDED SCHOOL YEAR 9-12

Students will be allowed to enroll annually in one course offered for credit. **No student will be allowed to take a required course early.** A maximum of four (4) units earned in summer school may be counted toward graduation requirements.

No out of district students may take summer school to recover credit earned from another district. Students eligible for summer school must have completed the school year in the Harrison County School District. No student enrolling for the upcoming school year is eligible for summer school.

DUAL ENROLLMENT

The dual-enrollment program allows high school students to earn college or vocational credit toward a postsecondary diploma at a Mississippi public institution of higher learning while still in high school. Dually enrolled classes do not count toward the high school diploma. Eligibility requirements are available in the school counselor's office.

DUAL CREDIT

The Dual Credit program allows high school students to simultaneously earn college or vocational credit toward a postsecondary diploma at a regionally accredited college or university that will also count as a credit toward a high school diploma. No Dual Credit courses will be offered that are tied to a required End of Course Test (Algebra I, Biology I, English II, and U.S. History). Seniors taking a Dual Credit course for graduation must have the grade in at least one (1) week before graduation. Eligibility requirements are available in the school counselor's office. Dual Credit courses offered on campus will be offered as E-2 courses when taken on the high school campus or off campus. Dual Credit courses not offered on our campus and taken off the high school campus will be regularly weighted. Fees for dual credit courses are the responsibility of the student. However, if federal funds are available, fees will be paid for students who qualify based on rank order poverty criteria. If sufficient federal funds are available, all fees will be paid by the district. If a student withdraws from a course for any reason and receives a "W", federal funds cannot pay the fees; subsequently, the student will be responsible for all fees.

DUAL CREDIT – ATTENDANCE

Attendance policy must meet Mississippi Gulf Coast Community College's attendance policy, any specified conditions based on the MGCCC and HCSD Dual Credit and Collegiate Academy Addendum, AND Harrison County School District's attendance policy. This means that student attendance is taken Monday – Friday, and students must adhere to BOTH attendance policies.

MISSISSIPPI VIRTUAL PUBLIC SCHOOL (MVPS) and Mississippi Department of Education approved online courses 9-12

MVPS is a web-based educational service offered by the Mississippi Department of Education to provide Mississippi students and educators with access to a wider range of course work, more flexibility in scheduling, and the opportunity to develop their capacities as independent learners. Students in grades 9-12 have access to the program, but priority is given to juniors and seniors. No online courses will be offered that are tied to a Subject Area Test (Algebra I, Biology I, English II, or U.S. History).

In the Harrison County School District, students may take only:

- Three (3) Carnegie units from MVPS or MDE approved online courses
- Two (2) MVPS units when combined with one (1) correspondence Carnegie unit.

The Harrison County School District guidelines for enrolling in a Mississippi Virtual Public School (MVPS) Course and/or MDE approved online course

1. Students must have GPA of 2.5 or higher to enroll in a regular online course.
2. Students must have a GPA of 3.0 or higher to enroll in an AP online course.
3. Students must follow all policies and guidelines as set forth for each course by MVPS and/or district policy for MDE approved online courses.
4. Students must have a working computer and the appropriate software at home before signing up for a course; specifications for each course may be accessed online at www.mvps.mde.k12.ms.us. Students who do not have adequate technology will not be successful in an MVPS course or online course.
5. Students are solely responsible for arranging to take the supervised examinations with the Career Center or the site coordinator.
6. Seniors taking a MVPS course or online course for graduation must have the grade in five (5) weeks before graduation.
7. MVPS and online courses are weighted as regular courses.
8. The school counselor must approve all MVPS and online courses.

COLLEGIATE ACADEMY 9-12

The Collegiate Academy program allows high school students to earn an associate degree from Mississippi Gulf Coast Community College while completing their junior and senior year of high school. Students must meet the following eligibility criteria to apply.

- Student must be classified as a Junior on the first day of Collegiate Academy classes.
- Student must be in good standing per high school discipline and attendance records.
- Student must have a high school GPA of 3.0 or higher.
- Student must have two letters of recommendation from current teachers at the time of the application.
- Passed all state assessments attempted.

Applications are due on first school day in May prior to the student's Junior year. Applications are found in the counselor's office.

Acceptance into the program will be reviewed by a high school committee and students will be notified before the end of the current school year.

Once accepted, the parent/guardian and the student must sign an agreement with the Harrison County School District which includes the requirement for participating in the Junior ACT state assessment. The student and parent must also agree to correspond

with the MGCCC Collegiate Academy representative and their high school counselor for scheduling and diploma tracking.

Students **MUST** maintain a 3.0 GPA throughout the duration of the program.

Only dual credit (E2) classes taken or offered on their high school campus will count towards the student's GPA for class ranking. All other college courses that meet high school requirements will receive regular weight. College courses that do not meet high school requirements do not report on the high school transcript.

Students in Collegiate Academy will not be considered for Valedictorian/Salutatorian.

The Collegiate Academy consists of four semesters and all costs/tuition/fees associated with the program are the responsibility of the student and their parent/guardian.

COLLEGE ENTRANCE EXAMS

Students must acquaint themselves with the deadlines for the ACT or SAT. Colleges have deadlines for applying for admission and financial aid. It is essential that college-bound seniors test early enough to meet these deadlines. The counselors will make every effort to furnish students with all information. However, it is the students' responsibility to familiarize themselves with each school's admissions policies and procedures.

Some out-of-state colleges and universities require the Scholastic Aptitude Test (SAT). Counselors have information and application for these tests. It is the responsibility of the student to register for the test.

The American College Test (ACT) is required of all students who will attend a state-supported institution. The ACT is given in October, December, February, April, and June for a fee.

The P.S.A.T. National Merit Scholarship Qualifying Test is given and is available to first semester juniors for a fee.

SCHOOL COUNSELING SERVICES

Counseling services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study guides, help with home, school and/or social concerns, or any question the student may feel he/she would like to discuss with the counselor. School counselors are concerned with helping students adjust to conditions and to plan for the future with regard for special interests, abilities, and needs. This will include selecting courses of study, improving traits of personality, and suggestions on how best to study.

Students are urged to seek assistance from the teachers and the counselor with any problem. It is especially important for students to feel free to approach the principal or assistant principal at any time.

Each university and scholarship have a different deadline for submission of information. Students should begin early with the paperwork so they will meet all deadlines. Seniors will receive two (2) transcripts free of charge. Subsequent transcripts are \$1.00 each.

ELECTRONIC DEVICES

The unauthorized use of electronic equipment (cell phones, smart watches, recording devices, iPods, cameras, tablets, e-readers, iPads, ear buds, 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.

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 of the Title I schools in the District 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 proficiency or length of time in the country.
4. Title IV are federal funds that address 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 are assessed eligible. 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 and parents as needed.
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.

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 within the first 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 student 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 students 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 providing him or her the opportunity 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.

MILITARY/IHL RECRUITMENT 9-12

The Harrison County School District may release directory information (student name, address, and telephone number) to military and IHL (Institutes of Higher Learning) recruiters without prior written consent, unless notified in writing to the contrary. The parent, legal guardian of the student, or the student age 18 or older may opt-out of the public, nonconsensual disclosure of directory information through the on-line registration format or through written notification to the superintendent within 15 days of registration and/or the beginning of the school year. If the parent provides no such objection with ten (15) days of the official notification, the information will be classified as directory information until the beginning of the next school year.

The school administrator may make the determination of when the recruitment meetings are to take place and reserves the right to deny meetings where the holding of such meeting will materially and substantially interfere with the proper and orderly operation of the school. Organizations wishing to recruit at the high school must make arrangements with the principal or designee who will determine the schedule for the recruitment meeting. Scheduled visits by recruiters will be made known to the student body. On-campus follow-up meetings with individual students will be permitted only upon the request of the student(s) and with the approval of the building principal or designee.

Any person or organization denied the rights accorded under this policy shall have the right to request a review of the decision by the board of education by filing a written request with the superintendent of schools.

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.msbbapolicy.org/DistrictPolicies/ViewsAdmin/SelectedDocumentReadOnline/tabid/5791/Default.aspx?docId=236605>.

PARENTS' 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.

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 test, 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 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:

<https://harrison.msba policy.org/DistrictPolicies/ViewsAdmin/SelectedDocumentReadOn ly/tabid/5791/Default.aspx?docId=204295>

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.

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: *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. ESSA 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 to the district's parental engagement webpage:

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

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. Personally, 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.

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 goals of the MTSS are 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 know 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 begins the state of Mississippi's process for determining the eligibility of a student for special services. Under the provisions of the Individuals with Disabilities Education Act (IDEA), students should be considered only after appropriate instructional variations and interventions have been implemented in the regular classroom and if the student continues to be "at risk," or if the student is obviously disabled.

PHOTO VIDEO RELEASE

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

TEXTBOOKS/WORKBOOKS

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.

Workbooks approved by the principal and teachers, as supplements to the textbooks, are to be furnished by the parent or guardian.

1. Only students who pay or whose parents sign an agreement to pay for workbooks will be issued workbooks.
2. The school will order no workbooks until teachers have turned in the money for the number of books ordered.

FEES

According to §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 that 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 ensure 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 such pupil 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.

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.

- (3) In no case shall the inability to pay the assessment of fees authorized under the provisions of this section result in a pupil's 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.
 - a. An art fee of \$15.00 will be charged to defray part of the expense of this program.
 - b. Parking decals are \$10.00

LIBRARY

The school library contains many volumes of books carefully selected by teachers and the librarian for general reading and reference work. The library also receives daily newspapers, current magazines, and other periodicals that are helpful to students in successfully preparing for daily lessons, and in keeping abreast of current news and information. Students are encouraged to confer with the librarian regarding books and materials available and supplies needed to supplement the textbooks to use in preparing daily assignments. Certain rules and regulations are set by the librarian relative to checking books out, care of books, book fines, conduct, etc.

CHILD NUTRITION PROGRAM

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 Student Lunch: \$3.00
K-12 Reduced Breakfast: \$0.30	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 (JG): 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. Meal 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.

For more information on the Department of Child Nutrition, see HCSD Policy EE – Food Services Management, EEAA – Alternate Meals, JG – Wellness, JGHR – Child Nutrition.

DISCIPLINE
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 purpose of this section:
 - a) The term “disruptive behavior” refers to such actions 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 of weapons or controlled substances on school property, school vehicles, or at school-related activities. Such behaviors include, but are not limited to: foul, profane, obscene, threatening, defiant or abusive language or action toward teachers or 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, willfully and overtly, 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 to be habitually disruptive before a behavior modification plan is developed for the student in accordance with the code of student conduct and discipline plans if 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 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.

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, and send the student 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 at a school-related activity
- (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 activities for a second time during the school year
- (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

SCHOOL DISCIPLINE PLAN

In conformance with the Mississippi School Safety Law of 2001 MS Code §37-11-53 (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 each 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 §37-11-55 and 37-11-18.1, 2001 Regular Session, shall be fully incorporated into the school district's discipline plan and code of student conduct.

2) The discipline plan of the schools of this district 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 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) of this section may be summoned by the superintendent of schools or the school attendance officer and be required to attend such discipline conference; 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 or at any school-related activity.

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 charged a fine not to exceed \$250.00.

4) The school district shall be entitled to recover damages in an amount not to exceed \$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: MS Code §37-3-81; §37-3-83; §37-11-54; §37-11-55; §37-11-53, (1972), amended.

In the education process, good discipline must be maintained. The school that fails to recognize the problem fails to meet the responsibility of this important phase of the education process. There is little or no learning when pupils are permitted to waste their own time and that of other pupils. Discipline should have the qualities of understanding, consistency, fairness, and firmness. Consideration should be given to the cause, nature, condition and frequency of misconduct. The small routine instances of misconduct inherent in every classroom are the responsibility of the teacher. Their cause and treatment should be fully investigated through faculty meetings and workshops where ideas may be freely exchanged to reach the best solutions for correction and prevention.

When unacceptable behavior becomes chronic and cannot be corrected by using lesser punishments or resources available to the schools, school board approved disciplinary options may be used as final efforts to influence the student's behavior.

INTIMIDATIONS/THREATS/HARASSMENT

Intimidation, threatening or coercion of students, is prohibited. It shall be unlawful for any person to intimidate, threaten or coerce, or attempt to intimidate, threaten or coerce, whether by illegal 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 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 not to exceed \$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 delinquent within the jurisdiction of the youth court. Ref: MS Code §37-11—20 (1972)

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:

- Places a student or school employee in actual and reasonable fear of harm to his/her person or damage to his/her property;
- 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 and performance. They must be consistent with the Board of Education's approved code of student conduct. Ref: MS Code §37-11-67 (1972).

GANG/GROUP ACTIVITY ASSOCIATION

Gangs or groups that 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 participate 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.

UNLAWFUL ACTIVITY

As directed by MS Code, §37-11-29 (2001), the following policy is enacted in the Harrison County School District.

Any principal who has knowledge of any unlawful activity that occurred on educational property on or during a school related activity or that may have occurred shall report such activity to the superintendent of the school district or his designee, who shall notify the appropriate law enforcement officials as required by this section. In the event that the superintendent or his designee is unavailable, any principal may make a report required under this subsection.

The superintendent will notify youth courts and local law enforcement agencies of expulsions and crimes committed on school property or during school related events. Further, school officials and employees are required by law to report criminal activity of students to a law enforcement agency. Students may be subject to school discipline policies as well as arrest by law enforcement officials.

1. Any 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 during a school-related activity is required by law to report such activity or acts to the principal or the school who shall notify the appropriate law enforcement official.

2. The superintendent shall notify, in writing, the parent, guardian, or custodian, the youth court, and local law enforcement of any expulsion of a student for unlawful activity as defined in MS Code §37-11-29. §37-11-29, which defines unlawful activity as any crime other than ordinary traffic violations involving a penalty of less than \$50.00 and costs.
3. The superintendent shall notify the youth court and local law enforcement agencies, by affidavit, of the occurrence of any unlawful activity as defined by Section 37-11-29.
4. When the principal has a reasonable belief that an act has occurred on educational property or during a school related activity involving assault resulting in serious physical injury, sexual assault, sexual offense, rape, kidnapping, indecent liberties with a minor, assault involving the use of a weapon, possession of a firearm in violation of the law, or possession of a controlled substance in violation of the law, the principal shall immediately report the act to the appropriate local enforcement agency. School property shall include any public-school building, bus, public school campus, grounds, recreational area, or athletic field in the charge of the principal.
5. Any superintendent, principal, teacher, or other school personnel participating in making a report as a result of this policy or participating in any judicial proceeding resulting from this policy shall be presumed to be acting in good faith and as a result shall be immune from any civil liability that might otherwise be incurred or imposed.

“UNLAWFUL ACTIVITY” SHALL MEAN:

- a. Aggravated assault, including but not limited to:
 - Assault resulting in serious physical injury or
 - 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
- k. Other violent acts, such as fighting

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.

EXPLOSIVES/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 have 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 \$10,000 or shall be committed to the custody of the

Department of Corrections for not more than ten years, or both. MS Code §97-37-21 (1972).

NON SCHOOL RELATED CONDUCT

The school district shall have the authority to suspend, expel, or change the placement of students for misconduct that occurs off 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.

DEMERIT SYSTEM

Disciplinary actions and procedures are to be conducted in accordance with applicable statutes and in accordance with memoranda, bulletins, or notices published and distributed by the Superintendent and are subject, in particular, to the following controlling principles:

- 1. An accumulation of twelve (12) or more demerits shall result in a letter, phone, or personal conference between the parent(s) and principal.
- 2. An accumulation of sixteen (16) or more demerits shall result in the student being assigned one (1) day of suspension.
- 3. An accumulation of 24 demerits shall result in the student being assigned two (2) days of suspension.
- 4. An accumulation of 36 demerits may result in the student being assigned three days of out-of-school suspension and/or an administrative hearing before a discipline committee. The committee will consist of three teachers, one guidance counselor, and the principal or an assistant principal. A county office administrative director or his/her representative may be substituted for a teacher. The committee will make a recommendation of probation or a district disciplinary hearing.

The principal may, at his/her discretion, with just cause, suspend or recommend expulsion of a student with or without an accumulation of demerits.

Demerits will be assigned as follows:

OFFENSE	DEMERITS
1. Behavior unbecoming of a student	
• Breaking lunch line	4
• Cheating/plagiarism	8
• Any student discovered receiving or giving aid on an assignment and/or assessment will be subject to the following policy: 1) parent notified 2) a zero will be posted for that work, and 3) eight demerits will be issued.	
• Dress code violation	8
• Gambling	6-12
• Improper gesture	2-16
• Improper physical contact	6-16

• Improper physical contact of a sexual nature	24-36
• Inciting	4-24
• Indecent exposure	6-36
• Misconduct and/or disruption	2-16
• Technology violation	6-36
2. Harassment (verbal/written)	12-36
3. Bullying/Cyberbullying	36*
4. Disobedience to teacher and/or staff	4-16
5. Displaying obscene statements/decals on campus or at school events	6-12
6. Disrespectful to other students	8
7. Disrespectful to teacher and/or staff	8-12
8. Drugs: Illegal, prescription, and/or alcohol (possession, sale/distribution, and/or use and/or under the influence)	36*
9. Drugs: Possession of unauthorized chemicals (over-the-counter drugs and/or paraphernalia)	6-36
10. Electronic devices use during school hours, all personal electronic devices will be turned off and put away, not to be visible in anyway. The only exception will be when meeting the BYOD policy agreement. Students violating the policy will receive a referral to the office and receive 12 demerits for each violation. However, if an electronic device disrupts class the students will receive 14 demerits.	6-14
11. Fighting (more than one on one)	12-36
12. Fighting (one on one)	12-36
13. Fighting on school bus (see student transportation)	
14. Fighting with physical injury	36*
15. Gang-related activity (displays, gestures, etc.)	4-36
16. Illegal check-out/check-in	4
17. Illegal use of lunch number (cost of meal and demerits)	6
18. Improper driving on campus	8-36
19. Destruction of Property <i>Parents will be responsible for restitution</i>	6-36
20. Intimidations/threats	6-36
21. Leaving campus without permission	16-36
22. Misconduct on school bus (see student transportation)	
23. Off-limits	4
24. On campus, but not in class	8
25. Pornographic content (possession)	6-36
26. Profanity directed to student	6-18
27. Profanity directed to teacher and/or staff	36*
28. Profanity- use of	6-18
29. Sexual Harassment** **Sexual Harassment is unwanted verbal, written or physical sexual behavior	6-36
30. Skipping school	12
31. State testing violation (disruption or misconduct of any kind during state testing)	36*
32. Striking/threatening a teacher and/or staff – intentional	36*
33. Striking/threatening a teacher and/or staff - unintentional	6-16

34. Strong-arm tactics (monies and other valuables)	16-24
35. Tardy to class (1-5 minutes)	3
36. Theft, breaking and entering, or possession of stolen goods	6-36
37. Tobacco (possession/use of tobacco and related paraphernalia), including but not limited to e-cigarettes, e-liquid, e-juice, lighters, matches.	36*
38. Vandalism- major (\$15 or more)	16-36
39. Vandalism- minor (\$14.99 or less)	4-12
40. Vape – Possession and/or Use STEP 1 - 2 Days Out of School Suspension and 1 Day 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 a student is already alternately placed and caught again, 10 days will be added to the student's alternative placement STEP 5 - A. If a 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)	
41. Weapon possession/use (no fireworks, knives, mace/pepper spray, guns, realistic toy weapons, ammunition)	36*
*Students will receive the indicated number of demerits and a referral for a district disciplinary committee hearing.	
Principal may make alternate school decisions.	

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 disciplined according to school policy and restitution will be required from the parents/guardians.

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 and sexual material transmitted by text message, e-mail, or any electronic communication device.

STUDENT TRANSPORTATION

School bus drivers are required to observe numerous laws and regulations safeguarding the lives of the students they transport. The driver is in charge of those riding on the bus. The law instructs drivers to keep order and holds the driver responsible. Drivers, with the approval of the principal, have the right to refuse to transport those guilty of misconduct. The bus schedule should be as regular as possible. Without prior permission, students are not permitted to get off the bus in any location other than their official stop.

To avoid keeping others from waiting, no school bus should be expected to wait for any student. Buses will leave the school grounds each afternoon as soon as all have come aboard or not later than five minutes after dismissal.

At the driver's discretion, students will be permitted to use portable media players (with headphones) while riding on the school bus. However, the device must be turned off and put away once the student arrives on campus. Please keep in mind that the school and the school district assume no responsibility for lost or stolen valuables.

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 cross road and street, to mount bus, or after dismounting 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.

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.
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 schoolbook bag.

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 suspend or expel the 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 the rest 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.

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

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.

Students suspended from the bus will not be permitted to ride the bus on the day the suspension occurred. The parent is responsible for transportation arrangements when the student is suspended from the bus.

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 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, handicap, and national origin and arbitrariness in the administration of the discipline is strictly prohibited, and 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 was 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 enforce expulsion only as a last resort.

RELATED DISCIPLINE ITEMS

A. ISR

IN-SCHOOL REASSIGNMENT (ISR)

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.

B. Suspension

1. A short-term suspension is defined as denial of school for three (3) or fewer days. 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 is required prior to the student's reinstatement.
2. A long-term suspension is defined as any denial of school attendance for five (5) days. A long-term suspension may be imposed upon any student by the principal 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 (1) time for each offense.
 - b. Students suspended during a term examination period shall be offered an opportunity to take any examination missed as a result 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 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.
 - 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 Education.
 - 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, which 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 shall forthwith send to the parent/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. Such principal of the school and/or teacher(s) can be arranged to discuss the incident and disciplinary measures taken if the parent or guardian addresses the desire for it. A parent or guardian 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. Alternative school placement may only occur once in a school year.

C. Corporal Punishment

1. The principal, assistant principal, or teacher may administer corporal punishment in accordance with the law. 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 be administered only in the principal's office or in another private area designated by him. All paddles used in the Harrison County School District must be approved by the building principal, must be initialed by him/her, and 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. Number of licks administered/number of demerits assigned
 - e. Signature of person administering punishment
 - f. Name 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 brought home by the student. The teacher's copy is to be retained by the teacher.
 4. Parent permission must be given prior to administration of corporal punishment.

MERIT SYSTEM

This system applies to students who have accumulated demerits. If the student is present for 20 school days at his/her home school without any discipline referrals, he/she may have four (4) 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 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, if possible.
 - 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, and alternative placement, 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.

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.

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 nine-week period of the school year will remain on probation for a period of one semester 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 conclusions 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 who will be of the same race as the student appearing before the committee and excluding the principal of the student charged.

EXPULSION

- A. Expulsion is defined as any denial of school attendance beyond ten (10) days, which may be permanent, or which may terminate at the beginning of the next school year provided sufficient rehabilitation can 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 Education of the district.
- B. 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. The principal shall give a "Notice of Recommendation for Expulsion" to the parent or guardian of the student.
- C. 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.
- D. 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.
- E. The Disciplinary Review Committee shall have the duty to review the evidence advanced by the principal in support of his/her recommendation and to hear and review any rebuttal advanced by the student, parent, or guardian. Although proceedings will be conducted informally and formal rules of evidence shall not apply, the student and the parent or guardian has the right to:
 1. Have counsel present at hearing.
 2. Cross-examine or otherwise pose questions to persons giving statements adverse to 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 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 advise the parent of the student and principal of the school of the committee's decision, verbally as soon as possible. The decision of the committee may be mailed within two (2) working days or otherwise transmitted in writing by the superintendent or his/her designee to the student and parent or guardian.
- F. Students who are expelled may apply for re-admission at the beginning of the next school year. Such students must show evidence of rehabilitation and must meet with the school principal for possible reinstatement.
 - G. Students who have completed the Harrison County Alternative School Program shall be subject to the following controlling policy: When a student returns from an alternative school/behavior modification for the current school year, he/she will be placed on eight (8) demerit probation. 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 appropriate procedures for appealing the decision to the school board will be mailed via first class mail and/or ParentSquare. The recommendation shall contain the student's disciplinary record.
 - H. 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 school 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.
 - I. 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 modified 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.

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.

STUDENT COMPLAINT/ GRIEVANCE PROCEDURE

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 person.
- 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.
- C. The aggrieved person, teacher, or school personnel may request a conference prior to the time a decision is rendered.
- D. 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 one (1), he/she may within five (5) days, notify in writing, his/her teacher or school personnel of his/her intent to appeal to the appropriate authority.
- B. The aggrieved student shall appeal to the principal. The aggrieved shall include copies of all correspondence from Step One (1).
- C. The aggrieved person or principal may request a conference prior to the time a decision is rendered.
- D. The principal shall render a written decision to the aggrieved within five days after receipt of the appeal.

Step 3

- A. If the aggrieved is not satisfied at Step Two (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 One (1) and Two (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 administrator 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 Three (3), he/she may submit his/her appeal in writing to the Superintendent of Education and shall include copies of all correspondence from Steps One (1), Two (2), and Three (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.

EMPLOYEE/STUDENT/or OTHER THIRD-PARTY INJURY

HCSD teachers or employees injured as a result of the actions of a 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 MS Code §71-3-71 'Compensation for injuries where third parties are liable',

HARRISON COUNTY SCHOOL SYSTEM DRESS CODE

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.

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.

HARRISON COUNTY BOARD OF EDUCATION POLICY REGARDING THE USE, POSSESSION, OR SALE OF PROHIBITED CONTROLLED SUBSTANCES

It is hereby declared to be the policy of the Harrison County Board of Education that the use, possession or sale of any narcotic drug 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 §41-29-113 through §41-29-121 Mississippi Code 1972 Annotated and their amended supervision of the Harrison County Board of Education or any of its schools, shall be considered sufficient misconduct on the part of such student or teacher for the expulsion of such student and suspension of such teacher from the school which said student is attending or in which school the teacher is teaching under contract.

In arriving at the decision of whether or not to expel said student or suspend said teacher, the Board of Education may consider the prior record of said student or teacher, his or her academic achievement, his or her general aptitude for learning or teaching, 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.

SEX EDUCATION

In accordance with §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.

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 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.

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 School Handbook, and the Elementary School Handbook.

SEARCH AND SEIZURE

When a principal or his/her designee has probable cause or reasonable suspicion that school official has a legal right and responsibility to search personal belongings, cell phones, desks, persons, 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 a search.

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

Students are permitted to park on school premises as a privilege not a right. The interior of a vehicle driven by a student on the school premises may be searched if the school authority has reasonable suspicion to believe that illegal, unauthorized contraband items are contained inside.

STUDENT AUTOMOBILE REGULATIONS 9-12

1. Students are to park in the designated student parking areas.
2. Only vehicles with parking decals may be brought on campus.
3. A maximum speed of 10 mph will be observed while on campus.
4. Cars are to be parked in lined areas only.
5. Students may not go to their cars without a pass during the school day.
6. Students will leave their automobiles immediately after arriving on campus (no sitting in automobiles). Once students drive on campus, they cannot drive off without administrative permission.
7. Students park at their own risk. The school is not responsible for theft or damages to students' vehicles.
8. The school reserves the right to search any student's car brought on campus. Searches will be conducted in the presence of the student.
9. Permits will be issued to licensed drivers only.
10. No obscene or questionable tags or decals may be displayed on automobiles.
11. Violations will result in the assigning of demerits and/or loss of privilege of bringing a car to school.

LOSS OF DRIVING PRIVILEGES 9-12

Students may lose driving privileges for a minimum of 5 - 10 days in the event of the following:

1. Accumulation of 24 or more demerits.
2. 6 tardies in any class during any nine weeks
3. 10 unexcused absences in a semester ½ credit course.
4. 18 unexcused absences in full credit course.

CONDUCT IN CLASS

- Enter quietly, be seated, and give teacher attention.
- Bring book and materials as required by the teacher.
- Talk only with permission.
- Do not write on desks.
- Do not litter floors.
- Leave windows alone except as directed by teacher.

- No gum chewing, food, or drinks.
- No sleeping in class.
- **DO NOT BE RESPONSIBLE FOR CLASS DISORDER.**

CONDUCT IN GENERAL ASSEMBLY

Assembly in the gym is held for a purpose. Orderly conduct is expected, even at pep rallies. It is especially important that students extend courtesy to those conducting programs in the assemblies. Students may cause embarrassment to the school when discourteous to visitors in assemblies.

PHYSICAL EDUCATION

Students should secure their valuables and respect the property of fellow students. Athletic attire must be presentable. Students must wear gym or tennis shoes while participating in PE and may not participate while barefoot.

ACTIVITIES

The district offers football, baseball, basketball, track, softball, golf, soccer, tennis, volleyball, cross country, swimming, debate, archery, dance, cheer, bowling, band, choral, and power lifting. Athletes and coaches will comply with the current rules and regulations of the Mississippi High School Activities Association.

Upon entering the 9th grade for the first time, a student shall be eligible for competition on high school athletic/activity teams for four consecutive years if they meet MHSAA eligibility requirements.

MISSISSIPPI HIGH SCHOOL ACTIVITIES ASSOCIATION CONCUSSION POLICY

An athlete who reports or displays any symptoms 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 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 take place 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.

ACTIVITIES SCHOLASTIC REQUIREMENTS 9-12

Each student athlete is required to make satisfactory progress toward graduation.

According to Mississippi law, a student must maintain a grade point average of at least a 2.0 or "C" average in order to participate in interscholastic sports/activities. Grade point averages will be calculated at the conclusion of the 1st semester using the semester averages of all courses the student is taking. Students who do not have a 2.0 or "C" average for the 1st semester will be ineligible for the 2nd semester.

At the end of the school year, each student's grade point average for the year will be assessed. This assessment will reflect the average for the entire year using the final

grades for each course. A student who does not have a grade point average of at least a 2.0 or "C" average will be ineligible for the fall semester.

High school eligibility begins when a student enters 9th grade. To be eligible for the fall semester a student must be promoted to 9th grade with at least an overall 2.0 or "C" average of all eighth-grade courses.

A student may become eligible for the 2nd semester only once during his/her high school career if he/she fails the year-end average the previous year, by achieving at least an overall 2.0 or "C" average at the end of the 1st semester.

Summer school credits earned by a student in an accredited summer school shall be considered in determining his/her scholastic eligibility. Only 1 credit per year may be used for eligibility. The course must be completed and recorded in counselors' office on or before the 1st day of the school year.

Credit recovery courses and accredited correspondence courses may be accepted in determining eligibility provided the course has been completed and recorded prior to the 1st day of the following year/semester.

A student who meets promotional requirements at the end of the school year but is retained in the same grade shall be ineligible for 1 year.

A student may not play in a game or practice with the team while in suspended status. A student must be in attendance 63% of their school day in order to participate in an athletic event scheduled for the same day. After quitting or being expelled from a sport, a student may not practice or participate in another sport until the sport he/she has quit or has been expelled from has finished its season. Example: A girl basketball player will not be allowed to quit basketball and start softball practice until the basketball season ends. In order for an athlete to receive awards, he/she must be a member of the team the entire sport season. Questions may be referred to Mr. Averie Bush, Athletic Director at 539-6508.

SCHOLASTIC REQUIREMENTS JUNIOR HIGH/MIDDLE SCHOOL

1. For participation on the junior high/middle school level, a student must be promoted (if not promoted, they are ineligible for the entire year) and have passed any 4 basic courses with a 2.0 or "C" average the previous semester. The year-end average of 4 basic courses passed will be used to determine eligibility for the fall semester. The same guidelines apply at the end of the 1st semester for spring participation. Students must be on track to be promoted to be eligible.

2. A student on the junior high/middle school level, who was promoted but is not eligible at the beginning of the school year due to his academic average, may become eligible for the second semester only once during the student's junior high/middle school career by passing 4 basic courses with an overall average of 2.0 at the end of the 1st semester. Summer school grades will replace the grade for a failed course in the spring semester GPA.

7th and 8th GRADE PARTICIPATION ON THE HIGH SCHOOL LEVEL

1. In order to participate in the fall, a student must be promoted (if not promoted, they are ineligible for the entire year) having passed the 4 core courses (English, math, science, and social studies), and the average of those 4 core courses must be a "C" or

above. For spring semester eligibility, the student does not have to be passing all 4 core courses, but the average of those 4 core courses must be a "C" or above.

2. Students who are allowed to participate on a high school team in any sport/activity shall not be allowed to participate on a junior high team in the same sport/activity at the same time or at a later date.

ACTIVITY or EVENTS

Students attending a school sponsored activity or event conducted on school property, or a designated off-site location, are required to conduct themselves properly at such events. Possession or use of alcoholic beverages, tobacco, e-cigarettes, or illegal substances at school functions is strictly prohibited. Law enforcement officials will deal with violators. All school rules and policies will be enforced at all school activities and events conducted at the student's home school and away.

SCHOOL-SPONSORED ACTIVITIES 9-12

Following are school-sponsored activities and the organization responsible for planning and carrying them out:

- Yearbook and Who's Who – Annual Staff
- Homecoming Events – Student Council
- Junior-Senior Prom or Banquet – Junior Class
- Pep Rallies – Student Council, Cheerleaders
- Hall of Fame – Annual Staff

Any ideas for special events must be first proposed to the student council, discussed with and approved by the principal.

The school sponsors only two dances a year, the Homecoming Dance and Junior-Senior Prom. Attendance at both these functions is limited to the school's students and one guest. These dances are school functions, therefore, misconduct on the part of students will be treated the same as if it occurs while school is in session. Students are responsible for their guests.

The principal is responsible for the planning, coordination, and supervision of all student activities. The president of the student body is responsible to the principal for all matters concerning student activities.

STUDENT COUNCIL/CLASS OFFICERS 9-12

The student council will consist of representatives of each class in school. The president of the student council will be president of the student body. The vice-president will be vice-president of the student body. The council with their sponsors will help promote the general welfare of the school. The principal will work closely with the president in the area of student government and affairs.

The student council will consist of a president, vice-president, secretary, treasurer, and reporter. The president of the student body will be a senior. Nominees for all student body offices must have maintained a "C" average during their high school course of study.

ANNUAL STAFF 9-12

The annual staff is responsible for the publication of the yearbook. Staff members are selected during the spring semester of each school year. Financing the yearbook is the responsibility of the staff members. All staff members are required to sell advertising space in the yearbook. The annual staff also sponsors the annual Who's Who contest.

CHEERLEADERS

To be eligible to try-out for cheerleader, students will follow the same guidelines and grade requirements as other athletic teams operating under the auspices of the Mississippi High School Activities Association. The cheerleader squad should be selected from the entire student body rather than a selective grade level.

- To try out for Harrison Central High School, the student must be enrolled and attending Harrison Central High School or attending one of its feeder schools.
- To try out for cheerleader at D'Iberville High School, the student must be enrolled and attending D'Iberville High School or attending one of its feeder schools.
- To try out for cheerleader at West Harrison High School, the student must be enrolled and attending West Harrison High School or attending one of its feeder schools.
- See HCSD Athletic Handbook for grade 7 – 8 cheer try-out and eligibility information.

In order for an athlete or cheerleader to receive awards, he/she must be a member of the team for the entire sport season.

Students may contact the cheerleader sponsor for a copy of the constitution, rules and regulations, and grade requirements, which shall be the exclusive rules and regulations for cheerleaders. There shall be no additional rules, individual school requirements or additional constitutions.

STUDENT VALUABLES

Students should make every attempt to keep up with their own belongings. Students should refrain from bringing high value items or large sums of money to school. All items brought to school should be clearly marked with the owner's name. **The school assumes no responsibility for lost valuables.** Students are encouraged to report the loss to the school resource officer, who will inform administration. Lost and Found items are kept in the office; unclaimed items are donated to charity at the end of the school year.

INSURANCE

The school district does not provide insurance for students.

CARE OF THE BUILDING AND GROUNDS

Beauty and practical use of school property depends upon the care given them. 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 cost of repairs or replacement. A student failing to pay these costs may be suspended or expelled until he or she does.

The custodial personnel strive to keep the grounds as nice as possible, but student cooperation is needed. After consuming soft drinks, milk, and other refreshments, students should place all trash in the trashcans.

Restrooms are prepared for student use. Paper towels and liquid soap are available. Experience has shown that loitering in restrooms leads to damage. Students should respect the rights of other students by following these rules:

- a. Do not put objects in lavatories.
- b. Put only toilet tissue in toilet bowls.

- c. Do not write on walls, dividers, or doors.
- d. Do not loiter, or push, in restrooms.

SCHOOL TELEPHONES

Student's use of the school's telephones is limited. Students may use the phone only for emergency purposes and only with permission.

ANNOUNCEMENTS

Announcements will only be made at the beginning and end of periods, except in emergencies. Announcements that need to be made should be submitted to the principal before 7:30 a.m.

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 to an empty house, making certain that the child knows what to do and where to go in the case that no one is at home. Announcements will be made over the local area radio stations should school be cancelled or released early 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 march to an assigned place outside the building. Pupils are to move rapidly as good order will permit. Monitors will inspect all sections of the building to ascertain that all pupils have safely vacated the building.

CHANGING PERIODS

No class is dismissed until the teacher gives students permission to leave the classroom. The bell is a reminder to the teacher that it is time to change classes. All students are expected to maintain orderly behavior and always move to the right in corridors.

LATE ARRIVAL/CHECK IN

All students that arrive late must report to the office and sign in before going to class. Students that report to school more than five (5) minutes late will be "marked absent" for the remainder of the period. All students that arrive late must report to the attendance office. Demerits will be issued for improper check in.

CLASS INTERRUPTIONS

Classes will not be interrupted except for important reasons as approved by the principal or assistant principal.

FUNDRAISING BY STUDENTS

Fund-raising projects in which students sell candy or other materials to the public must be sponsored by a school-sponsored organization. All fund-raising must have the approval of the principal, and all funds shall be deposited and disbursed through school activity accounts. Fund-raisers that provide food on the school campus during the school day must meet SMART SNACK STANDARDS. The sale of candy on the school campus as a fund-raiser is not permitted. **Fund-raising projects sponsored by parent organizations shall be governed by this policy when school district personnel coordinate student participation.**

STUDENTS ARE NOT PERMITTED TO SELL ITEMS AT SCHOOL FOR PERSONAL GAIN.

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 a certified 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

Group 1 and Group 2 address must match.

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

IMMUNIZATION REQUIREMENTS

All 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.

MEDICAL CARE:

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 MEDICINE

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
3. Route/Method of administration
4. Time(s) to administer the medicine
5. Dosage of medication
6. 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 Asthma and Anaphylaxis 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. MS Code §37-11-71. 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.

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 when free of fever for 24 hours and feeling well.

- **Hepatitis:** Clearance by a physician.

- **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.
- **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.
- **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.
- 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 a 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, 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, parent/guardian will be contacted.

HARRISON COUNTY SCHOOLS HEAD LICE POLICY

I. IDENTIFYING INFESTED CHILDREN

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, reexamined by the "confirming" examiner. If infested, the child will be handled as described in section 2, "HANDLING OF INFESTED CHILDREN," below.

II. HANDLING OF INFESTED CHILDREN

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 ensure that no stigma is attached to him/her. Detailed guidelines for treatment will be sent home with the child.

Return to School – The child may return to school as soon as the parent provides evidence of treatment, either a note from the parent describing the treatment, a note stating the date of treatment: e.g., "Johnny was treated with XYZ shampoo according to package directions on 9/12/2011", 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.

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.

HARRISON COUNTY SCHOOLS 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.

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.

STUDENT RELIGIOUS LIBERTIES

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. MS Code §37-12-9

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 Individuals 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 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 who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled under this policy even though they do not require services pursuant to the individuals with Disabilities Education Act (IDEA).

Due process rights of a student with a disability and their parents under Section 504 will be enforced. The coordinator of Section 504 activities can be reached at 539-6500; 11072 Highway 49, Gulfport, MS 39503.

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. Inquiries may be sent to: 11072 Highway 49, Gulfport, MS 39503, or call 539-6500.

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)

Harrison County School District is committed to allowing responsible, learning-centered use of personal devices (excluding cell phones and smart watches) 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 for 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 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.

Policy Code: IHFC Graduation Exercises

The Harrison County School Board believes that earning a high school diploma from a high school in the Harrison County School District is a major individual, as well as community, achievement. Therefore, the Board wishes to recognize this achievement in a publicly celebrated graduation exercise, which is a school-sponsored event.

The Board finds and determines that a high school graduation ceremony is an important occasion to honor those who have fulfilled the requirements to graduate, which gives the District's faculty, administration, parents, family and the community as a whole the chance to publicly recognize the graduates' achievements.

The Board finds and determines that a high school graduation ceremony is an inspirational ritual that is intended to be surrounded with decorum, dignity, grace, solemnity, reverence, pomp and circumstance and reflect the mission and goals of the School District and generally accepted community standards.

In administering this graduation exercise policy, the School District follows the information in a graduate's cumulative folder and permanent record, which includes a copy of a graduate's original birth certificate, and Mississippi Department of Education Manual of Directions for information in cumulative folders and permanent records.

A commencement program is held annually for high school graduates in the Harrison County School District. Participation in the School District's formal graduation ceremony is limited to senior students who have successfully completed prescribed secondary school graduation requirements. Participation in the formal graduation commencement exercise is not a fundamental right but is a privilege subject to the School District's policies, including graduation dress code policies.

Participation by graduating seniors in the graduation commencement exercise is on a voluntary basis. However, since a graduation commencement exercise requires planning and rehearsal, it is required that graduates who wish to participate in the exercise be present at the rehearsal. The graduating student and parent are first required to sign a **Commencement Participation Agreement** as a condition to participate in the graduation ceremony and are required to abide by the terms of this policy as a condition to receiving a diploma cover in the graduation exercise.

If a graduating student and parent do not sign and deliver to the School's principal a fully signed Commencement Participation Agreement by April 1 of the year of the graduation ceremony, the graduating student will not be eligible to participate in the graduation ceremony and will be entitled to make arrangements with the administration to receive his or her diploma cover and diploma after the graduation ceremony.

Student dress at graduation should reflect dignity, formality, and solemnity of the occasion, which reflects the goals and missions of the School District and generally accepted community standards. The mission and goals of the School District include imparting examples of discipline, courtesy, respect for others, respect for community, respect for authority, and unity of the graduating class.

Graduates must wear dress shoes, dress clothes (dresses or dressy black pant-suit or black pants for girls and black dress pants, white button-down shirt, and tie or bowtie for the boys). Boys must wear socks.

In deference to the dignity and solemnity of the graduation ceremony and the School District's mission and goals, graduates are prohibited from altering their cap or gown by adding any decoration or signage. The cap and gown must be worn in the manner intended.

Graduates whose attire does not meet the minimum dress requirements will not participate in the graduation exercises. School authorities will take appropriate measures to remove graduates from the facilities where graduation is held. Earned diplomas of be mailed to any graduate excluded from graduation exercises may be picked up at the school.

The Board has the duty to ensure the safety of those attending the Harrison County School District graduation ceremonies and to make sure that the conduct of the participants in the graduation ceremony is consistent with the decorum of the ceremony, and the ultimate mission and goals of the schools in the District.

To assure the graduation ceremony is a safe, reverent occasion to honor and recognize the graduates of D'Iberville High School, Harrison Central High School, and West Harrison High School, any graduate participating in the graduation ceremony, who in the opinion of the administration, has engaged in any of the following described behavior before, during, or at the conclusion of the graduation ceremony, shall be removed from the graduation ceremony and will forfeit his/her claim to receive a diploma cover or diploma from the Harrison County School District that day in the graduation ceremony.

Types of prohibited behavior occurring before, during, or after the ceremony that would result in the forfeiture of a claim to receive the diploma cover or diploma that day in the graduation ceremony, include, but not limited to the following:

- A. Yelling, name calling, or other verbal outbursts;
- B. Vulgar language, profanity, or lewd speech;
- C. Possession or use of artificial noise makers;
- D. Possession or use of any device intended to disrupt the ceremony (i.e. spray confetti, spray string, fireworks, squirt guns, beach-balls, etc.)
- E. Throwing objects at any time;

F. Any other form or instance of behavior which causes a disruption of the graduation ceremony or puts the safety of any person in question.

Any student who, in the opinion of the administration, has violated any of the above requirements or has behaved in any manner prohibited by the aforementioned rules and guidelines, will not participate in the graduation exercise or receive a high school diploma cover or diploma at the graduation exercise, and will be required to make arrangements with the administration to receive his or her diploma cover or diploma after the graduation ceremony.

The Harrison County School District High Schools will not deliver a diploma, signed or unsigned, to a student who fails to meet the graduation requirements. Any student who fails to meet graduation requirements will not be permitted to participate in graduation exercises.

Commencement Participation Agreement

I, (print name) , a member of the {SCHOOL} Senior Class of {DATE}, am aware that the Graduation Commencement Ceremony scheduled for {DATE} should reflect the standards of the Harrison County School District. I acknowledge that the Harrison County School District and its included communities expect this Ceremony to be dignified. I am aware that my participation in the Graduation Commencement Ceremony is voluntary and that receiving my diploma from Harrison County School District does not depend upon participation in the Graduation Commencement Ceremony.

Should I choose to participate in the Graduation Commencement Ceremony, I will follow the Commencement dress code and obey all school rules and School Board Policies. I agree and pledge that my personal conduct and dress will be appropriate, above reproach, and will appease both the Ceremony and the expectations of the Harrison County School District and its community. Further, I pledge that I will neither support nor tolerate inappropriate behavior. (Inappropriate behavior is that which calls undue attention to one student or group of students, while detracting attention from the Ceremony and/or the student on stage.)

I fully understand that the dress policy for graduations is:

*Boys will wear black dress pants, white button-down shirt, black tie (bow tie or regular tie), black dress shoes/boots and socks. No tennis shoes, slides, crocs, etc. and NO JEANS.

*Girls will wear Dresses of any color unless it hangs lower than the hem of the gown or has a collar that is exposed. If this is the case, it must be black. Girls may also wear a dressy black pantsuit or black pants. Black dress shoes that you can walk in will be worn. No tennis shoes, slides, crocs, etc. and NO JEANS.

Any violation of the rules set forth in the Graduation Information Packet, Student Code of Conduct, Student Handbook and Graduation Exercises Policy IHFC, may result in serious consequences. Exemplary behavior between NOW and GRADUATION is

mandatory. Please be aware that any discipline issue during the Graduation Commencement Ceremony will result in being removed from the graduation ceremony and you will forfeit your claim to receive a diploma cover or diploma from the Harrison County School District that day in the graduation ceremony.

By signing this agreement, I and my parents are acknowledging that we have read, understand, and agree to abide by the conditions set forth in this packet. Please return the signed agreement to {SCHOOL} Guidance Office by 1 April {YEAR}

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Parent Letter

Dear Parents and Graduates,

First and foremost, we would like to congratulate you on this accomplishment. There are several important pieces of information that you will need to know regarding the Graduation Ceremony on [insert date and time].

1. All graduates must adhere to the Harrison County School District dress code (i.e. no piercings other than earlobes, etc.) and the District's Graduation Dress Code.

Boys will wear black dress pants, white button-down shirt, black tie (bow tie or regular tie), black dress shoes/boots and socks. No tennis shoes, slides, crocs, etc. and NO JEANS.

Girls will wear dresses of any color unless it hangs lower than the hem of the gown or has a collar that is exposed. If this is the case, it must be black. Girls may also wear a dressy black pantsuit or black pants. Black dress shoes that you can walk in will be worn. No tennis shoes, slides, crocs, etc. and NO JEANS.

2. Students are not allowed to alter the graduation cap or gown in any way. Do not decorate the cap, etc.

3. Honor stoles and medals will handed out at the Coliseum except for West Harrison High School.

4. Graduates will report to Hall C in the Convention Center through the South Arcade Lobby two hours prior to the start of the ceremony.

5. Graduates will have to pass through a metal detector to gain access to the Convention Center.

6. Parents cannot accompany Graduates inside the Convention Center.

7. Students should leave all belongings with their guests. There will not be a place to store personal belongings. Once we exit the Convention Center, we will not be allowed to return. Students are not allowed to bring purses, bags, etc. onto the Coliseum floor.
8. Guests may begin entering the Coliseum one hour prior to the start of the ceremony. All guests will have to pass through the metal detectors before entering the Coliseum.
9. No balloons, air horns, noise makers, beach balls, confetti, spray string, fireworks, squirt guns, etc. will be allowed inside the Coliseum.
10. Students will walk across the stage to receive their diploma cover. Any gesture (i.e. dancing, hand signals, etc.) could result in the graduate's diploma being held.
11. Once the graduation ceremony is over, students will meet their guests in the parking lot. There can be no loitering in the Coliseum or in the parking lot.
12. Graduates should pick up their diplomas at their high school on [insert date(s) and time(s)].