

**PICAYUNE SCHOOL DISTRICT  
ELEMENTARY HANDBOOK  
2009/2010**

Nicholson Elementary  
Roseland Park Elementary  
South Side Lower Elementary  
South Side Elementary  
West Side Elementary

BOARD APPROVED - 2009-2010

## TABLE OF CONTENTS

Cover  
Table of Contents  
Calendar 2009/2010

Abuse/Assault .....	4
Accident Insurance .....	9
Afternoon Dismissal .....	9
Attendance Policy .....	25
Behavior .....	11
Bicycles .....	13
Bus Changes .....	13
Bus Discipline .....	5
Bus Rules .....	6
Change of Address .....	9
Code of Law .....	7
Damages to School Property .....	7
Disciplinary Conferences .....	7
Diseases .....	21
Dismissal .....	9
Dress Code .....	23
Early Arrival .....	9
Education of Homeless Children and Youth .....	14
Enrollment Requirements .....	3
Equal Educational Opportunity .....	6
Nondiscrimination	
Title IX of the Education Amendment of 1972	
Section 504 of the Rehabilitation Act of 1973	
Field Trips .....	12
Flags .....	7
Grading System .....	23
Guardianship .....	4
Habitually Disruptive Students .....	9
Health Program .....	20
Homework .....	20
Lunch/Breakfast Prices & Procedures .....	8
Parent Conference .....	13
Parties .....	12
Parental Involvement .....	16
Progress Reports .....	23
Promotion and Retention .....	23
Residency Policy .....	5
Security .....	5
Student Conduct - Safety - Weapons - Alcohol .....	28
Drugs - Electronic Devices - Faculty Responses	
Student Medical Care .....	21
Student Recognition .....	20
Telephone .....	14
Textbooks .....	22
Title I .....	14
Toys & Personal Belongings .....	22
Trading/Exchanging/Selling .....	22
Transportation Changes .....	13
Visitors .....	13

**Elementary Schools:**

**NICHOLSON ELEMENTARY SCHOOL**

1887 Hwy 11 South  
Nicholson, MS 39463

Telephone: 601-798-6309

Fax: 601-798-1558

Principal: Mr. Patrick Rutherford

Assistant Principal: Mrs. Mary Williams

School Begins: 8:00 A.M.

Bus Dismissal: 2:45-2:55 P.M.

Car Dismissal: 2:50 P.M.

**ROSELAND PARK ELEMENTARY SCHOOL**

1610 Gilcrease Avenue  
Picayune, MS 39466

Telephone: 601-798-6824

Fax: 601-798-1894

Principal: Ms. Vicki Vaughn

Assistant Principal: Ms. Kerri Wilder

School Begins: 7:50 A.M.

Bus Dismissal: 2:40 P.M.

Car Dismissal: 3:00 P.M.

**SOUTH SIDE LOWER ELEMENTARY SCHOOL**

400 S. Beech Street  
Picayune, MS 39466

Telephone: 601-799-0683

Fax: 601-798-6371

Principal: Mrs. Joann Lee

Teacher in Charge: Mrs. Teresa Stafford

School Begins: 8:00 A.M.

Tardy: 8:05 A.M.

Bus Dismissal: 2:50 P.M.

Car Dismissal: 3:00 P.M.

**SOUTH SIDE ELEMENTARY SCHOOL**

1500 Rosa Street  
Picayune, MS 39466

Telephone: 601-798-1105

Fax: 601-798-6032

Principal: Mrs. Debbie Smith

Teacher in Charge: Mrs. Kimberly Massingale

School Begins: 8:00 A.M.

Tardy: 8:05 A.M.

Bus Dismissal: 2:55 P.M.

Car Dismissal: 3:00 P.M.

**WEST SIDE ELEMENTARY SCHOOL**

111 Kirkwood Street  
Picayune, MS 39466

Telephone: 601-798-3625

Fax: 601-798-1879

Principal: Mrs. Pamela Pigott

Assistant Principal: Mrs. Anita Dana

School Begins: 8:00 A.M.

Bus Dismissal: 2:50 P.M.

Car Dismissal: 3:00 P.M.

Walkers: 3:15 P.M.

# PICAYUNE SCHOOL DISTRICT

## Board Of Trustees

Edward Stubbs . . . . . Chairperson  
Duane Wheat . . . . . Vice-Chairperson  
Tony Smith . . . . . Secretary  
Patti Stewart. . . . . Second Secretary  
Harvey Miller. . . . . Member

## Central Office Administration

Dean Shaw. . . . . Superintendent  
Brent Harrell . . . . . Assistant Superintendent  
Lisa Penton . . . . . Director of Finance  
Kristen Ladner . . . . . Director of Exceptional Education  
Frank McCardle . . . . . Director of Federal Programs

## Important Telephone Numbers

Superintendent . . . . . 601-798-3230  
Assistant Superintendent . . . . . 601-798-3230  
Elementary Counselor/Parenting Center . . . . . 601-749-3083  
Transportation . . . . . 601-798-7760  
Food Service Director . . . . . 601-798-6711  
School Nurse . . . . . 601-749-3083  
Exceptional Education . . . . . 601-798-4555  
Campus Crimestoppers Hotline . . . . . 601-799-4708

## ENROLLMENT REQUIREMENTS

The following documents are required at the time of registration:

- (1) Certification of Immunization: This form may be obtained from the Pearl River County Health Department, 7547 Highway 11 North, Carriere, Mississippi. The completed form indicates compliance with immunization and vaccination requirements. MS Form 121 must be filed permanently in the student's cumulative folder.
- (2) Certified Birth Certificate: A school official will make a copy of the Certified Birth Certificate which will be placed in the student's cumulative folder.

### AGE REQUIREMENT FOR KINDERGARTEN:

In order to enroll in Kindergarten, a student must be five (5) years old on or before September 1.

### AGE REQUIREMENT FOR FIRST GRADE:

In order to enroll in first grade, a student must be six (6) years old on or before September 1.

- (3) Social Security Card: A school official will make a copy of the Social Security Card which will be placed in the student's cumulative folder.
- (4) Proof of Residence: Effective with the 1990/91 school year, parents/legal guardians, or other adults seeking to enroll students in the Picayune School District must provide documentation which will verify that the parent/legal guardian resides in the school district. Students approved for legal transfer from another school district are exempt from the residency process. Each parent/legal guardian seeking to enroll a student must verify residency by submitting any two of the following valid items: filed Homestead Exemption application, mortgage documents or property deed, apartment or home lease, utility bills, driver's license, voter precinct identification, automobile registration, affidavit and/or receiving a personal visit by a designated school official. Other items which will objectively and unequivocally establish the residence of the student within the district may be accepted by a designated school official.

## RESIDENCY POLICY

The Verification of Residence policy passed by the MISSISSIPPI STATE BOARD OF EDUCATION on April 20, 1990, shall be the policy of the Picayune School District Board of Trustees. This policy requires that all public school districts in Mississippi verify the residency of students attending schools in the district.

Parents, legal guardians, or other adults seeking to enroll students in the Picayune School District must provide documentation which will verify that the parent/legal guardian resides in the school district. Students that are approved for legal transfer from another school district are exempt from the residency process.

Each parent/legal guardian seeking to enroll a student must verify residency by submitting any two of the following valid items:

- (1) Filed Homestead Exemption Application
- (2) Mortgage documents or property deed
- (3) Apartment or home lease
- (4) Utility bills
- (5) Driver's license
- (6) Voter precinct identification
- (7) Automobile registration
- (8) Affidavit and/or receiving a personal visit by designated school social worker/school resource officer.

PERSONAL MAIL SUBMITTED AS PROOF OF RESIDENCY WILL BE VERIFIED BY SCHOOL SOCIAL WORKER/SCHOOL RESOURCE OFFICER.

In addition to the above listed documents, other items may be used which will objectively and unequivocally establish the residence of the student within the district to the satisfaction of the local school district.

All enrollees will be required to verify residence. The school district may at any time require additional verification.

IF A PARENT/LEGAL GUARDIAN DOES NOT HAVE TWO PROOFS OF RESIDENCE, A NOTARIZED STATEMENT INDICATING THE ADDRESS OF THE RESIDENCE MUST BE PROVIDED TO THE OFFICE OF THE SUPERINTENDENT.

#### ENROLLMENT OF TRANSFER STUDENTS FROM OUT-OF-STATE SCHOOLS OR NON-ACCREDITED SCHOOLS

Transfer students who have previously attended an out-of-state school or a non-accredited school are required by State law to be tested on a standardized achievement test or an appropriate teacher-made test. The test results will be used by the school principal in determining grade level placement.

After the beginning of the school year, students may enroll anytime between 9:00 A.M. and 2:00 P.M.

## GUARDIANSHIP OF STUDENTS

An adult, other than the parent or legal guardian, who attempts to enroll a student in school must present court ordered guardianship documentation or Department of Human Services placement documentation and will be sent to the Central Office for determination that the documentation meets the appropriate guidelines. Copies of the court papers will become part of the student's permanent record when the student enrolls.

## BOARD POLICY KMAB: ADULT ABUSE OR ASSAULT ON STAFF

BOARD POLICY KMAB concerning Adult Abuse or Assault on Staff is based on House Bill 1153. This policy is as follows: "It is the policy of the Board of Trustees to encourage staff who believe they have been subjected to abuse, simple assault, or aggravated assault while performing their duties while school is in session or at a school sponsored event to file charges with the police."

House Bill 1153 prohibits the use of profanity and physical confrontations. The Picayune School District will take appropriate action to enforce Board Policy KMAB.

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

*\*\*In addition to disciplinary action, the parents or guardians will be contacted. In serious cases involving threats, the parents or guardians will be responsible for seeking outside professional counseling for their child before the child will be allowed to return to regularly scheduled classes. Documentation must be presented to the principal from a professional counselor and/or psychologist/psychiatrist that the student has participated or is participating in appropriate counseling and mental health services.\*\**

## CAMPUS SECURITY

To insure the safety and security of all students, school employees, and visitors, audio/video taping, unannounced search utilizing drug dogs, automobile searches and towing, and the use of metal detectors may occur. Crimestoppers Hotline -

## **BUS DISCIPLINE POLICY**

The following procedures will be used for handling bus discipline problems:

Step 1: Warning sent home.

Step 2: 2-day suspension from bus travel and mandatory counseling by school administration.

Step 3: 5-day suspension from bus travel and mandatory counseling by school administration.

Student may stay on Step 3 until a Major Offense has been made. Student may be on Step 3 for several different incidents.

**MAJOR:**

Step 4: 10-day suspension from bus travel and warning letter sent to parents.

Step 5: Suspension from bus travel for remainder of year, but less than 20 days, which can be carried over to following year.

### MAJOR OFFENSES:

Major offenses include, but are not limited to the following:

1. Possession of weapons
2. Threatening or striking a bus driver
3. Under the influence/possession of drugs or alcohol
4. Fighting

### CONSEQUENCES OF MAJOR OFFENSES:

1. Possession of a weapon or a pupil physically attacking a bus driver will be an automatic Step 5 punishment.
2. The minimum discipline for the other major offenses will be Step 4.
3. If the student is already on/beyond Step 4, he/she will move up to Step 5, resulting in suspension from the bus for the remainder of the school year.
4. Student will also be subject to school discipline.

The bus disciplinary policy is based on progressive discipline steps.

Unauthorized boarding of a bus may result in charges being filed against the intruder, and the student may forfeit privilege of riding bus.

If there are inter-school bus discipline problems, the schools involved will discuss the problem and be aware of the actions taken by each.

SUSPENSION FROM BUS TRAVEL WILL BE INITIATED BY THE BUS DRIVER. THE SCHOOL ADMINISTRATION WILL FORWARD THE BUS CONDUCT REPORT TO THE STUDENT. ANY QUESTIONS CONCERNING BUS SUSPENSION SHOULD BE REFERRED TO THE BUS DRIVER OR THE TRANSPORTATION DEPARTMENT (798-7760).

## **BUS RULES**

1. The bus driver has complete authority on the bus.
2. Students who threaten or strike a bus driver may forfeit their rights and privileges to ride a bus for the remainder of the school year.

3. Students shall be ready and waiting at the designated bus stop.
4. Students are to keep hands, elbows, and head inside the bus at all times.
5. Students must remain seated unless entering or exiting the bus.
6. Students shall not fight, push, trip, or engage in any other activity that may distract the driver.
7. Students shall not bring weapons or unauthorized articles on the bus.
8. Students shall not throw any articles on or off the bus.
9. Students shall not deface or destroy property on the bus.
10. Loud talking, profane language, vulgar gestures, talking back, or open defiance of the driver is prohibited.
11. Eating or drinking will not be allowed on the bus unless authorized by the driver.
12. Possession of tobacco, alcohol, controlled substance, or illegal drugs is prohibited.
13. Students must have written permission from the parent/guardian, approved by the principal, and presented to the bus driver before a student is allowed to get on or off the bus at a place other than the designated bus stop.
14. Students shall not commit any other acts deemed improper by the Board of Trustees or the school administration.
15. Each student will have an assigned seat.
16. Students in grades K-3 will not be released from a bus unless a parent/guardian or responsible adult is at home.
17. Students may not be allowed to bring electronic equipment, toys, or live animals on the school bus.

## **EQUAL EDUCATIONAL OPPORTUNITY**

### Section I:           NONDISCRIMINATION

It is the policy of the Board of Trustees to comply with the applicable laws regarding discrimination on the basis of race, color, creed, religion, sex, age, disability, or national origin.

This concept of equal educational opportunity is a guide in making decisions relating to school facilities, employment of personnel, selection of educational materials, equipment, curriculum, and regulations affecting students.

### Section II:           TITLE IX OF THE EDUCATION AMENDMENT OF 1972

Students in academic institutions are protected from sex discrimination and sexual harassment pursuant to Title IX of the Education Amendment to the 1964 Civil Rights Act, which prohibits sex discrimination and sexual harassment in educational institutions that receive federal assistance.

Complaints of violation of this policy may be made to the appropriate building administrator or the Title IX Coordinator without fear of reprisal. The name and address of the local Title IX Coordinator is Mr. Frank McCardle, 706 Goodyear Blvd., Picayune, Mississippi 39466, (601) 798-3230.

### Section III:           SECTION 504 OF THE REHABILITATION ACT OF 1973/AMERICANS WITH DISABILITIES ACT

The Picayune School District shall not discriminate against students with disabilities in admission to or access to or treatment in its programs and activities to the extent provided by law. Disability is defined as students having any physical or mental impairment that substantially limits one or more major life activities including learning.

The district will identify, evaluate, and provide an appropriate public education to students with disabilities within the meaning of Section 504 of the Rehabilitation Act of 1973/ADA.

Inquiries regarding the Picayune School District's nondiscrimination policies, the filing of grievances, and request for copies of grievance procedures covering discrimination on the basis of disability may be made to Mrs. Kristen Ladner, Picayune School District Section 504/ADA Coordinator, 622 Goodyear Blvd., Picayune, Mississippi 39466, (601) 798-4555.

## **MISSISSIPPI CODE OF LAW SECTION 37-11-29**

In accordance with Mississippi Code of Law Section 37-11-29, any teacher or other school employee who has knowledge of any unlawful activity or violent acts which occur on educational property or during a school-related activity shall report such activity or acts to the principal of the school who shall notify the appropriate law enforcement officials as required by this section.

This new law was enacted to prevent violence and crimes on school campuses. In accordance with the law, the principal MUST call law enforcement when fights and other crimes occur on the campus. The law is very specific. The principal does not have an option concerning whether or not to call law enforcement.

Once the offense has been reported, the officer may remove the student from the building and contact the parents. Law enforcement determines the charge against the student and what other actions will take place.

The student will be given the appropriate suspension from school in addition to being turned over to the authorities.

## **DISCIPLINARY CONFERENCES**

1. A parent/legal guardian of a compulsory-school-age child enrolled in the Picayune School District may be requested to appear at school by the school attendance officer or an appropriate school official for a disciplinary conference regarding acts of the student.
2. A parent/legal guardian of a compulsory-school-age child enrolled in the Picayune School District who refuses or willfully fails to attend a disciplinary conference may be summoned by the Superintendent or the school attendance officer and may be required to attend a discipline conference.
3. A parent/legal guardian of a compulsory-school-age child enrolled in the Picayune School District who refuses or willfully fails to attend a discipline conference shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed Two Hundred Fifty Dollars (\$250.00).

Legal Reference: §37-11-53, Mississippi Code of 1972, As Amended Senate Bill 2239, 2001 Regular Session.

## **DAMAGES TO SCHOOL PROPERTY**

1. A parent/legal guardian of a compulsory-school-age child enrolled in the Picayune School District shall be responsible financially for his/her minor child's destructive acts against school property or persons.
2. A parent/legal guardian of a compulsory-school-age child enrolled in the Picayune School District shall be responsible for any criminal fines brought against such students for unlawful activity occurring on school grounds or buses.
3. The Picayune School District shall be entitled to recover damages in an amount not to exceed Twenty Thousand Dollars (\$20,000.00), plus necessary court costs, from 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 Picayune School District.

However, this shall not apply to parents whose parental control of such child has been removed by court order or decree.

Legal Reference: §37-11-53, Mississippi code of 1972, As Amended Senate Bill 2239, 2001 Regular Session.

## **FLAG**

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

## LUNCH/BREAKFAST PRICES AND PROCEDURES

STUDENT/REGULAR	STUDENT REDUCED	ADULT
BREAKFAST - 1.00	BREAKFAST - .30	BREAKFAST - 1.75
LUNCH - 2.00	LUNCH - .40	LUNCH - 3.00

EXTRA MILK - .40 (daily) Any extra food purchases must be made when purchasing a meal.

- Printed envelopes will be sent home for advanced breakfast and lunch payments. Please send completed envelopes back to school on Monday.
- Advanced payment will be taken for breakfast and lunch on Monday and Tuesday only. On all other days, they should pay for breakfast and lunch as they go through the line.
- Checks will be accepted. Parents may wish to use the Café Prepay Credit Card via the Internet. Contact the Food Service Department at 798-6711 for instructions.
- A substantial breakfast will be served each morning. Therefore, there will be no snack/milk/juice for grades K-6.
- Cash refunds prepaid for meals not utilized will be made only when a student withdraws from school or at the end of the school year. All requests for cash refunds must be made in writing to the School Food Service Department.
- Adults may purchase a full meal or purchase items a la carte, as well as make advanced payment for meals. **ADULTS MAY NOT CHARGE.**
- Elementary students will be allowed three charges. After the third charge, the student will be given a sandwich and a milk or juice.

Questions regarding a student's lunch status (paid, reduced, free) may be directed to the Food Service Director at 601-798-6711.

## DISMISSAL FROM SCHOOL EARLY DISMISSAL

Due to the safety of all students and interruption of instructional time, early dismissal of students is discouraged. No early dismissal of students is permitted after 2:15 P.M.

Parents are urged to leave their children in school all day. However, if a child/children need to be dismissed early, the parent or legal guardian/s must send a note to the homeroom teacher/s stating the time and the reason for early dismissal.

All children must be signed out in the office by someone designated on the enrollment card. Please be certain to list all of the individuals who have permission to pick up your child/children from school.

## **EARLY ARRIVAL**

No student should arrive at school before 7:30 a.m. for safety reasons...there will be no teacher on duty prior to 7:30 a.m. to supervise students. When students arrive at school they must go directly to their designated place. Parents or guardians of students who arrive earlier than 7:30 a.m. will be notified of the problem.

## **AFTERNOON DISMISSAL**

Students must be picked up from school at afternoon dismissal in a timely manner. Parents or guardians of students who are not picked up on time will be notified of the problem.

## **ACCIDENT INSURANCE**

Insurance applications will be given to students at the beginning of the school year for parents' consideration. The coverage is quite broad, insuring the student against accidents for twelve hours or twenty-four hours coverage. Parents initiate accident claims to the company. The school will provide claim forms in case of injury.

## **CHANGE OF ADDRESS**

For each child's safety, we must have accurate, current information at all times. PARENTS ARE EXPECTED TO NOTIFY THE OFFICE OF ANY ADDRESS OR TELEPHONE NUMBER CHANGE. We cannot stress enough the importance of a telephone number where parents can be reached during the day.

## **HABITUALLY DISRUPTIVE STUDENTS**

1. (a)The term “disruptive behavior” means conduct of a student that is so unruly, disruptive or abusive that it seriously interferes with a school teacher’s or school administrator’s ability to communicate with the students in a classroom, with a student’s ability to learn, or with the operation of a school or school-related activity, and which is not covered by other laws related to violence or possession 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, willful and overt on the part of the student and which required the attention of school personnel to deal with the disruption. However, no student shall be considered to be habitually disruptive before the development and implementation of a behavior modification plan for the student in accordance with the code of student conduct and discipline plans of the school district.
2. Every behavior modification plan written in terms of “habitually disruptive” must be developed by utilizing evidence-based practices and positive behavioral intervention supports. The plan must be implemented no later than two (2) weeks after the occurrence of the disruptive behavior.
3. Any student who is thirteen (13) years of age or older for whom a behavior modification plan is developed by the school principal, reporting teacher and student’s parent/legal guardian and which student does not comply with the plan shall be deemed habitually disruptive and subject to automatic 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, a psychological evaluation shall be performed upon the child.
4. The Picayune School District Board of Trustees recognizes the teacher as the authority in classroom matters and supports the teacher in any decision in compliance with the written discipline code of conduct. Such recognition includes the right of the teacher to remove from the classroom any student who, in the professional judgment of the teacher, is disrupting the learning environment, to the office of the principal or assistant principal. The principal or assistant principal shall determine the proper placement for the student, who may not be returned to the classroom until a conference of some kind has been held with the parent, guardian or custodian during which the disrupting behavior is discussed and agreements are reached that no further disruption will be tolerated. If the principal does not approve of the determination of the teacher to remove the

student from the classroom, the student may not be removed from the classroom, and the principal, upon request from the teacher, must provide justification for his disapproval.

5. Procedures for the development of behavior modification plans shall be specified in student handbooks reviewed and approved annually by the Picayune School District Board of Trustees. Procedures must include evidence-based practices and positive behavioral intervention supports.
6. A copy of the school district's discipline plan shall be distributed to each student enrolled in the district, and the parents, guardian or custodian of such student shall sign a statement verifying that they have been given notice of the discipline policies of the Picayune School District. The school board shall have its official discipline and code of student conduct legally audited on an annual basis to insure 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 this Section §37-11-53 and Section 6 of Senate Bill No. 2239, 2001 Regular Session, shall be fully incorporated into the school District's discipline plan and code of student conduct.
7. All discipline plans of the Picayune School District shall include, but not be limited to, the following:
  - a. A parent, guardian or custodian of a compulsory-school age child enrolled in the Picayune School District shall be responsible financially for his/her minor child's destructive acts against school property or persons;
  - b. A parent, guardian or custodian of a compulsory-school-age child enrolled in the Picayune 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 the Picayune School District who refuses or willfully fails to attend such discipline conference specified in paragraph (b) of this section may be summoned by proper notification by the Superintendent 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 the Picayune School District shall be responsible for any criminal fines brought against such student for unlawful activity occurring on school grounds or buses.
8. The Picayune School District shall be entitled to recover damages in an amount not to exceed Twenty Thousand Dollars (\$20,000.00), plus necessary court costs, from the parents of any minor under the age of eighteen (18) years and over the age of six (6) years, who maliciously and willfully damages or destroys property belonging to the Picayune School District. However, this section shall not apply to parents whose parental control of such 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 Picayune 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.
9. The Picayune 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, legal 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 Picayune School District.

Legal Reference: Senate Bill 2239, 2001 Regular Session  
§37-11-53, Mississippi Code of 1972 Amended  
Senate Bill 2324, 2007 Regular Session  
§37-11-18.1, Mississippi Code of 1972, As Amended

## **STUDENT BEHAVIOR**

Each classroom teacher has a set of rules and consequences for his/her classroom. At the discretion of the school administrator, consequences for unacceptable behavior may include:

1. in-school suspension, or

2. out-of-school suspension, or
3. after school detention

School Board Policy states that the following behaviors are so unacceptable that they will not be tolerated, and students guilty of such infractions shall be placed on the SEVERE BEHAVIOR status/level. The ultimate consequence may be suspension (the number of days to be decided by the school administration) or expulsion.

- A. Fighting - on the bus, on the way to/from school, at after-school functions; anywhere in the school, or on the school grounds.
- B. Profane Language, Obscene Gestures/Actions, Sexual Gestures/Actions/Language.
- C. Destruction of Property - anything that is public property, or that is property of someone else.
- D. Stealing - Taking anything that belongs to someone else.
- E. Possession of Weapons - or any object that can harm others, or is classified as a weapon.
- F. Deliberate Acts that harm others in any way.
- G. Violence - toward teachers/adult staff/others.
- H. Sale/Distribution/Possession/Use of Tobacco, Narcotics, Alcohol.
- I. Continued defiance/disobedience/disrespect of instructional staff.
- J. Harassment/Intimidation - in any form of other students or teachers.
- K. Gang related activity in any form.

## **STUDENT CONDUCT - SAFETY - WEAPONS - ALCOHOL - DRUGS - ELECTRONIC DEVICES - FACULTY RESPONSES**

District policies governing student conduct are adopted by the School Board and published annually in student handbooks as official policy statements of the School District.

Although student conduct in the School District is considered in most cases to be exemplary and situations have not arisen to cause undue concern for student welfare and safety, the schools are required to establish policies and procedures that detail expectations of students and outline consequences of student misbehavior. The publication of these policies and procedures in student handbooks will help to assure that there is a clear understanding among students and parents concerning matters covered in the handbooks under Student Welfare.

The Board of Trustees wishes to establish an educational climate in which student behavior is at all times exemplary and in which the important processes of education can best be carried out. Recognizing the need to support the professional personnel of the schools in their instructional and supervisory duties, the Board of Trustees encourages the development of harmonious and cooperative relationships between the students and faculty members based on mutual respect and understanding.

Significant interruptions of the educational process resulting from overt disrespect shown by students to faculty members, obstreperous student behavior, and vulgar or other wise discourteous actions will not be permitted.

A student must obey any and all instruction of the faculty and administrators, in the absence of parental instructions to the contrary. If a student refuses to obey instructions because of contrary parent instructions, he/she may be suspended from school until a conference between the principal of the school and the student's parents can be arranged. In cases of emergency, the principal, or in his/her absence, the official then in charge of the school may so inform the student and require his/her immediate cooperation.

### **Disciplinary Action**

Disciplinary action which may result in corporal punishment, in-school suspension, suspension, or expulsion will be taken as a result of the following misbehavior: (1) refusal to follow instructions from faculty members; (2) profane language; (3) failing to identify oneself when asked to do so by a member of the faculty; (4) insolent, contemptuous, or belligerent behavior or remarks; (5) other just cause.

### **Weapons**

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

Possession by a student of any object, regardless of its original purpose, that may be considered a weapon while he/she is in school, on school property, at a school function or activity, on the school bus, on the way to any from school or any school function or activity shall be considered in violation of this policy. Suspension and/or other recommendation for expulsion for violation of this section of the policy shall be directed by the principal, who shall deal with each individual case based on the circumstances.

### **Drugs/Alcohol**

No pupil attending any school in the District shall be permitted to use or to carry upon his/her person or in any other manner or to consume and/or be under the influence of or to have in his/her possession in any way alcoholic beverages, morphine, marijuana, cocaine, opium, heroin, or their derivatives or compounds, drugs, commonly called LSD, "pep" pills, tranquilizers, or any other narcotic drug, barbiturate, substance, ingredient, or compound which when taken orally, intravenously, inhaled or in any other manner, may cause the person to be under the influence of any of the same at any school in this district. The provisions of this policy shall not apply to any pupil who is under the care of a licensed physician and who is taking medication prescribed which is under the supervision and direction of such physician. All medication required to be taken at school must be reported to the school office.

## **FIELD TRIPS**

Field trips (educational tours away from the school site) will be provided for students when funds are available. Student participation is dependent upon good behavior and good work habits. Only students who consistently follow rules of good work and behavior will be allowed to participate. Information/permission slips will be required. If the field trip requires additional parent chaperones, they will be notified. Also, chaperones cannot bring other children on school field trips.

## **ELEMENTARY PARTIES**

Classrooms are limited to two parties per year. ONLY CLASSROOM MEMBERS AND ROOM MOTHERS/FATHERS WILL BE PERMITTED TO ATTEND PARTIES. PLEASE MAKE ARRANGEMENTS FOR PRESCHOOL CHILDREN. NO OTHER CHILDREN ARE ALLOWED TO ATTEND CLASSROOM PARTIES.

## **VISITORS**

If any parent visits the school during the day, he/she must first report to the office upon entering the building, receive a visitor pass, and sign in. All visitors must return the pass and sign out when leaving. Classroom instruction will not be interrupted.

## **PARENT CONFERENCE**

Parents are encouraged to contact his/her children's teachers and to attend special meetings of parents and teachers. Parent-teacher conferences should be arranged by appointment. Conferences need to be scheduled after school or during the teacher's conference time because teachers supervise students between 7:30-8:00 A.M. each morning. They are unable to have a conference at this time. If you need to schedule a conference, please contact the office.

## **TRANSPORTATION CHANGES**

Please provide written notification to the office and the teacher in advance if there is to be a change in transporting your child. **IF WRITTEN NOTIFICATION IS NOT RECEIVED, YOUR CHILD WILL FOLLOW HIS/HER USUAL METHOD OF GETTING HOME.**

## BUS CHANGES

**A STUDENT MAY NOT RIDE A DIFFERENT BUS HOME WITHOUT WRITTEN NOTIFICATION FROM HOME.** Notes are to be given to the home room teacher upon arrival at school. A change in transportation may be made only by providing the school with a note from the parent/legal guardian. The student can bring the note or the parent/legal guardian can drop the note off at the school office. The note must provide a detailed explanation of the change. The note must include the following information:

1. Child's name,
2. Address for the change,
3. Telephone number at the new address, and
4. Date of change (and for how long).

## BICYCLES

Any student who is not eligible for bus transportation may ride a bicycle to school. Procedures for the elementary schools will be published annually in the Elementary Handbook.

Students will follow the procedures listed below:

### West Side Elementary

1. Use front entrance (main) on Kirkwood
2. Park bikes in back rack in front of auditorium
3. Enter/exit main entrance on Kirkwood

### South Side Elementary

1. Enter/exit at Rosa Street sidewalk gate
2. Park bikes in bicycle rack. Students from South Side Lower will use this bike rack.

### South Side Lower Elementary

1. Enter/exit at Rosa Street sidewalk gate
2. Park bikes in South Sides bike rack and walk to South Side Lower

### Roseland Park Elementary

1. Enter/exit through Gilcrease Avenue
2. Park bikes in bike rack in front of school
3. Enter/exit building through the north entrance

### Nicholson Elementary

Bus transportation is provided for all students at Nicholson Elementary.

## TELEPHONE

The office telephone is for school business. Students will not be allowed to use the phone. If a student is ill, the teacher will notify the school nurse who will telephone parents. Only in an emergency, approved by the principal, will students be allowed to use the phone. In order to avoid interrupting instruction and to insure the safety of your child, please make plans with your child as to how to get to and from school before leaving home in the morning.

## TITLE I PROGRAM

The Title I Program is a remedial program offering reinforcement of skills in language arts, reading, and/or mathematics. Eligible students receive additional instruction by a Title I Teacher and/or Title I Aide either in the regular classroom or in the Title I room. A student is eligible for Title I services if he/she has been identified on a Title I Needs Assessment Form by the classroom teacher. This reinforcement instruction is in addition to the skills taught by the regular classroom teacher. Title I Aides work in coordination with the classroom teachers.

Title I guidelines encourage parental input into this worthwhile program. Please call, write or come by the school anytime you have a question, suggestion or concern. Also, please watch for all Title I parent meetings and Open House dates, which will be announced on the monthly school calendar.

## **EDUCATION OF HOMELESS CHILDREN AND YOUTH (TITLE X, PART C)**

### **Board Policy (JQP)**

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

Any homeless child or youth seeking admission or enrollment in the Picayune School District will be afforded every appropriate educational accommodation, free transportation and social services. Every effort will be made to determine each homeless child's best interest and placement educationally, including locating and talking to parents, investigating the causes of homelessness, consulting with other agencies involved, reviewing previous educational records, and testing for specific needs and placement.

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

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

The Director of Federal Programs for the Picayune School District is designated as the local liaison for homeless children and youth.

The local liaison will be the primary contact between homeless families and school staff, district personnel, shelter workers, and other service providers. The local liaison will coordinate services to ensure that homeless children and youth enroll in school and have the opportunity to succeed academically.

#### **PICAYUNE SCHOOL DISTRICT**

#### **Homeless Dispute Resolution Process Form**

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ MSIS ID # \_\_\_\_\_

Parent/Guardian/Complaining Party's Name: \_\_\_\_\_

Current Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Please note: Information regarding student's address, phone number, and cumulative school record can only be released to parent/guardian, the student, or to a person specifically designated as a representative of the parent/guardian.

Lives in a Shelter \_\_\_\_\_ Yes \_\_\_\_\_ No

Name of school that parent chooses child to be immediately enrolled in and/or transported to/from until the dispute is resolved:

Is this the school of origin? \_\_\_\_\_ Yes \_\_\_\_\_ No

*\*School of Origin means the school that the child attended when permanently housed or the school in which the child was last enrolled.*

If no, from which school was the student transferred? \_\_\_\_\_

Complaint:

Signature of parent/guardian/complaining party: \_\_\_\_\_

Date: \_\_\_\_\_

## **DISTRICT PARENTAL INVOLVEMENT BOARD POLICY( IDDHA)**

### Part I. General Expectations

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

- The Picayune School District will put into operation programs, activities, and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with Section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with Section 1118, the Picayune School District will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of Section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with Section 1118(d) of the ESEA.
- The Picayune School District will incorporate this district wide parental involvement policy into its LEA plan developed under Section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the Picayune School District and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the

extent practicable, in a language parents understand.

- If the LEA plan for Title I, Part A, developed under Section 1112 of the ESEA, is not satisfactory to the parents of participating children, the Picayune School District will submit any parent comments with the plan, when the school district submits the plan to the State Department of Education.
- The Picayune School District will involve the parents of children served in Title I, Part A schools in decisions about the one percent (1%) of Title I, Part A funds reserved for parental involvement is spent and will ensure that not less than 95 percent (95%) of the one percent (1%) reserved goes directly to the schools.
- The Picayune School District will be governed by the following statutory definition of parental involvement and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition: Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring -
  - (A) that parents play an integral role in assisting their child's learning;
  - (B) that parents are encouraged to be actively involved in their child's education at school;
  - (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
  - (D) the carrying out of other activities, such as those described in Section 1118 of the ESEA.

## Part II. Policy Implementation

1. The Picayune School District will take the following actions to involve parents in the joint development of its district wide parental involvement plan under Section 1112 of the ESEA:

Conduct annual district and school meeting for parents to participate in the development and revision of the district parental involvement policy.
2. The Picayune School District will take the following actions to involve parents in the process of school review and improvement under Section 1116 of the ESEA:

Conduct annual district and school meetings for allowing parents to participate in the review and improvement of all Title programs and policies.
3. The Picayune School District will provide the following necessary coordination, technical assistance, and other support to assist Title I Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.

Budget parental involvement funds accordingly;  
Conduct annual district and school meetings for the development and review of policies, procedures, and programs; and  
Actively encourage parental participation in all scheduled meetings.
4. The Picayune School District will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following programs: Early Head Start, Head Start, and Parents-as-Teachers by:

Inviting each organization's members to annual district and school meetings for the development and review of policies, procedures, and programs.
5. The Picayune School District will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or aware of any racial or ethnic minority background, or are identified as being migrant, homeless, or having a child who is identified as homeless or an unaccompanied youth. The Picayune School District will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary, its parental involvement policies.

Conduct annual district/school parental involvement survey and evaluation;  
Conduct annual district/school Title programs needs assessment/evaluation.

The annual district/school parental involvement survey, evaluation, and Title program needs assessment/survey will be conducted under the direction of the Federal Programs Director and title I, Part A school principals, and planning committees. Parents will be invited to participate in the survey/evaluation process and to sit as members of the district/school planning committees for Title Programs.

6. The Picayune School District will build the schools' and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

A. The Picayune School District will, with assistance of its Title I, Part A schools, provide assistance to parents of children served by the Picayune School District or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph

- the State's academic content standards,
- the State's student academic achievement standards,
- the State and local academic assessments including alternate assessments,
- the requirements of Part A,
- how to monitor their child's progress, and
- how to work with educators

Scheduled parent meetings;  
PTO/PTA meetings;  
Annual district/school Title program meetings;  
Parents-as-Teachers program;  
District Parenting Center

B. The Picayune School District will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster involvement, by:

Scheduled parent meetings;  
PTO/PTA meetings;  
Parents-as-Teachers program;  
District Parenting Center

C. The Picayune School District will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

Professional development;  
In-service training;  
PTO/PTA meetings  
Scheduled parent meetings;  
Parents-as-Teachers program;  
District Parenting Center

D. The Picayune School District will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Early Head Start, Head Start, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

Scheduled parent meetings;  
PTO/PTA meetings;  
Parents-as-Teachers program;  
Early Head Start Program;  
District Parenting Center

E. The Picayune School District will take the following actions to ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating

children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

Multi-language publications;  
District newsletter  
Local newspaper publications;  
Student handbooks;  
Letters to parents;  
District and school web sites

### Part III. Discretionary Policy Components

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

### Part IV. Adoption

Board Policy IDDHA will be reviewed annually by the Picayune School District Board of Trustees.

## **Title I School Parental Involvement Policy**

The Picayune School District, as well as local school sites, will provide opportunities and encourage parents to become actively involved in the learning process of their children.

Each of the District's Title I schools will:

- Involve parents in the joint development of and amendments to the Targeted Assistance School Plan and the process of school review and improvement.
- Conduct parent-teacher conferences at least annually, during which the Student Compact will be discussed as it relates to the individual child's achievement, signed by the teacher, student, and parents, and a copy kept on file at the school.
- Jointly develop with parents a written parental involvement policy and provide a copy of the policy to parents.
- Provide reports to parents on their child's progress in a manner and format which is understandable and whenever necessary/practicable provide this information in another language other than English.
- Provide yearly documentation to parents concerning the following:
  - Teacher qualifications
  - Paraprofessional qualifications
  - When a child is taught by a substitute for longer than four weeks
  - When a child is placed in an English Language Learner Program
  - Student scores on yearly assessments
  - District and School Report Cards
  - Schools identified as "In Need of Improvement"
  - School Choice Option
  - Transportation Option
  - Supplemental Educational Services
- Provide reasonable access to staff, opportunities to volunteer and participate in their child's class, and schedule observation of classroom activities to improve student achievement.
- Conduct annual parent awareness meetings for input in the Title I program.

- Provide parent activities and to invite and encourage parents to attend these activities: memos sent home, newspaper announcements, etc.
- Invite parents to serve on the School Improvement Team
- Maintain a parent cert/area where materials are available for parents to assist in the improvement of student achievement.
- Encourage parents of preschool aged children to become involved in parental involvement activities.
- Encourage parents of preschool aged children to visit kindergarten classes prior to their children entering kindergarten to ensure a smooth transition for students.
- Conduct an annual evaluation of the content and effectiveness of Title I programs and services provided by them for redesigning and improving Title I program effectiveness.
- Conduct an annual evaluation of the content and effectiveness of the parent involvement policy to identify ways of improving the academic quality of the schools and determine barriers to greater participation particularly by parents who are economically disadvantaged, disabled, have limited literacy, who are of any racial or ethnic minority background, identified as being migrant, homeless, or as being an unaccompanied youth.

## **SCHOOL HEALTH PROGRAM**

The School Health Program has limited funds available to students in need of financial health assistance. If a child brings home a notice from school concerning his/her vision, teeth, or hearing, please contact the school nurse by calling the school's office.

## **HOMEWORK**

Purpose of homework:

- to reinforce concepts already taught in class.
- to provide additional independent practice of concepts taught in class.
- to promote student responsibility and independence.
- to be used for extending and enriching concepts.
- to help strengthen skills.
- to promote parental awareness of school work.

The amount of homework assignments will be as follows:

The total combined homework assignments from all teachers should not require more than one hour for the average child to complete for any given day. Homework should not be assigned more than four days per week. Homework assignments will not be given as punishment. Homework assignments should not be given over the holidays. Homework should be assigned only when it is necessary to accomplish the objectives of the course.

Student Responsibility:

- It is the responsibility of the student with regard to homework to:
  - note and understand the homework assignment.
  - complete homework and return it to school on the required day.
  - obtain homework after an absence.
  - know homework assigned and be responsible for its return to class.
  - obtain materials needed to complete homework.

# STUDENT RECOGNITION

Students will be recognized for outstanding achievement. Students participate in and are currently recognized through the following:

- |  |                           |
|--|---------------------------|
| DISTRICT CONTESTS                      | HONOR ROLL                |
| PERFECT ATTENDANCE                     | CITIZENSHIP AWARDS        |
| EXEMPLARY ATTENDANCE                   | ART CONTEST               |
| CLASSROOM AWARDS                       | PTO AWARDS                |
| PRESIDENTIAL ACADEMIC FITNESS AWARD    | CHORAL FESTIVALS          |
| EDUCATION FAIR AWARDS                  | ACCELERATED READER & MATH |
| LANGUAGE ARTS,                         |                           |
| SOCIAL STUDIES, AND SCIENCE            |                           |
| PRESIDENTIAL ACADEMIC EXCELLENCE AWARD |                           |
| JUNIOR BETA CLUB                       |                           |

# COMMUNICABLE DISEASES

The principal may require a written note from the student's family doctor or the public health department for a student returning to school after having experienced a communicable or infectious disease. The following constitutes a list of communicable diseases that children are exposed to and the length of exclusion from school as adopted by the School Board:

<u>DISEASE</u>	<u>EXCLUSION FROM SCHOOL</u>
Chicken Pox	7 days after eruption appears
German Measles	4 days after onset of rash
Red Measles	7-10 days after onset of rash
Mumps	9 days after glands swell
Hepatitis	clearance from physician
Mononucleosis	clearance from physician
Conjunctivitis (Pink Eye)	until under proper treatment
Impetigo	until under proper treatment
Pediculosis (Head Lice)	until proof of treatment or clearance from the Health Department
Ringworm	until under proper treatment
Scabies	until under proper treatment

# STUDENT MEDICAL CARE

It shall be the policy of the Picayune School District that no school employee shall render medical care to students except for administering first aid. The student's parent or legal guardian shall be notified immediately by school authorities in the event that a student becomes ill or is injured at school or at a school-sponsored activity.

In the event that a student becomes seriously ill or receives an injury and the parent or legal guardian cannot be contacted, school authorities shall seek immediate professional medical care for the ill or injured student; however, such medical treatment shall be at the expense of the parent or legal guardian.

## STUDENT MEDICATION/SELF-MEDICATION

- Because of the hazards and unpredictability often associated with certain types of medications, parents are highly encouraged to work with the family physicians to avoid the necessity of their student(s) to take medications during the school day.
- In the event of any serious or extended illness, parents are encouraged to come on site (check in at the office)

and administer their child's medication(s) personally.

- Only designated school employees will store and allow students to take prescription medications on campus, and written parental permission will be required by the office. Prescription medications must be checked in the office. Such medications should be in the original container, and should be labeled by the pharmacist as to correct dosage and items of administration.
- No medication(s) should be kept on the students person, at any time unless a medical doctor has issued documentation that it is in the best interest of the student. House Bill No. 1072 addresses asthma and asthma medications specifically; however, other illnesses may require self-medication under the advisement of a physician.
- A parental request for a student to self-medicate must be accompanied by a written statement from the student's physician indicating the student's condition and that he/she has been instructed in self-mediation. Only the superintendent and/or the District School Nursing Supervisor can grant permission for a student to self-medicate.
- In addition, the student's parent/guardian must sign a statement giving permission and acknowledging that the school shall incur no liability and hold the school and its employee harmless against any claims relating to the self-administration of medications. This statement will be kept on file in the student's permanent record.

Defibrulators have been provided to each school and personnel have been trained to use them.

## TEXTBOOKS

District-owned textbooks are furnished to the student. The condition of each book is checked at the close of the session. Each student is responsible for his/her books while they are in his/her possession. Mississippi state law requires that teachers collect for damages to a book and the loss of books. The average cost of a new textbook is \$50.00. Fines will be assessed according to the damage of the textbook.

## TOYS AND PERSONAL BELONGINGS

Toys and personal belongings must be left at home unless they are required for a class assignment. Students are not allowed to bring toys, pets, hardballs, footballs, radios, cameras, cell phones, video games, or sports cards to school. The school cannot accept responsibility for damage or loss of these items or any valuables brought to school. The teacher and/or principal may choose to hold such items and require a parent to pick them up.

### Electronic Devices

No pupil attending any school in the District shall be permitted to use or to carry upon his/her person or in any other manner such items as beepers, portable telephones, radios, or other electronic devices that are not used in the instructional program.

The provision of these policies shall apply to all pupils during all of the period of time that they are under and subject to the jurisdiction of the Board of Trustees of this school district as defined by the laws of the State of Mississippi, and/or while participating in or going to or from any school activity sponsored by this school district and/or while under the supervision and direction of any teacher, principal, or other authority of this school district.

If a student is caught at school with these item(s), the item(s) will be confiscated and held for a minimum of fifteen (15) consecutive school days for the first offense. After the fifteen (15) consecutive school days are over a parent or guardian may come to the school after 3:15 P.M. and pick up the confiscated item(s).

If a student is caught a second (2<sup>nd</sup>) time at school with one of these item(s), the item(s) will be confiscated and held for a minimum of thirty (30) consecutive school days. After the thirty (30) consecutive school days are over a parent or guardian may come to the school after 3:15 P.M. and pick up the confiscated item(s).

If a student is caught a third (3<sup>rd</sup>) time with one of the item(s), the confiscated item will be kept until the last day of the school year. A parent or guardian may then pick up the confiscated item(s) after school is out for the summer. Item(s) not picked up will be donated to charity.

Students will not be assigned detention, ISS, or OSS for violating this policy.

**\*\*Holidays or weekends do not count as school days.\*\***

The Picayune School District will not be responsible for any items confiscated.

## **TRADING/EXCHANGING/SELLING**

No student will be permitted to trade, exchange, or sell personal items (such as tapes, clothes, toys, baseball cards, etc.) while on the school bus or school grounds. Students will be subject to the disciplinary policies of the school and/or bus.

## **MODIFIED TEN (10) POINT GRADING SYSTEM**

A	90 -100
B	80 - 89
C	70 - 79
D	65 - 69
F	64 and below

## **PROGRESS REPORTS**

Progress reports will be given to students in the middle of each nine-week grading period. The purpose of the progress report is to inform parents about the status of grades at the mid-point. Grades are recorded as G (Good), S (Satisfactory), N (Needs Improvement), or U (Unsatisfactory). Conferences should be scheduled when grades are not meeting parental expectations. Progress report grades are not report card grades.

## **PROMOTION & RETENTIONS**

Promotion and retention in grades K-3 will be determined by mastery of the benchmarks specified on the report cards. Promotion and retention in grades 4-6 will be based on passing grades in reading and/or mathematics. Promotion or retention is the decision of the principal and the teacher.

## **ELEMENTARY SCHOOL DRESS CODE**

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

If you have questions about a certain style of clothing, you are encouraged to contact the administrator of your child's school for clarification prior to the purchase of the clothing.

## UNIFORMS

Students attending Picayune Schools will be required to wear uniforms to class.

PANTS, SHORTS, DRESSES	ALLOWED	COMMENTS
COLORS	Khaki & Navy - Solid Only	<ul style="list-style-type: none"> <li>→All pants, shorts, must be hemmed.</li> <li>→A belt must be worn with pants or shorts that have belt loops.</li> <li>→Skirts/Shorts and Dresses/Jumpers must be worn to cover the kneecap and must be fitted around the waist.</li> <li>→No hip huggers, leggings or gauchos.</li> <li>→Pants must not sag.</li> <li>→Cargo pants are allowed.</li> </ul>
UNIFORM FABRIC	100% cotton/chino or cotton blend	<ul style="list-style-type: none"> <li>→No denim material.</li> <li>→No blue jeans or other type of jeans.</li> <li>→No Corduroy</li> <li>→No sweatpants or wind pants.</li> </ul>
SHIRTS	ALLOWED	COMMENTS
STYLES	Polo style pullover shirt with two or three buttons with a collar.	<ul style="list-style-type: none"> <li>→All shirts must fit appropriately. No tight fitting or over-sized shirts will be permitted.</li> <li>→Shirts must be tucked in at all times unless involved in class physical activity (P.E.).</li> <li>→Undershirts may be worn under uniform shirt as long as the undershirt is white.</li> </ul>
COLORS	Solid Maroon, White, or Gray	
LOGOS	No Logos on the shirt.	<ul style="list-style-type: none"> <li>→May have "Picayune School District" or logo/writings associated with an elementary school name.</li> </ul>

<b>UNIFORM FABRIC</b>	100% cotton or cotton/polyester blend.	
<b>SOCKS</b>	Socks must be worn and be solid blue, brown, black, white, maroon or gray.	
<b>PRIMARY SHOE COLORS</b>	Students may wear brown, white, black, beige, navy, maroon, or gray shoes.	→Flip-Flops, sandals, jellies, shower shoes, shoe skates or slippers are not allowed. →No open toe or open heel footwear.
<b>SWEATSHIRTS OR SWEATERS</b>	Students may wear solid maroon, gray or white sweatshirts (with or without hoods) or sweaters.	→A uniform shirt must be worn under the sweatshirt or sweater. →No logos except school or school district name.
<b>JACKETS</b>	Solid maroon, white, gray, navy, brown or black.	→A uniform shirt must be worn under the jacket. →No blue jean jackets. →No camouflage jackets.
<b>BELTS</b>	Solid brown or black belts.	→Any other color or type of belt is prohibited. →Belts cannot have any designs, just be a solid material. →Belts must be sized to fit. →If a student has belt loops they are required to wear a belt. →Plain buckle.
<b>HAIR RIBBONS</b>	Maroon, gray or white	→Solid or combinations.

## ***School Attendance Policy***

### ***Compulsory School Attendance:***

Picayune School District shall adopt as its official policy *MS Code §37-13-91*, which is referred to as the “*Mississippi Compulsory School Attendance Law*”.

The Mississippi Compulsory School Attendance Law indicates that children who have attained or will attain the age of six (6) years on or before September 1 of the calendar year and who have not attained the age of seventeen (17) years on or before September 1 of the calendar year shall be deemed “compulsory-school-age children”.

In addition children who have attained or will attain the age of five (5) years on or before September 1 and have enrolled in a full-day public school kindergarten program shall be considered “compulsory-school-age children”. However, the parent or guardian of any child enrolled in a full-day public school kindergarten program shall be allowed to disenroll the child from the program on a one-time basis, and such child shall not be deemed a compulsory-school-age child until the child attains the age of six (6) years.

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

- (a) When a compulsory-school-age child is physically, mentally, or emotionally incapable of attending school as determined by the appropriate school official based upon sufficient medical documentation.
- (b) When a compulsory-school-age child is enrolled in and pursuing a course of special education, remedial education, or education for handicapped or physically or mentally disadvantaged children.

- (c) When a compulsory-school-age child is being educated in a legitimate home instruction program as approved through the *Office of Compulsory School Attendance Enforcement* of the *MS State Department of Education*.

***Student Absences (Excused and Unexcused):***

*MS Code §37-13-91* states that an “unlawful absence” [*unexcused absence*] is an absence during a school day by a compulsory-school-age child, which absence is not due to a valid excuse for temporary non-attendance [*excused absence*] as delineated below. 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 non-attendance* 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/her 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/her designee. These activities may include field trips, athletic contests, student conventions, musical festivals, and any similar activity.
- (b) An absence is excused when isolation of a compulsory-school-age child is ordered by the county health officer, by the State Board of Health or appropriate school official.
- (c) 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.
- (d) An absence is excused when it results from a medical or dental appointment of a compulsory-school-age child where an approval of the superintendent of the school district, or his/her designee, is gained before the absence, except in the case of emergency.
- (e) An absence is excused when it results from the attendance of a compulsory-school-age child at the proceedings of a court or an administrative tribunal if the child is a party to the action or under subpoena as a witness.
- (f) 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/her designee, but approval should be granted unless the religion’s observance is of such duration as to interfere with the education of the child.
- (g) An absence may be excused when it is demonstrated to the satisfaction of the superintendent of the school district, or his/her designee, that the purpose of the absence is to take advantage of a valid educational opportunity such as travel, including vacations or other family travel. Approval of the absence must be gained from the superintendent of the school district, or his/her designee, before the absence, but the approval shall not be unreasonably withheld.
- (h) An absence may be excused when it is demonstrated to the satisfaction of the superintendent of the school district, or his/her designee, that conditions are sufficient to warrant the compulsory-school-age child’s non-attendance. However, no absences shall be excused by the school district superintendent, or his/her designee, when any student suspensions or expulsions circumvent the intent and spirit of the compulsory attendance law.

***Parent Responsibility:***

The *Mississippi Compulsory Attendance Law* provides that 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 under the law or who intentionally falsifies any information required to be contained in a *Certificate of Enrollment [home schooling]*, shall be guilty of contributing to the neglect of a child and, upon conviction, shall be punished in accordance with *Section 97-5-39*.

***School Administrative Responsibility:***

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 which the child is eligible to attend or the child has accumulated five (5) unlawful [*unexcused*] absences during the school year of the public school in which the child is enrolled, the school district superintendent shall report, within two (2) school days or within five (5) calendar days, whichever is less, the absences

to the school attendance officer. The State Department of Education shall prescribe a uniform method for schools to utilize in reporting the unlawful absences [*unexcused*] to the school attendance officer. The superintendent, or his/her designee, also shall report any student suspensions or student expulsions to the school attendance officer when they occur.

**School Attendance Officer Responsibility:**

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 effect the enrollment and/or attendance, the attendance officer shall file a petition with the youth court under *Section 43-21-451* or shall file a petition in a court of competent jurisdiction as it pertains to parent or child.

*Section 97-5-39* states that a parent, guardian, or custodian of a compulsory-school-age child may be prosecuted based on the presentation of evidence that the child has not been enrolled in school within eighteen (18) 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 [*unexcused*] absences during the school year at the public school in which the child has been enrolled.

No proceedings under this law shall be brought against a parent, guardian, or custodian of a compulsory-school-age child unless the school attendance officer has contacted promptly the home of the child and has provided written notice to the parent, guardian, or custodian of the requirement for the child's enrollment or attendance.

**Allowable Absences and School Procedures:**

*Picayune School District recognizes the direct relationship between school attendance, student participation and academic progress. For this reason, parents are encouraged to see that their student(s) attend every day except in cases of contagious illness or other legitimate reason(s). Parental notes up to 10 absences will be accepted as excused. More than 10 absences will require a doctor's excuse.*

**Grades K-6**

Student absences will be closely monitored by the school administration and staff. Missed work must be made up for days of absence. Students will be allowed the equal number of days absent to make up work. Absences will be considered as "excused" or "un-excused". The number of unexcused absences (12 maximum) will be the key feature in determining whether or not a student (K-6) meets the required attendance standards. Students should use their absences with discretion. Upon returning to school following an absence, a note from a doctor or a parent/legal guardian must accompany the student.

1. A school representative, i.e., counselor, social worker, school-parent coordinator, or the principal's designee will attempt to check each student absences daily by making contact with his/her parent, legal guardian, or custodian.
2. A student's teacher(s) will make contact with the parent, legal guardian, or custodian in accordance on the 4<sup>th</sup> and 8<sup>th</sup> absence, whether excused or un-excused, to determine how the student can be assisted to achieve all course objectives and requirements.
3. A school representative will report a student's absences to the Picayune School District Attendance Officer on the 5<sup>th</sup> and 12<sup>th</sup> un-excused.
4. Teachers will coordinate closely with the school counselor or the principal's designee to make certain that appropriate reports are forwarded to the District Attendance Officer.
5. Immediately after the 12<sup>th</sup> un-excused absence, a student's parent/legal guardian will be notified by the school administration. In order for a student to be promoted to the next grade, he/she must demonstrate daily, consistent attendance and perform required work with passing grades.
6. Teachers will make assignments available in a timely manner for any student who is absent from class and will make every effort to provide adequate tutorial time to assist any student to master course objectives. Appropriate instructional modifications will be provided, and final course grades will be determined solely upon required student mastery level of state-mandated and district curriculum objectives.

7. Appropriate, timely parent conference, to include a student's teachers, a counselor, social worker, or school-parent coordinator, will be scheduled, and a plan of action will be developed to assist a student to meet course objectives or standards in cases of extensive absenteeism. A team approach will be utilized.
8. An Attendance Committee, composed of a student's teachers, a counselor, social worker, or school-parent coordinator, and a school administrator will monitor extreme cases of absenteeism, and appropriate referrals will be made to the school TST (Teacher Support Team) for review.
9. Each school administrator will submit a weekly Report of Absences report to the Office of the Superintendent delineating by name those students who have in excess of twelve (12) un-excused absences.

## **STUDENT CONDUCT - SAFETY - WEAPONS - ALCOHOL - DRUGS - ELECTRONIC DEVICES - FACULTY RESPONSES**

District policies governing student conduct are adopted by the School Board and published annually in student handbooks as official policy statements of the School District.

Although student conduct in the School District is considered in most cases to be exemplary and situations have not arisen to cause undue concern for student welfare and safety, the schools are required to establish policies and procedures that detail expectations of students and outline consequences of student misbehavior. The publication of these policies and procedures in student handbooks will help to assure that there is a clear understanding among students and parents concerning matters covered in the handbooks under Student Welfare.

The Board of Trustees wishes to establish an educational climate in which student behavior is at all times exemplary and in which the important processes of education can best be carried out. Recognizing the need to support the professional personnel of the schools in their instructional and supervisory duties, the Board of Trustees encourages the development of harmonious and cooperative relationships between the students and faculty members based on mutual respect and understanding.

Significant interruptions of the educational process resulting from overt disrespect shown by students to faculty members, obstreperous student behavior, and vulgar or other wise discourteous actions will not be permitted.

A student must obey any and all instruction of the faculty and administrators, in the absence of parental instructions to the contrary. If a student refuses to obey instructions because of contrary parent instructions, he/she may be suspended from school until a conference between the principal of the school and the student's parents can be arranged. In cases of emergency, the principal, or in his/her absence, the official then in charge of the school may so inform the student and require his/her immediate cooperation.

### **Disciplinary Action**

Disciplinary action which may result in corporal punishment, in-school suspension, suspension, or expulsion will be taken as a result of the following misbehavior: (1) refusal to follow instructions from faculty members; (2) profane language; (3) failing to identify oneself when asked to do so by a member of the faculty; (4) insolent, contemptuous, or belligerent behavior or remarks; (5) other just cause.

### **Weapons**

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

Possession by a student of any object, regardless of its original purpose, that may be considered a weapon while he/she is in school, on school property, at a school function or activity, on the school bus, on the way to any from school or any school function or activity shall be considered in violation of this policy. Suspension and/or other recommendation for expulsion for violation of this section of the policy shall be directed by the principal, who shall deal with each individual case based on the circumstances.

### **Drugs/Alcohol**

No pupil attending any school in the District shall be permitted to use or to carry upon his/her person or in any other manner or to consume and/or be under the influence of or to have in his/her possession in any way alcoholic beverages, morphine, marijuana, cocaine, opium, heroin, or their derivatives or compounds, drugs, commonly called LSD, "pep" pills,

tranquilizers, or any other narcotic drug, barbiturate, substance, ingredient, or compound which when taken orally, intravenously, inhaled or in any other manner, may cause the person to be under the influence of any of the same at any school in this district. The provisions of this policy shall not apply to any pupil who is under the care of a licensed physician and who is taking medication prescribed which is under the supervision and direction of such physician. All medication required to be taken at school must be reported to the school office.

#### Electronic Devices

No pupil attending any school in the District shall be permitted to use or to carry upon his/her person or in any other manner such items as beepers, portable telephones, radios, or other electronic devices that are not used in the instructional program.

The provision of these policies shall apply to all pupils during all of the period of time that they are under and subject to the jurisdiction of the Board of Trustees of this school district as defined by the laws of the State of Mississippi, and/or while participating in or going to or from any school activity sponsored by this school district and/or while under the supervision and direction of any teacher, principal, or other authority of this school district.

If a student is caught at school with these item(s), the item(s) will be confiscated and held for a minimum of fifteen (15) consecutive school days for the first offense. After the fifteen (15) consecutive school days are over a parent or guardian may come to the school after 3:15 P.M. and pick up the confiscated item(s).

If a student is caught a second (2<sup>nd</sup>) time at school with one of these item(s), the item(s) will be confiscated and held for a minimum of thirty (30) consecutive school days. After the thirty (30) consecutive school days are over a parent or guardian may come to the school after 3:15 P.M. and pick up the confiscated item(s).

If a student is caught a third (3<sup>rd</sup>) time with one of the item(s), the confiscated item will be kept until the last day of the school year. A parent or guardian may then pick up the confiscated item(s) after school is out for the summer. Item(s) not picked up will be donated to charity.

Students will not be assigned detention, ISS, or OSS for violating this policy.

**\*\*Holidays or weekends do not count as school days.\*\***

The Picayune School District will not be responsible for any items confiscated.

#### Faculty Responses Required In Relation To Suspected Alcohol/Drug Possession Or Use

##### I. Suspected Drug Use

- A. Initial teacher response to suspected drug use should be a close observation of the student's behavior for specific actions or conditions which MAY indicate drug use. The following may or may not indicate drug use:
  - 1. red-rimmed, watery eyes
  - 2. dizziness
  - 3. slurred speech
  - 4. uncoordinated gait
  - 5. change in normal breathing rate
  - 6. perspiration
  - 7. other symptoms
- B. If the student's behavior appears to warrant investigation because of suspected drug use, the teacher shall contact the building administrator immediately.
- C. The teacher must avoid any open confrontation with or open embarrassment of the student.
- D. Each student must be dealt with on an individual and completely private basis.
- E. Faculty members shall refrain from public or private discussions with individuals not officially concerning with the problem regarding suspected cases of drug use.

##### II. Suspected Alcohol Use

- A. Initial teacher response to suspected alcohol use should be a close observation of the student's behavior for specific actions or conditions which MAY indicate alcohol use. The following may or may not indicate alcohol use:
  - 1. flushed face
  - 2. talkative behavior

3. animated actions - early stages
  4. drowsiness - later stages
  5. abusive language and/or actions
- B. If the student's behavior appears to warrant investigation because of suspected alcohol possession or use, the teacher shall contact the building administrator immediately.
  - C. The teacher must avoid any open confrontation with or open embarrassment of the student.
  - D. Each student must be dealt with on an individual and completely private basis.
  - E. Faculty members shall refrain from public or private discussions with individuals not officially concerned with the problem regarding suspected alcohol use.

### III. Suspected Marijuana Use

- A. Initial teacher response to suspected marijuana use should be a close observation of the student's behavior for specific actions or condition which MAY indicate marijuana use. The following may or may not indicate marijuana use:
  1. reddened, tearing eyes
  2. slurring or slowed speech
  3. poor reasoning functions
- B. If the student's behavior appears to warrant investigation because of suspected marijuana use, the teacher shall contact the building administrator immediately.
- C. The teacher must avoid any open confrontation with or open embarrassment of the student.
- D. Each student must be dealt with on an individual and completely private basis.
- E. Faculty members shall refrain from public or private discussions with individuals not officially concerned with the problem regarding suspected marijuana use.

### IV. Possible Drug Overdose

- A. Initial teacher response to possible drug overdose should be to determine immediately the physical and mental condition of the student.
  1. Is he/she conscious?
  2. Is he/she capable of understanding and rationally answering questions about his/her condition?
  3. Does the student exhibit any violent tendencies?
  4. Is he/she capable of walking without assistance?
  5. What is the physical condition of the student? Vomiting? Color of skin? Temperature? Eyes? Breathing? Other conditions?
  6. Can he/she be moved to an area where the nurse may help without first calling the nurse to come to the assistance of the teacher?
- B. If the student can move with assistance or be moved without injury, he/she should be taken to the principal's office by the faculty member, who should ask that a staff member nearby help to supervise his/her class.
- C. Under no circumstances is the student to be left alone.
- D. In the principal's office, the principal or a designated staff member will see to the welfare of the student insofar as possible.
- E. The decision to contact the student's parents, family physician, and/or emergency medical personnel will be made by the principal or his/her designated assistant.

### V. General Procedures

- A. In every case of suspected drug use, alcohol use, marijuana use, or overdose of drugs, the welfare of the students will be the concern of the staff.
- B. In cases concerning drug or alcohol use when the student is required to have professional assistance of any kind, the student's parents will be notified as soon as possible.
- C. Depending upon the circumstances surrounding each case, the principal may or may not contact local law enforcement officers to report suspected drug abuse.

D. "Labeling" of students concerning possible drug use is to be avoided by every staff member.