

Picayune Junior High School

702 Goodyear Boulevard

Picayune, MS 39466

601-798-5449

Student Handbook

2008-2009

Motto:

“Working together as a team”

Student Daily Schedule:

2008 - 2009

This handbook belongs to:

NAME

ADDRESS

STUDENT I.D. NUMBER _____ GRADE

A-DAY

<i>Period</i>	<i>Room #</i>	<i>Subject</i>	<i>Teacher</i>
<i>A</i>			
<i>B</i>			
<i>C</i>			
<i>D</i>			

B-DAY

<i>Period</i>	<i>Room #</i>	<i>Subject</i>	<i>Teacher</i>
<i>E</i>			
<i>F</i>			
<i>G</i>			
<i>H</i>			

“WORKING TOGETHER AS A TEAM”

TO THE STUDENTS:

Let us take this opportunity to welcome each of you to the beginning of the new school year at Picayune Junior High School. This handbook contains not only information that will be beneficial to you, but also the regulations that are necessary for the operation of a good school.

The administrative staff and the teachers are here to provide you with the best possible education. You, as the student, are here to learn. There is no place in the school schedule for anything that does not have an educational value.

Let us take pride in our buildings, our campus, our athletic teams, our band, and most of all, ourselves and our work here at school. With everyone working together, we can truly say that Picayune Junior High School is the best!

TO THE PARENTS OR GUARDIANS:

The art of successful living embraces both learning and wisdom. Learning has been defined as intellectual wealth; wisdom as intellectual power. Learning tends to give wisdom. Learning comes from studying; wisdom from thinking. Learning comes from without; wisdom from within. These two possessions are the greatest a man can own. These two gifts are the greatest we can bestow on our children. Both of these, in some measure, are within the reach of every child in America. May we, as parents and teachers, dedicate our every effort to the attainment of these objectives, for together they are achievable.

For the protection of your child, we will not deliver any messages received over the telephone regarding changes in after school plans. These are instructions that you gave your child before leaving home this morning. This concerns primarily transportation plans, that is to say, where to meet you, etc. However, if you or someone on the student emergency contact card comes into the office, we will be glad to help you. **Also, we will not allow your child to be checked out of school by anyone that you did not put on the emergency contact card.**

In this day and time, we cannot be too careful or diligent in the protection of our youth. I know that these procedures sometimes may create inconveniences for you, but please remember we are trying to protect your child to the best of our ability. Therefore, please be patient and cooperative with us.

I assure you that the staff and I take very seriously the trust you give to us for the education and safety of your child.

Sincerely,

James A. Williams, Principal

PICAYUNE SCHOOL DISTRICT

DEAN SHAW
Superintendent

706 Goodyear Boulevard

LISA PENTON
Director of Finance

BRENT HARRELL
Assistant Superintendent

KRISTEN LADNER
Director of Exceptional Education

FRANK MCCARDLE
Director of Federal Programs

DATE: July 2007

TO: Parents, Teachers & School Employees

FROM: Dean Shaw

SUBJECT: AHERA Compliance Notification

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

As part of the Management Plan, schools are also required to provide notification to all parents, teachers, and employees of our ongoing management of ACS's.

To provide continuing management of the asbestos in our schools, all asbestos containing materials (ACM) are inspected every six months by an environmental consulting firm from Jackson, Mississippi. Any changes in the ACM area being recorded in a surveillance report as part of the management plan. Every three years a re-inspection is performed at the schools.

A copy of this surveillance report, along with a copy of the management plan, and all supplementary information is located in the Local Education Agency (LEA) Designee office at each school. In addition, a copy of all management plans for all district schools is maintained in the LEA's office located at 706 Goodyear Blvd. These documents are available for review at either of these locations.

Picayune Junior High School Handbook
Table of Contents

Board of Trustees and Administration.....	7
Counseling Department	8
Bell Schedule	9
Admission and Attendance Policy	10
Student Absences	11
Admission Slips	15
Violations of Attendance Policy	15
Academic Recovery	16
Attendance Awards	16
Tardies.....	17
Checkout Student Policy.....	17
Student Activities - Oath of Allegiance and Display of United States Flag.....	18
Program of Studies.....	19
Marking System and Report Card Grades	20
Promotion/Retention Policy.....	21
Discipline Program	21
Administrative Discipline	24
Articles Prohibited in School.....	25
Administrative Discipline Ladder.....	26
Habitually Disruptive Students.....	27
Detention.....	29
Campus Security	30
Dress Code	31
Campus Regulations	36
Break.....	36
Cafeteria and Lunch Period	36
Campus Selling and Fund Raising.....	38
Drills: Fire and Tornado Procedures.....	38
Flags.....	39
Library and Media Services	39
Office Use by Students	40
Trespassing	40
Visitors.....	40
School Bus Regulations	40
General Policies	43
Equal Educational Opportunity.....	43
Family Educational Rights and Privacy Act of 1974.....	44
Immunizations and Vaccinations.....	45
Student Medical Care/Student Medication	45
Internet Use by Students	46
Parent-Teacher Conferences	49
Residency Requirements.....	49
Textbooks.....	50

PICAYUNE SCHOOL DISTRICT

2008-2009

Board of Trustees

Ms. Ginny Dodd Chairperson
Mr. Edward Stubbs Vice-Chairperson
Mr. Tony Smith Secretary
Mr. Harvey Miller Second Secretary
Mr. Duane Wheat. Member
Gerald Patch Board Attorney

Central Office Administration

Dean Shaw. Superintendent
Brent Harrell Assistant Superintendent
Kristen Ladner Director of Exceptional Education

Administration and Support Staff

James A. Williams Principal
Wayne Fortenberry Assistant Principal
Becky Dodd Counselor
Conseka Magee Receptionist
Casey Fleming Records Clerk
Stephanie Turner Secretary
Martha Norra Secretary
Georgia Hale Social Worker
Mary Dukes Social Worker

COUNSELING DEPARTMENT

GUIDANCE COUNSELOR:

The school guidance counselor is a person who is specially trained to help you realize your full potential as a unique human being so that you, in turn, can learn to make better decisions about your life.

I am Mrs. Becky Dodd, your guidance counselor, and I am looking forward to this upcoming school year. I have new and innovative ideas, programs, and reforms scheduled to assist you in making a rewarding transition from elementary school to Picayune Junior High School.

As your counselor, I am here to assist you, your parents, and the teachers in enhancing your personal, social and academic growth. I am inviting you to stop in and discuss any issues that may cause a disruption in your success here at Picayune Junior High School.

With the needed cooperation of the staff and administration, we can truly make a positive difference in our school community.

Sincerely,

Mrs. Becky Dodd, Guidance Counselor

TITLE I STUDENT SERVICES:

Picayune Junior High School provides students opportunities and services through the Title I program. Social services and academic tutoring are available to eligible students. Included among these services are personal and/or group counseling, crisis intervention, and study skill techniques training.

There are two Title I Social Workers that work daily on deterring the dropout rate through monitoring daily attendance. They may even conduct home visits to assist students' families in improving the academic experience. Title I Social Workers have tremendous resources to help them assist in referring student and their families to outside agencies for additional assistance, if needed.

Ms. Georgia Hale, Title I Social Worker

Mary Dukes, Title I Social Worker

Regular Bell Schedule

7:55	Enter Building
8:00 - 9:35	First Period
9:39 - 9:46	Break
9:50 - 11:25	Second Period
11:29- 1:34	Third Period (Report to 3 rd Period before going to lunch)
A Lunch	11:34 - 12:04
B Lunch	12:04 - 12:34
C Lunch	12:34 - 1:04
1:38 - 3:15	Fourth Period

Advisor/Advisee Bell Schedule

7:55	Enter Building
8:00 - 9:24	First Period
9:27 - 9:57	<i>Advisor/Advisee session</i>
10:01 - 11:25	Second Period
11:29- 1:34	Third Period (Report to 3 rd Period before going to lunch)
A Lunch	11:34 - 12:04
B Lunch	12:04 - 12:34
C Lunch	12:34 - 1:04
1:38 - 3:15	Fourth Period

ADMISSIONS

LATE ENTRANCE - Students, who reside in the District at the beginning of the school year and are not attending another school, but enroll after the first day, must make up all work missed because of late enrollment. Transfer students within the continental boundaries of the United States shall be allowed five (5) days for travel which shall not be counted in his/her total absences.

WITHDRAWAL - When a student withdraws from school, his/her parent(s) or legal guardian(s) must obtain a checkout form at the counselor's office. This form is taken to each of the student's teachers, to the librarian, and to the principal. They in turn will sign the form if all obligations have been met. This form must be returned to the counselor's office. In all cases, school records will be held until satisfactory settlement is made of all obligations to the school.

CHANGE OF ADDRESS OR TELEPHONE NUMBER - If a change of address or telephone number is made at any time during the school year, the student should report the change immediately to the office.

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 an 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 Un-excused):

MS Code §37-13-91 states that an [unlawful absence] [***un-excused 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 the absence results from illness or injury, which prevents the compulsory-school-age child from being physically able to attend school.
- (c) An absence is excused when the county health officer orders isolation of a compulsory-school-age child, by the State Board of Health or appropriate school official.
- (d) An absence is excused when it results from the death or serious illness of a member of the immediate family of a compulsory-school-age child. The immediate family members of a compulsory-school-age child shall include children, spouse, grandparents, parents, brothers and sisters, including stepbrothers and stepsisters.
- (e) An absence is excused when it results from a medical or dental appointment of a compulsory-school-age child where an approval of the superintendent of the school district, or his/her designee, is gained before the absence, except in the case of emergency.
- (f) An absence is excused when it results from the attendance of a compulsory-school-age child at the proceedings of a court or an administrative tribunal if the child is a party to the action or under subpoena as a witness.
- (g) An absence may be excused if the religion to which the compulsory-school-age child or the child's parents adheres, requires or suggests the observance of a religious event. The approval of the absence is within the discretion of the superintendent of the school district, or his/her designee, but approval should be granted unless the religious observance is of such duration as to interfere with the education of the child.

- (h) An absence may be excused when it is demonstrated to the satisfaction of the superintendent of the school district, or his/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.
- (I) 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 ***[un-excused]*** 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 ***[un-excused]*** 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 [**un-excused**] 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). See District Attendance Policy.

Grades 7-8

The school administration and staff will closely monitor student absences. Absences will be considered as "excused" and "un-excused". Students in grades 7-8 are allowed a maximum of eight (8) un-excused absences by class period for a yearlong course. A maximum of four (4) un-excused absences will be allowed for semester courses. The number of un-excused absences will be the key feature in determining whether or not a student 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.

Missed work must be made up for these days of absence. Students will be allowed the equal number of days absent to make up work. During the school day, any student who misses more than thirty (30) minutes of a class period, without the expressed permission of the Principal or his/her designee will be considered absent for that class period.

1. A school representative, i.e., counselor, social worker, school-parent coordinator, or the principal's designee will attempt to check each student's absences daily by making contact with his/her parent, legal guardian, or custodian.
2. A student's absences will be reported to the Picayune School District Attendance Officer on the **5th** and **9th** absences (one year course) or **3rd** and **5th** absences (semester course).

3. A student's teacher(s), counselor, or social worker will make contact with the parent, legal guardian, or custodian to determine how the student who has been absent from school (excused or un-excused absences) can be assisted to achieve all course objectives and requirements on the 4th and 8th absence (one year course) and on the 2nd and 4th absences (semester course).
4. On the 9th un-excused absence (one year course) or on the 6th un-excused absence (semester course), a student's parent/legal guardian will be notified by the school administration that in order for the student to receive academic credit, he/she must demonstrate daily, consistent attendance, and complete required work with passing grades.
5. After the designated number of absences in a course and with the approval of the school principal, a student must attend Academic Recovery sessions after school or during a Saturday School to make up excessive absences
6. Teachers will coordinate closely with the school counselor or the principal's designees to make certain that appropriate reports are forwarded to the District Attendance Officer.
7. 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.
8. Appropriate, timely parent conferences, 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.
9. An Attendance Committee, composed of a student's teachers, a counselor, social worker, or school-parent coordinator, and a school administrator will be established to monitor extreme cases of absenteeism.
10. Each school administrator will submit a weekly absentee report to the Office of the Superintendent delineating by name those students who have exceeded the allowable number of un-excused absences [8 for a one year course or 4 for a semester course].
11. It will be the responsibility of the school administration to make decisions concerning student promotion or retention recommendations to the Office of the Superintendent based solely on student academic achievement.

ADMISSION SLIPS

Upon returning to school following any absence, a student must report to the front lobby between 7:30 a.m. - 8:00 a.m. to obtain an admission slip. Written excuses for absences must contain the following information: student's name, student's I.D. number, date of absence(s), reason for absence(s), telephone number for possible verification, and parent's or legal guardian's signature. The school will determine the status of student absence as defined by state law. (See letter from School Attendance Officer above.) A student has three (3) days to bring a note for an excused absence. Upon Board approval, parents and students will be issued a copy of the Attendance Policy for the school year 2008-2009.

MAKE-UP WORK FOLLOWING ABSENTEES

It is the student's responsibility to ask for his/her assignments. For a student who is absent for more than three (3) days, parents can call the principal's office to make arrangements for assignments. A student who is absent three days or less may ask for his/her assignments upon returning to school. Adequate time will be given for make-up work to be completed. A student that is absent for quarter exams must have his/her parent(s) or legal guardian(s) call the office to make arrangements with the principal to schedule make-up exam dates. This must occur prior to the exam date or on the day of the exam. Otherwise, a "0" will be given for his/her exams.

OUT-OF-SCHOOL SUSPENSIONS *(Work that cannot be made up)*

Students will receive a zero, "0", for assignments missed on any day that an absence for Out-of-School Suspension is recorded. Students given an assigned Out-of-School Suspension will not be allowed to make up class and homework assignments. However, students assigned Out-of-School Suspension will be allowed an opportunity to complete daily tests and exams given on the Day(s) of the assigned Out-of-School Suspension. The time and date for making up the test or exam will be determined by the teacher(s). If the student fails to make up tests in the described period of time, a zero, "0" will be recorded as the permanent grade.

Violations of Attendance Policy

Any student who exceeds 8 absences for a semester block course, regardless of the reason (other than school sponsored activities), will face several consequences.

1. When a student misses his/her **5th day of a semester course and the 9th day of a yearlong course**, the student will begin serving time in academic recovery.
2. A passing grade will not be given in any subject until the required class time and work have been made up.
3. All make-up work, excluding exams, must be completed during the quarter in which the work was missed. Students will have three days after an absence to request their work. It is the student's responsibility to make arrangements and determine a time when the work will be

completed. Otherwise, a zero, "0", will be given for the work that was not completed and the time must still be made up.

4. The student will be allowed to make up all outstanding work and time requirements for the course for the purposes of promotion/retention; however, the student must complete the course in the high school to receive the Carnegie Unit.

ACADEMIC RECOVERY

Picayune Junior High School will operate an Academic Recovery Center. The purpose of this center will be to provide an opportunity for students in violation of the attendance policy to make up days and work missed. The Academic Recovery Center will operate one hour per day 3:20 p.m. - 4:20 p.m., Monday - Thursday each week unless canceled or rescheduled by the principal. All hours to be served in Academic Recovery must be completed one school week (5 working days) upon return to school to complete all tests and quarter exams. **It will be the responsibility of the student's parent(s) or legal guardian (s) to provide transportation and to see that the work and time are made up.**

Five days prior to the end of the course, a student violating the attendance policy may petition the Picayune Junior High School Attendance committee for a waiver of the district's attendance policy. Waivers will only be considered for extenuating circumstances. Proper documentation must be provided by the parent or legal guardian for all absences accumulated during the year.

PICAYUNE JUNIOR HIGH SCHOOL AWARDS AND INCENTIVES

To encourage students to come to school several awards and incentives are offered during each quarter.

1. The names of these students who have not missed any days will be placed in a hat, and a drawing will be held for prizes given by local merchants.
2. Certificates will be given to all students who have perfect attendance. These certificates may be used to purchase items at the school store.
3. The names of those students who have not missed any days will be published in the local newspaper.
4. Students who have attended the entire year without missing any days will be recognized at the Awards Day presentation and will receive a certificate for "Perfect Attendance".

TARDIES

“Tardy to school” is defined as arriving **to school or obtaining an absentee slip** after the tardy bell rings in the morning at 8:00 a.m. All tardies to school will be handled from the principal’s office. Students must obtain an admittance slip before they are allowed to enter class. A total of more than four (4) un-excused morning tardies to school per semester as recorded in the principal’s office will result in placement on the administrative discipline ladder in the office. This will result in after-school detention, in-school suspension, or other measures as determined by the principal. A student, who then acquires any additional tardies during the same term, will have each tardy evaluated as excused or un-excused by the principal with each tardy resulting in disciplinary action as follows:

1-4	No penalty
5-10	One (1) day detention per tardy
11-15	One (1) day In School Suspension per tardy
16 or more	One day of Out of School Suspension. A parent conference must take place before the student can return to school.

CHECK-OUT STUDENT POLICY

In order to provide for the best welfare of each student and the school, the following check-out policy has been adopted: When a student becomes ill or an emergency arises during the regular school day which may warrant early dismissal, the student must report to the principal’s office. Before the student may be released from school, a parent, legal guardian, or person authorized on the emergency card by parent/legal guardian must come to the school office, show positive identification, and sign the student out. No student will be allowed to leave campus with only a note or phone call for verification of this authorization.

A student will be released for a doctor’s appointment, dental appointment, or other just reason when the parent, legal guardian, or person authorized on the emergency card by parent/legal guardian comes to the school and signs the student out. Orthodontist and doctor appointments can be pre-arranged. The parent must send a note which will be verified by the office. Upon the student’s return, he/she will turn his/her appointment slip in to the office.

A total of more than four (4) un-excused checkouts per semester as recorded in the principal’s office will result in placement on the administrative discipline ladder in the office. This will result in after-school detention, in-school suspension, or other measures as determined by the principal. A student, who then acquires any additional checkouts during the same term, will have each checkout evaluated as excused or un-excused by the principal with each checkout resulting in disciplinary action as follows:

1-4	No penalty
5-10	One (1) day detention per checkout
11-15	One (1) day In-School-Suspension per check-out
16 or more	One day of Out-of-School Suspension. A parent conference must take place before the student can return to school.

OATH OF ALLEGIANCE AND DISPLAY OF UNITED STATES FLAG

The flag of the United States shall be displayed in close proximity to the school building, on a proper staff, at all times during the hours of daylight when the school is in session when the weather will permit without damage to the flag. In addition, the flag of the United States shall be displayed in each classroom and in each principal room of the school building at all times while school is in session. It shall be the duty of the school board to provide for the flags, proper flagstuffs, and their proper display. The school district shall provide student instruction in the proper etiquette toward, correct display of, respect for the flag, and in patriotic exercises. The instruction shall be a part of the fifth grade social studies curriculum with the assistance of the State Department of Education.

From and after July 1, 2002, the school board shall require teachers to have all pupils repeat the oath of allegiance to the flag of the United States of America at the beginning of the first hour of class each day school is in session, such oath of allegiance being as follows:

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

Any student or teacher who objects to reciting the oath of allegiance shall be excused from participating without penalty.

The flag of the State of Mississippi and the flag of the United States shall be displayed in close proximity to the school building at all times during the hours of daylight when the school is in session when the weather will permit without damage to the flag.

Whenever the flag of the United States is to be flown at half-staff by order or instructions of the President or pursuant to federal law, all schools shall lower the United States flag in accordance with the executive order or instructions or federal law. The school shall announce the reason that the flag is being flown at half-staff to all students in assembly or by teachers in the various classrooms or by prominently displaying written notice throughout the school stating the reason that the flag has been lowered.

In all public schools there shall be given a course of study concerning the flag of the United States and the flag of the State of Mississippi. The course of study shall include the history of each flag, what they represent, and the proper respect thereof. There also shall be taught the public schools the duties and obligations of citizenship, patriotism, Americanism, and respect for and obedience to law. [Legal Reference: Section §37-13-6, Mississippi code of 1972 Revised Senate Bill 2321]

PROGRAM OF STUDIES - SEVENTH AND EIGHTH GRADE

Required Courses:

Mathematics
English/Language Arts
Science
Social Studies
Tech Prep:
 Career Discovery (7th)
 Computer Discovery (8th)

Electives:

Physical Education
Art
Show Choir
Band
Music

Carnegie Unit (Credit) for Eighth Grade Algebra I

Effective with the 2008/2009 school year, in order to receive a Carnegie Unit for Algebra I taken in the eighth grade, a minimum yearly average of 75 is required. Students who have a yearly average of less than 75 in eighth grade Algebra I will be required to take Algebra I in the ninth grade. For purposes of promotion/retention, a yearly average of 65-100 for Algebra I is considered a passing grade.

Pre-Algebra

Effective with the 2008/2009 school year students must have an 80 in 7th grade Pre-Algebra in order to take Algebra I in the eighth grade. Students who do not obtain an 80 will be encouraged to repeat Pre-Algebra or take Transition to Algebra in the eighth grade.

Eighth (8th) Grade Science

Effective with the 2008/2009 school year, eighth grade students who maintain a semester average of 75 or higher in science will take Biology I in the ninth grade. Eighth grade students who have a semester average of less than 75 in science will take Environmental Science in the ninth grade and Biology I in the tenth grade.

For purposes of promotion/retention, a semester average of 65-100 for science is considered a passing grade.

MARKING SYSTEM AND REPORT CARD GRADES

Student grades will be indicated in numbers and not letters on the report card. Fractions of one-half or more will be rounded to the nearest whole number. The grading system for grades seven and eight of the Picayune School District is as follows:

School Board Approved: May 27, 2008

A - 90-100	D - 65-69
B - 80- 89	F - 64 and below
C - 70-79	I - Incomplete (work not completed for quarter grades)

All incompletes must be reconciled within one week of the end of the quarter for a student to be considered for the honor roll listing. Other incompletes will be closed out after 10 days unless circumstances beyond the student's control exist.

Semester Courses

The quarter averages for a semester course will be determined as follows:

daily grades and homework	20%
tests	60%
exam	20%

The final average for a semester course will be determined as follows:

first (third) quarter	50%
second (fourth) quarter	50%

Year-long Courses

The quarter average for a yearlong course will be determined as follows:

daily grades and homework	20%
tests	60%
exam	20%

The semester average for a yearlong course will be determined as follows:

first (third) quarter	50%
second (fourth) quarter	50%

The final average for a yearlong course will be determined as follows:

first semester	50%
second semester	50%

PROMOTION/RETENTION POLICY

effective 2006/2007 school year

It shall be the policy of Picayune School District that in order for any student attending Picayune Junior High School in grades 7-8 to be promoted to the next grade, he/she must successfully complete all required course work in the four major core areas of instruction to include English, Mathematics, Science, and Social Studies.

If a student does not meet promotion requirements in one or more of the his/her core subjects during the regular school year program, he/she will be assigned to attend academic recovery in an extended school year (summer) program. While attending academic recovery, the student must complete all required assignments and show proficiency in satisfactorily correcting academic deficits in meeting core subject objectives in order to qualify for consideration for promotion to the next grade.

In the event that a parent chooses not to send his/her child to academic recovery, the student will automatically be retained in the same grade. Any student who turns sixteen (16) years of age, while attending Picayune Junior High School, will be administratively placed at another facility in order to complete remediation and/or participate in transitional course work in order to meet core academic objectives.

School Board Approved
March 8, 2005

DISCIPLINE

The Picayune School District believes that it is our responsibility to establish conditions that provide an opportunity for students of this school district to receive the best education possible. The basic objectives of the discipline policies of Picayune Junior High School are:

1. To ensure the safety and well being of each student.
2. To establish conditions under which a student will not be permitted to prevent any teacher from teaching or any student from learning.
3. To establish and maintain study conditions that are conducive to learning.
4. To develop, on the part of each student, the habits and skills that will make him/her self-directive.
5. To help each student realize that he/she is responsible for his/her behavior.

The provisions of the policies as described in this handbook shall apply to all students during the period of time that they are under, and subject to, the jurisdiction of the Board of Education of the Picayune 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. Parent notification, conferences, reprimands, detentions, in-school suspension, out-of-school suspension, or

recommendation for expulsion may follow a student's failure to conform to accepted standards of behavior at Picayune Junior High School.

Acts of misconduct include inappropriate behaviors in the classroom, on school grounds, or any other time and place where the school has jurisdiction. The responsibility for a student's conduct rests with the parents/legal guardians and their child. The principal has the authority to administer any disciplinary action approved by the Picayune School Board necessary to ensure the safety and well being of all students.

DISCIPLINE PROGRAM

CLASSROOM DISCIPLINE

The discipline program operates on two levels: the classroom discipline ladder and the administrative discipline ladder. Classroom teachers shall follow a discipline plan developed by the department heads and the administration.

These rules have been designed to develop responsible behavior and good study skills and will be posted in the classroom along with the consequences.

Class rules:

1. Follow directions the first time they are given.
2. Be in assigned place with all required materials and ready to work when the tardy bell rings.
3. Raise hand and be recognized before speaking or leaving seat.
4. Keep hands, feet, and other objects to yourself.
5. Do not chew, eat, or drink anything in class.
6. Be courteous and respectful to classmates and school personnel.

Class Consequences:

<i>Step 1:</i>	Name on board	- Warning
<i>Step 2:</i>	Name/letter	- The teacher will contact parents by phone or letter.
<i>Step 3:</i>	Name/2 checks	- The teacher will assign detention and/or punishment work.
<i>Step 4:</i>	Punishment Work	- Students violating assigned punishment by teacher will be referred to the office for disciplinary actions.

After each infraction of any rule, the student will advance to the next step. Names and checks will be erased from the classroom discipline board every 4 ½ week period if all consequences have been cleared. Any severe disruption (as defined in the student handbook) will result in the student being referred immediately to the office.

Students will not be abused or mistreated by teachers. At the same time, we do not expect teachers to be mistreated by students. When a student feels that he/she has been mistreated by a faculty member, he/she should comply with the teacher's instruction and then arrange to see an administrator about the matter. Action will be taken to resolve the problem.

Sometimes, it is necessary for a substitute teacher to take over a classroom. It is the goal of the substitute, the regular teacher, and the administration that proper learning activities continue. However, because substitutes are sometimes not as familiar with the students or the school routine as the regular teachers, discipline problems do occur. In order to alleviate those problems and create the proper learning atmosphere, the following classroom assertive discipline plan will be in effect whenever there is a substitute.

Substitute consequences:

- Step 1:*** Verbal warning
- Step 2:*** Name written on board
- Step 3:*** Student will be written up and sent to the office.

Courtesy to substitute teachers is one of the most vital ways to build good school-community relations. The school is obligated to take action against students who persist in being uncooperative and disturbing to the substitute teacher's classroom. Students who commit a severe disruption will be sent to the office, and placed on the appropriate step of the administrative discipline ladder. A list of severe disruptions and their consequences follows under "Administrative Discipline". Once sent to the office, the student will have the checks erased for that class.

A student may be on different levels of the classroom ladder and the office ladder. A student may enter the administrative ladder at any step, depending upon the nature and severity of the offense. This is at the administrator's discretion.

ADMINISTRATIVE DISCIPLINE

BEHAVIORS WILL BE REFERRED TO THE OFFICE

- *Alcohol: the use, sale, transfer, or possession of **(Steps 6-7)**
- *Assault on another student, teacher, or other school personnel **(Steps 4-7)**
- *Bus Violation **Offenses will be referred to the student's home school for disciplinary action****(Steps 4-7)**
- *Controlled or dangerous substance possession: use, sale, transfer, or under the influence of, while under the jurisdiction of the school, on or in the vicinity of school property, on school trips or transportation, at or near a bus stop **(Steps 6-7)**
- *Counterfeit or look-a-like substances: possession, use, sale or transfer of while under the jurisdiction of the school, on or near campus, school transportation, at or near a bus stop **(Steps 6-7)**
- *Defacing or destruction of school property **Restitution required** **(Steps 1-7)**
- *Disobedience to any school personnel **(Steps 2-7)**
- *Dress code violations **(Steps 1-7)**
- *Excessive tardiness to school **(Steps 1-7)**
- *Fireworks: possession, distribution, use, sale, or transfer of any kind on campus, school property, or school transportation **(Steps 2-7)**
- *Forgery: deception, or otherwise misrepresenting the truth **(Steps 1-7)**
- *Gambling or possession of gambling devices **(Steps 3-7)**
- *Harassing, intimidation, or threatening students, teachers, or other school personnel **(Steps 3-7)**
- *Immoral, indecent, or vicious practices to include sexual harassment **(Steps 3-7)**
- *Improper behavior in cafeteria, on a school bus, on campus, at assemblies, or other school activities **(Steps 1-7)**
- *Inappropriate display of affection **(Steps 1-7)**
- *Instigating or participating in fights while under school supervision, on or near school property, or areas over which the school has authority **(Steps 2-7)**
- *Intentional disrespect toward school personnel **(Steps 2-7)**
- *Leaving campus without permission, or failure to report to class/assigned area **(Steps 4-7)**
- *Obscene literature: possession, distribution, or sharing **(Steps 2-7)**
- *Profanity, vulgarity, and/or obscene gestures **(Steps 2-7)**
- *Refusal to identify oneself properly when requested to do so by school personnel **(Steps 4-7)**
- *Selling of any products not authorized by the principal **(Steps 2-7)**
- *Smoking at, or in the immediate vicinity of, the school **(Steps 3-7)**
- *Stealing, appropriating, or converting to own use, property of PJHS or of another student
Restitution required **(Steps 2-7)**
- *Tobacco or tobacco-like products: possession, use, or transfer of, in any form (First offense may constitute arrest) **(Steps 3-7)**
- *Use, or possession of, any prescription or nonprescription medicine other than that checked into the office and authorized by parent or doctor **(Steps 2-7)**
- *Using racial slurs towards another student, teacher, or other school personnel **(Steps 4-7)**
- *Weapons including pocket knives, look-a-like weapons (toy guns or knives), or other dangerous objects: possession, transfer, use, or attempted use of **(Steps 4-7)**
- *Other misbehavior as designated by administration **(Steps 1-7)**

*Student I.D. Cards must be in the student's possession at all times, must be produced when asked for, and must not be defaced. (Steps 1-3)

Mississippi State Bill 3349 states the principal is required when he/she has reasonable belief that any unlawful activity has occurred on educational property or during a school-related activity to immediately report the act to the appropriate law enforcement agency.

****Threats of violence against a student, teacher, or other school personnel will be considered a very serious offense. The school will take immediate disciplinary action toward any individual who threatens students, teachers, or other school personnel 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 legal guardians will be contacted. In serious cases involving threats, the parents or legal 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.****

Articles Prohibited in School

Problems arise each year because students bring articles which are hazards to the safety and health of others or which interfere in some way with school procedure. Such articles include toy guns, water pistols, bean shooters, sling shots, knives, laser lights, Walkmans, hand held video games, radios, CD's and CD players, cellular phones, pagers, or other communication devices, cameras without permission, and any object considered unsuitable or disruptive to the learning process. All of these are undesirable and will be impounded. In addition, disciplinary action may occur.

Electronic devices (CELL PHONES, CD players, radios, MP3 players, cassette players, cameras, recorders, etc.) are strictly prohibited on the school campus from 7:00 a.m. until 4:00 p.m. each school day. This includes time before school and after school.

If a student is caught at school with these items, **the confiscated item will be held for a minimum of 15 school days for the first offense and 30 school days for the second offense.** Holidays or weekends do not count as school days. **The third offense will result in the confiscated item being kept until the last day of the school year.** After the 15/30 school days a **parent** may pick up the confiscated items between 3:15 p.m. – 4:00 p.m. only, any day of the school week.

PJHS will not be responsible for any items confiscated.

ADMINISTRATIVE DISCIPLINE LADDER

Step I:

1. Contact parent or legal guardian/administrative counseling.
2. One - two periods after-school detention, or two licks (corporal punishment).
3. Counselor follow-up may be required.
5. A 20 day probation period will be assessed on Steps I - IV.

Step II:

1. Contact parent or legal guardian/administrative counseling.
2. Three - five periods after-school detention, or three licks (corporal punishment), or one - three day(s) in-school suspension.
3. Counselor follow-up may be required.
4. A 20 day probation period will be assessed on Steps I - IV.

Step III:

1. Contact parent or legal guardian/administrative counseling.
2. One - three day(s) in-school suspension, or one - two day(s) out-of-school suspension, or combination.
3. Loss of privileges for length of out-of-school suspension.
4. Assigned work and suspension time must be completed before returning to regular classes.
5. A 20 day probation period will be assessed on Steps I - IV.

Step IV:

1. Contact parent or legal guardian to pick up student from school.
2. Three - five days in-school or out-of-school suspension.
(Parent/legal guardian conference required for re-entry)
3. Loss of privileges for length of out-of-school suspension.
4. A 20 day probation period will be assessed for Steps I-IV.

Step V:

1. Contact parent or legal guardian to pick up student from school.
2. Five - seven days in-school or out-of-school suspension.
3. Loss of privileges for 45 school days.

Step VI:

1. Contact parent or legal guardian to pick up student from school.
2. Five to nine days out-of-school suspension.
3. Expulsion may be recommended.
4. Loss of privileges for 45 school days.

Step VII:

A recommendation for expulsion pending a hearing before the discipline committee. Incentive is provided for the student to improve his/her behavior through provisions for a probationary period with each step that allows a student to be removed from the discipline ladder by good conduct. However, if a student is sent to the office again for violations of the teacher's

discipline ladder, before the probationary period is over, he/she will be placed on the next step, or in some circumstances, at a higher step. Failure to complete the designated probationary period will result in the student being moved to the next step on the discipline ladder. *Special Education students will receive additional after-school detention in lieu of out-of-school suspension where the health and safety of himself/herself or other students is not involved.* Probation may be defined as a period of time assigned to a step on the discipline ladder.

HABITUALLY DISRUPTIVE STUDENTS

1. The term “disruptive behavior” means conduct of a student that is so unruly, disruptive or abusive that it seriously interferes with teacher’s or 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 law 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 direction of a teacher.
2. 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.
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 expulsion on the occurrence of the third act of disruptive behavior during a school year. After the second act of disruptive behavior by a student who is younger than thirteen (13) years of age, a psychological evaluation shall be performed upon the child. A principal or central office administrator may request that a psychological evaluation be performed upon a child who is thirteen (13) years of age or older prior to expulsion.
4. The following procedures will be used in the development of a behavior modification plan:
 - a. The student’s disciplinary history will indicate a minimum of ten (10) office referrals within one (1) school year which reflect disruptive behavior(s) specified in paragraph one.
 - b. A copy of the student’s disciplinary history along with the student’s cumulative folder will be forwarded to the Superintendent’s Office for review by a Central Office Administrator.
 - c. The student’s parent/legal guardian will be notified in writing of the intent to develop a behavior modification plan. This written notification shall notify the parent/legal guardian of the date, time, and location of the meeting to develop the behavior modification plan.

- d. A psychological evaluation of the student will be conducted by school personnel.
- e. A committee will develop the behavior modification plan. The behavior modification plan committee will consist, at a minimum, of the following individuals: a school level administrator, the student's teacher or teachers, the student's parent/legal guardian, the student, and other school personnel, when appropriate.
- f. The behavior modification plan will specify expected student behavior(s), a timeline for implementation of the behavior modification plan, and consequences for failure to comply with the behavior modification plan including possible recommendation for expulsion after the third act of disruptive behavior.
- g. The behavior modification plan will be signed and dated by all committee members.
- h. A copy of the completed behavior modification plan will be given to all committee members and all building level administrators.
- i. A completed copy of the behavior modification plan will be on file in the Office of the Superintendent.
- j. Due process will be included in all student disciplinary actions.

ALTERNATIVE FOR SUSPENSION

As an alternative to suspension, a student may remain in school by having the parent/legal guardian, with the consent of the student's teacher(s), attend class with the student for a period of time specifically agreed upon by the reporting teacher(s) and school principal. If the parent/legal guardian 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 Regular Session]

DISCIPLINARY CONFERENCES

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.

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.

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

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. 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.

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].

AFTER-SCHOOL DETENTION

Students will be given a minimum of one day's notice prior to detention. Detention will be held from **3:20 p.m. - 4:00 p.m.** No student will be allowed to enter after-school detention after 3:20 p.m. The detention teacher will assign work if a student does not bring homework or other school related work to be completed. A student cannot sleep, visit, or color, etc. A student misbehaving in after-school detention will face additional disciplinary action. A student missing detention without a valid, pre-arranged reason will face additional disciplinary action.

IN-SCHOOL SUSPENSION

A student may receive in-school suspension, that is, suspension from classes but not school. Students who have *in-school suspension* will be confined to a room where he/she is closely monitored. These students will not be allowed to socialize with other students during that time. Students will be sent assignments from their regular classes to be completed while in confinement. Students will be counted as present and given credit for work completed. A student misbehaving in in-school suspension will face additional disciplinary action.

OUT-OF-SCHOOL SUSPENSION

A student assigned *out-of-school suspension* will be counted as absent, and a grade of "0" will be given for all daily work missed in a class from which a student is suspended, with the exception of tests and quarter exams (**A student will have 5 days upon return to school to complete all tests and quarter exams**). A student suspended from school will be considered a trespasser if found on the school grounds during the period of suspension without prior approval from the administration. *Loss of privileges means that during the time of out-of-school suspension, the student cannot participate in any school-related activities* (ball games, assemblies, dances, field trips, etc.). Students on Step 5 or higher of the office discipline ladder will continue the loss of privileges through the remainder of their period of probation.

CAMPUS SECURITY

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

Assault §97-3-7

Simple Assault §97-3-7(1)

1. Attempting to cause or purposely, knowingly, or recklessly causing bodily injury to another;
2. Negligently causing bodily injury to another with a deadly weapon or other means likely to produce death or serious bodily harm; or
3. Attempting to physically menace another with fear or imminent serious bodily harm.

Punishment: Fine of not more than \$500, or imprisonment in county jail for no more than six (6) months, or both. If the simple assault is on (a) a statewide elected official, law enforcement officer, fireman, emergency medical personnel, superintendent, principal, teacher or other instructional personnel, school attendance officer, or school bus driver while acting within the scope of his/her duty, office, or employment; or (b) a legislator while the legislature is in regular or extraordinary session, the punishment is a fine of not more than \$1000, or imprisonment in the penitentiary for not more than five (5) years, or both.

Aggravated Assault §97-3-7(2)

1. Attempting to cause serious bodily injury to another, or causing such injury purposely, knowingly, or recklessly under circumstances manifesting extreme indifference to the value of human life; or
2. Attempting to cause or purposely or knowingly causing bodily injury to another with a deadly weapon or other means likely to cause death or serious bodily harm.

Punishment: Imprisonment in county jail for not more than one (1) year or in the penitentiary for not more than twenty (20) years. If the aggravated assault is on (a) a statewide elected official, law enforcement officer, fireman, emergency medical personnel, superintendent, principal, teacher or other instructional personnel, school attendance officer, or school bus driver while acting within the scope of his/her duty, office, or employment; or (b) a legislator while the legislature is in regular or extraordinary session, the punishment is a fine or not more than \$5000, or imprisonment in the penitentiary for not more than thirty (3) years, or both. [***This statute replaces the old assault and battery statute found in §97-3-7 to §97-3-11.***]

Sexual Harassment

It is the policy of the Board of Trustees that sexual harassment of and by students, employees, or visitors is prohibited, and that all incidents of the same shall be investigated. All reports should be filed with the school office or directly with the District Title IX Coordinator. The local District Title IX contact person is Mr. Frank McCardle, 706 Goodyear Blvd., Picayune, Mississippi 39466, (601) 798-3230.

**PICAYUNE JR. HIGH SCHOOL
UNIFORM POLICY**

School Board Approved – May 27, 2008

Dress and grooming codes are based upon certain sound foundations; they are not just arbitrarily selected and dictatorially enforced for no cause. Laws surrounding indecent exposure, conditions necessitating safety and personal well being, health and sanitation are some of the basic fundamentals. Conditions conducive to learning must not be impaired because of temporary and individualized fads. In order for students to be able to cope with even larger restrictions set forth for the group as a whole. Keeping this total concept in mind and realizing a need to satisfy peer group desires for current fashions, the according to current conditions.

All due process procedures provided in Section 37-7-335 of the Mississippi Code, will be followed in the administration of this policy.

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 Picayune Jr. High 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 encourage to purchase with 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 (Tan) and Navy Blue Solid only	<ul style="list-style-type: none"> *All pants, shorts, must be hemmed. *A belt must be worn with pants, shorts, that have belt loops. *Skirts/Shorts and Dresses must be worn to cover the kneecap and must be fitted around the waist. *No hip huggers, jumpers, leggings, or gauchos. *Pants must not sag. *No cut belt loops.
UNIFORM FABRIC	100% cotton/chino or cotton blend	<ul style="list-style-type: none"> *No denim material. *No blue jeans or other type of jeans. *No Corduroy. *No sweatpants or wind pants.

SHIRTS	ALLOWED	COMMENTS
STYLES	Polo style pullover shirt with 2 or 3 buttons with a collar.	<ul style="list-style-type: none"> *All shirts must fit appropriately. No tight fitting or over-sized shirts will be permitted. *Shirts must be tucked in at all times unless involved in class physical activity (P.E.). *Undershirts may be worn under uniform shirt as long as the undershirt is white. *Team and club shirts must meet uniform guidelines.
COLORS	Maroon, White, or Gray	*Solid color shirts only.
LOGOS	No Logos on the shirt.	*May have "Picayune School District" or logo/writing associated with PMHS or PJHS.
UNIFORM FABRIC	100% cotton or cotton/polyester blend	

	ALLOWED	COMMENTS
SOCKS	Students may wear solid brown, black, white, maroon or gray socks.	*All other color socks are prohibited. *No combination of colors.
PRIMARY SHOE COLORS	Students may wear brown, white or black, beige, navy, maroon, or gray shoes.	*Tennis shoes are allowed for P.E. *Any other colors are prohibited on campus. *High heels, spike heels, flip-flops, sandals, jellies, shower shoes, shoe skates, or slippers are not allowed. *No open toe or open heel footwear.
SWEATSHIRTS, SWEATERS, OR JACKETS	Students may wear solid maroon, gray or white.	*A uniform shirt must be worn under the sweatshirt, sweater or jacket. *Must be plain (no writing) or associated with PMHS or PJHS. *Short sleeves are not allowed. *No blue jean jackets. *No camouflage. *Jackets, etc. must be waist or hip length. *Students may also wear hooded sweatshirts. *No trench coats or dusters are allowed.
BELTS	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.
HAIR RIBBONS	Maroon, gray or white.	*Solid or combinations

DRESS CODE REGULATIONS

1. All students will wear the designated uniform clothing as outlined in the uniform policy. Uniform clothing may be purchased at any store as long as the clothing meets the guidelines as set forth by the Picayune School District.
2. Sagging pants below waist, oversized pants to the point that the pants are doubled up, or tight fitting clothing is prohibited on campus. Washcloths or handkerchiefs must be tucked inside of a pocket and cannot be hanging out.
3. Pants must not touch or drag on the ground. Pants must have a hem.
4. Caps, skullcaps, do-rags, bandannas, headbands, hats, sunglasses, scarves, visors are prohibited on campus unless for medical reasons that has been cleared through principals office.
5. Body piercing can only be in the ear and limited to two earrings in each ear. All other piercing is prohibited. Earrings cannot be any larger than a quarter in diameter and no longer than an inch in length.
6. Chains, chain necklaces, billfolds or wallets hanging from a chain, jewelry, medallions or large necklaces cannot be outside of the outer garment. They must be tucked in shirt or pants.
7. Combs, picks, rollers, curlers or other grooming instruments in the hair are prohibited on campus.
8. Clothing or jewelry worn to signify gang association, profanity, obscenity, suggestive phrases or gestures, gang related symbols, alcohol, tobacco, and/or drugs is prohibited on campus.
9. Unnatural or outlandish hairstyles or unnatural hair colors are prohibited on campus.
10. Any violation of the dress code guidelines will result in being placed on the school discipline ladder. *No warnings will be given.*

Special Events:

Students may be given an opportunity not to wear uniforms at special events, with prior approval by the principal.

Spirit/school/club tee shirts may be worn with approved pants, skirts, and shorts, etc., on these special days.

Club/activity/team uniforms may be worn on designated days with prior approval by the principal.

In addition to School Uniform Policy...

1. Hair will be neatly groomed and clean at all times. Hair and face shall not be groomed in class.
2. Shoes shall be worn. Flip-flops, house slippers and beach footwear shall not be worn.
3. The wearing of body piercing accessories will be limited to two in each ear only.
4. Combs, picks, rollers, or other grooming instruments of the hair will not be seen. Metal picks are prohibited.
5. Chains, medallions, large necklaces, chain necklaces, and wallets or billfolds hanging from a chain will not be allowed.

6. Abnormal/outlandish hairstyles or colors (spiked hair, pink hair, etc.) will not be allowed at school.
7. Sunglasses shall not be worn in the building nor on campus at any time, unless special permission has been granted by the principal.
8. Articles of clothing or jewelry displaying the following are prohibited: sexual references, profanity, obscenity, rebel flags, Malcolm X, tobacco, alcohol, drug related materials, gangs or cults.

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

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

1. The administration at the school shall confer with the parent of each student who fails to comply with the dress code in an effort to ascertain the reason(s) for non-compliance.
2. Steps for non-compliance with **major code violation** are as follows:
 - a. **First Offense** – Student will be placed in In-School Suspension until the parent/guardian can bring the required clothing for the student or check the student out of school for the day.
 - b. **Second Offense** – Student will be placed in In-School Suspension until the parent/guardian picks up the student. The student will receive One (1) day Out-of-School Suspension to be served on the next school day. Parent must meet with principal/asst. principal.
 - c. **Third Offense and after** – Student will be placed in ISS until the parent /guardian picks up the student. The student will receive three (3) days OSS on the next school day. Parents must meet with the principal/asst. principal upon his/her return to school.

FINANCIAL HARDSHIP

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

CAMPUS REGULATIONS

Students are expected to wait for the morning bell in assigned areas: eighth grade students will report to the courtyard between the buildings, and seventh grade students will report to the area between the main building and the gymnasium. Students are not to enter the buildings in the morning before the first bell except to acquire an admission slip for absences or suspensions. Students meeting with a teacher before school must have written permission from that teacher to enter the building. During bad weather days, students will be allowed to enter the buildings under the supervision of the teachers on duty.

Students are expected to remain in class at all times. When necessary for a student to be out of his/her class during class time, he/she must have a written note signed by his/her teacher. Students who are found wandering or loitering in the halls will be subject to disciplinary actions. Running, horse-playing, littering, slamming locker doors, throwing objects, excessive noise, and other situations considered disruptive to the educational process are prohibited. Each of these situations may result in disciplinary action. Students should move quickly and keep to the right while walking to and from class. In order to avoid congestion in our corridors, it is important that no student loiter in the corridors between classes.

Break:

A ten-minute break is provided for the students between A and B periods. All students must exit the building and report to the areas assigned during the mornings. No student is to remain in the building unless he/she has the permission of an administrator or teacher. Students are reminded that they are responsible for keeping the campus free of litter. Break is a privilege can be discontinued by the administration if it is abused.

Cafeteria and Lunch Period:

The Picayune School District operates a closed campus lunch period. This means that a student will either purchase his/her lunch in the cafeteria or bring his/her lunch from home, and eat it in the cafeteria. Only students with statements from their family physician stating that a special diet is required will be allowed to go home for lunch.

The cafeteria is under the supervision of a trained dietitian. Meals are set by the school board and prices will be kept to a minimum. Students may pay in advance or pay each day as they go through the lunch line. Regular student lunches are \$1.50. Reduced student lunches are \$.40. Applications for free lunches can be made through the office.

Advanced Payment:

Advanced payment will be accepted on Monday of each week during the breakfast serving period. Advanced payments can be made for breakfast and/or lunch for the entire year, month, or week.

Advanced payment must be submitted in a completely filled out Food Service envelope. Personal checks will only be accepted for advanced payment of breakfast and/or lunch. If a check is deemed NSF, checks will no longer be accepted from that individual. Advanced Payment can only be used for breakfast and lunch purchases. Extra sales items will be paid for on a daily basis. Meals paid for in advance, but not utilized, will be credited to the next week and/or carried over to the next school year. Refunds for advanced payments not utilized will be made when requested in writing to the Food Service Director.

Breakfast:

Breakfast will be offered on a daily basis from 7:20 a.m. until 7:45 a.m. No one will be allowed to eat afterwards unless approved by the principal.

Competition and Extra Food Sales:

To ensure that children are not in the position of having to decide between non-nutritious meals and nutritious foods immediately before or during any meal service period:

- A. The School Food Service staff shall serve only those foods which are components of the approved federal meal patterns being served (or milk products) and such additional foods as necessary to meet the caloric requirements of the age group being served.
- B. With the exception of milk products, a student may purchase individual components of the meal only if the full meal also is being purchased.
- C. Students who bring a lunch from home may purchase a milk product only.

Regulations:

A student must properly identify himself/herself by name and have his/her I.D. card or MSIS food service number when going through the line. A student will be allowed three (3) days per semester to forget his/her I.D. card. On the fourth day of not having his/her I.D. card, he/she will be placed on the office discipline ladder.

Students will be allowed to choose three of the four components offered: fruit juice, vegetable juice, fruit, or vegetable; milk; and two servings of bread/bread substitute or meat/meat alternate. All extra sales items must be paid for at time of purchase. Students will not be allowed to charge meals. All meals must be prepaid or paid for on a daily basis.

Students who bring a lunch must have it in an unidentifiable container (not in the original packaging). Beverages must be in a thermos or jug (not in original container). Canned and bottled drinks are not allowed in the cafeteria. Students are not permitted to have lunches from restaurants or fast food outlets delivered to them by anyone.

Students are to enter the cafeteria quietly. When a student goes through the line, he/she is to get everything he/she needs at one time. The student is to find a vacant seat at his/her designated table quickly and quietly, and then he/she is to eat and wait for the teacher to dismiss the class. A student will not leave milk cartons, napkins, spilled food, or trash on the table or floor. He/she should put them on his/her tray when he/she leaves. A student should check his/her tray for valuables before

leaving the cafeteria. Students will not be allowed to share food in the cafeteria.

Cafeteria workers deserve the same respect as any other faculty member. Any disrespect toward them will be handled as a discipline problem.

Campus Selling or Fund-raisers:

No selling or solicitation on campus or school grounds is permitted unless prior approval has been granted by the principal. All fund raising projects must also be approved in advance by the principal.

Fire Drill Procedures:

All public schools in Mississippi are required to have one fire drill each month. The students will move in an orderly manner from the classroom and building, and they will remain in line. They will not talk, run, or push. The teacher will close the windows and turn off the lights. When the room is clear, he/she will close the door and proceed out of the building with his/her class.

Fire Drill Signal: Three (3) short rings of the bell

A single bell will signal the return to the building. Orderliness and efficiency in fire drills may save lives. In clearing the buildings, students will proceed by rooms, using the exits listed below:

<i>ROOM NUMBER</i>	<i>EXIT TO USE</i>
Principal's Office	front door main entrance
Counselor's Office	front door main entrance
11, 102, 104 and 105	back door east wing
103	side door east wing
Records Clerk, 106, 107, and 108	front door main entrance
Teacher's Lounge, Asst. Principal, Nurse Office, 111, 112, 113, 115	front door by room 109
114, 116, 117	back door west wing, then toward high school
118 and 119	east door of back of auditorium
120, 121, 122, 123, 124	west door back hall
125, 126, 127, 128	back west door
129, 130, 131, 132, 133	back east door
109, 110	room exit to front campus
134, 135, 136, 138, 139, 140	back campus (High School Parking Lot)
Band Hall	students
Gym, 141, 142, 143, 144, 145	door to classroom to front campus
Library	(Goodyear Blvd)
cafeteria	exit doors to 5 th Ave. (Practice Field)

Tornado Drill (Bad Weather) Procedures:

Special attention must be given to the following instructions. Not only is there a large concentration

of people in a small area, but these buildings are well known for large amounts of glass used on the outside walls. There is no guaranteed safe place during a tornado. Do not watch the tornado.

When the siren goes off, do not run outside to see what is happening. The siren means that you are in immediate danger. Seek shelter immediately. Your life and the lives of those around you may depend upon your actions.

Tornado Watch: tornadoes and severe thunderstorms are possible.

Tornado Warning: tornado detected; take shelter.

Tornado Drill Signal: Two (2) short rings of the bell

1. Get into the innermost portions of the building with the shortest span.
2. Avoid windows and glass doorways.
3. Get into the inside hallways and close the doors to the outside rooms. This will keep flying glass and debris to a minimum. Everyone should be against the hallways, facing the wall.
4. Protect your head and make yourself as small a target as possible by sitting down, putting your head between your legs, and placing your hands over your head.
5. Keep away from the ends of the hallways.

Flags:

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

Library and Media Services:

The media center, which contains computers, books, and magazines can be a helpful study-resource center. The following guidelines govern its use:

1. The media center is to be used for research, reading, and homework assignments only.
2. All books must be checked out and returned to the circulation desk.
3. Books circulate for a period of two weeks. The date is stamped on each individual item to be checked out. Refer to this date and return your books on time.
4. If material is needed beyond the due date, bring it to the media center and renew it. Students who have outstanding materials checked out may not sign out new materials.
5. A fine of 10 cents a day will be charged on overdue books.
6. Students coming to the media center for reading, research, or study must present a pass provided by their teacher for that class period. No passes will be given to leave the library except to return to class.
7. The media center/library is open from 7:30 a.m. to 3:40 p.m.
8. Students are held financially responsible for any material checked out in their names.
9. No food, drink, or gum will be allowed in the library at any time.
10. No backpacks or book bags will be allowed in the library.

Office Use by Students:

If a student needs to go to any office for any reason, he/she must obtain a pass from his/her teacher.

Trespassing:

Students who are found on the school grounds at unauthorized times will be subject to the school discipline policy and will face the possibility of being arrested. In all incidents of trespassing resulting in vandalism, restitution for damages will be the responsibility of the student(s) and their parents/legal guardians.

Visitors:

All visitors to campus must report the principal's office for clearance. Visitors will be issued a pass appropriately marked with name, date, and destination. Those not coming to the office will be considered trespassers. This is for the safety and protection of all students. Students are not allowed to bring visitors to school due to safety and legal considerations.

SCHOOL BUS REGULATIONS

Students riding school buses will conduct themselves in a manner that shows their appreciation for the provided convenience. Above all, courtesy to the bus driver and other students is essential. Any discipline problems will be reported to the student's home school administration. The privilege of riding a school bus carries with it some responsibilities on the part of the student. Drivers are expected to keep order and discipline on the bus, but their major responsibility has to be safety in driving the bus. Therefore, students are expected to cooperate with the following regulations:

1. The bus driver has complete authority on the bus.
2. Any student who threatens or strikes a bus driver may forfeit his/her rights and privileges to ride the bus for the rest of the school year.
3. Any parent who threatens or strikes a bus driver will be prosecuted to the fullest extent of the law.
4. Students shall be ready in the morning, waiting at the scheduled time and place for the bus.
5. Students shall wait until the bus comes to a complete stop before trying to load or unload.
6. If it is necessary for students to cross the road or street to enter or exit the bus, they will do so in front of the bus. They should never go behind the bus.
7. Students shall be quiet in heavy traffic, at railroad crossings, and around loading and unloading zones.
8. The bus driver has the authority to assign specific seats.
9. Students must remain seated at all times unless loading or unloading from the bus.
10. Students will ride facing the front with legs and feet out of aisles.
11. Students are to keep hands, head, and elbows inside the bus and to keep their hands to themselves.
12. Students are not permitted to bring unauthorized articles like pets, combustibles, or large articles aboard the bus. They are not to throw objects of any kind.
13. Students may not throw any article off the bus or throw any article on the bus.

14. Students shall never go after any article dropped around a school bus unless the driver approves.
15. Students shall not destroy property on the bus.
16. Students shall not mar or deface the bus.
17. The driver will not tolerate any misbehavior, such as loud talking, profane language, vulgar gestures, and talking back. Students shall not distract the bus driver in any way.
18. Students shall not use tobacco products or intoxicants on the bus.
19. Students shall not eat or drink on the bus unless authorized by the bus driver.
20. Students shall not fight, push, trip, or threaten any others on the bus.
21. Students shall not carry any deadly weapons.
22. Written permission from a parent/legal guardian, approved by the principal, must be presented to the bus driver before the student will be allowed to get on or off the bus at a place other than his/her home address.
23. Students shall not commit any other acts of conduct deemed improper by the Board of Trustees.

Major offenses:

Major offenses include, but are not limited to, the following: possession of weapons, threatening or striking a driver, being under the influence or having possession of drugs or alcohol, fighting, use of laser pointer, or any other act that may endanger the safety of students/driver.

Consequences of Major Offenses:

1. Possession of a weapon or physically attacking a bus driver will be an automatic Step 5 punishment.
2. The minimum discipline for 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 be subject to Home School Discipline.

Unauthorized boarding of a school bus may result in charges being filed against said person and student forfeiting privilege of riding bus.

Discipline Policy:

The Bus Discipline Policy is based on progressive discipline steps. The following procedures are to be used for handling bus discipline problems.

MINOR:

- | | |
|----------------------|---|
| <i>Step 1</i> | Warning sent home |
| <i>Step 2</i> | 2 days suspension from bus travel and mandatory counseling by school administration |
| <i>Step 3</i> | 5 days suspension from bus travel and mandatory counseling by school administration |
- Minor offenses will not exceed Step #3.*

MAJOR:

(These offenses will be referred to the student's home school for disciplinary action.)

Step 4 10 days suspension from bus travel and warning letter sent to parents

Step 5 Suspension from bus travel for remainder of year, but not less than 20 days, which can be carried over to following school year.

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

Discharge of riders at places other than normal stops and permission for extra bus riders:

1. Students must have the written request from parent or guardian with a phone number for verification.
2. Students must take request to the office prior to morning break time.
3. Office personnel will fill out the permission slip, give it to student, and the student will present the permission slip to driver.

GENERAL POLICIES

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 or 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 violations of this policy may be made to the appropriate building administrator or the Title IX Coordinator without fear of reprisal. The local Title IX District contact person 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 **Ms. Kristen Ladner**, Picayune School District Section 504/ADA Coordinator, 622 Goodyear Blvd., Picayune, Mississippi 39466, (601) 798-4555.

The District's policy assures that no one shall, on the grounds of race, color, national origin, sex, or handicap, be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination in any program or activity of the school. The vocational department encourages males and females to enroll in nontraditional classes and to train for nontraditional jobs. Copies of the Title IX policy of the Educational Amendments of 1972 and the Family rights and Privacy Act of 1974 are available in the principal's office in each school building upon request.

Family Educational Rights and Privacy Act of 1974 - Annual Notice:

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

<i>TYPE OF RECORD</i>	<i>LOCATION</i>	<i>CUSTODIAN</i>
Cumulative School Records	Elementary School Principal’s Office Junior High School Records Clerk’s Office High School Records Clerk’s Office	School Principal Records Clerk Records Clerk
Psychological Records	Office of Exceptional Education	Dir. Of Special Education
School Transportation Records	Superintendent’s Office	Dir. Of Transportation

7. Parent(s) or eligible student may request, in writing within thirty (30) days of the first school day for the year that identifiable information regarding the student be deleted from school publications.
8. The school will release directory information concerning students, unless requested in writing not to do so. Requests from colleges, military organizations, prospective employers, and other legitimate groups may be honored.

Immunizations and Vaccinations:

It is unlawful for any child to attend school without first being vaccinated with at least one dose of diphtheria, whooping cough, tetanus, red measles, rubella, and polio vaccine and completing the entire series within ninety (90) days. Every student in kindergarten through grade 12 must present a certificate of immunization compliance from his/her doctor or from the health department. This Certificate of Compliance must be presented in order to attend school, even though all shot records are now up-to-date on school records. In order to secure this Certificate of Compliance, it will be necessary for you to go to the Pearl River County Health Department or the office of your family physician, taking with you all official shot records. Before a child can register, the Certificate of Compliance must be presented. The validation certificate will become a permanent part of the student's records and will be valid through Grade 12. Remember: No student may register or attend school until a Certificate of Compliance has been received. The student will be given ninety (90) days to complete the required immunizations. If they are not completed at the end of the ninety (90) days, the child, by law, must be suspended until compliance is achieved.

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 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.

In non-emergency cases when the school nurse is unable to contact a parent/legal guardian during school hours, a report will be sent home with the student concerning his/her incident/illness and treatment while in the nurse's station.

Student 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 medication 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 student's 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-medication. 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.

Internet Use by Students:

The Picayune School District is committed to providing the best possible instructional aides for the district's students and teachers. The availability of educational resources through technology serves as a catalyst for providing opportunities for academic excellence. The Internet is a connection of computers providing the user with worldwide information.

With the installation of an Internet system, students and teachers may have access to materials not considered to be of educational value. The Picayune School District believes that the educational value gained through the use of the Internet system outweighs the possibility that users may obtain materials not consistent with the educational goals of the district.

User operation of the Internet system relies upon guidelines to which the user must strictly adhere. The user must be aware of and accept the system. If the user is found to have violated these responsibilities, the Picayune School District will terminate his/her access to the network, and disciplinary action will be taken in accordance with the school district policies. This disciplinary action will be taken at the discretion of the individual school administrators.

Terms and Conditions for use of Internet:

1. **Acceptable Use** - The purpose of the Internet is to support research and education among academic institutions by providing access to unique resources and the opportunity for collaborative work.
 - A. The use of an account must be in support of education and research and consistent with the educational objectives of the Picayune School District.
 - B. Use of other organization's networks or computing resources must comply with the rules appropriate for that network.
 - C. The use of Internet resources may not be used in violation of any federal, state, or local regulation.
 - D. Internet resources may not be used to upload, download, or distribute pornographic, obscene, sexually explicit, or threatening material.
 - E. The Internet resources may not be used to infringe on copyright or plagiarize materials.
2. **Privileges** - The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.

- A. Based on the acceptable use terms and conditions outlined in this document, the system administrators will deem what is inappropriate use and their decision is final.
 - B. System administrators may close an account at any time as required.
 - C. The administration, faculty and all district staff may request the system administrator to deny, revoke, or suspend specific user accounts.
 - D. Students will receive instruction in proper use of Internet through a review of *Student Expectations for Use of the Internet*.
 - E. Students and their parents are required to sign a contract indicating their understanding and acceptance of the districts' guidelines. Faculty and staff members are also required to sign this contract.
 - F. Upon completion of D and E, students may then use the Internet in a supervised classroom environment.
 - G. Parents must give their permission for their child to use the Internet independently for educational purposes. Parents also have the option of denying permission for their child to use the Internet.
 - H. Students are responsible for their explorations of the Internet and subject to the consequences of the building discipline policy.
3. **Student Expectations for the Use of Internet** - Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the mission of the school district. Students are to abide by the generally expected rules of network etiquette. These include (but are not limited to):
- A. Be courteous and respectful in your messages to others.
 - B. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
 - C. Do not reveal your home address or phone numbers or those of other students or colleagues even if you think you "know" your correspondent.
 - D. Any diskette to be used in a district computer shall be approved by the teacher and also must be virus scanned by approved virus scanning software.
 - E. Browsing and scanning through files on a hard drive is not permitted.
 - F. Violations of these rules or other deliberate acts that result in damage to software, hardware, and/or related equipment will result in appropriate disciplinary action and financial restitution paid by the student and/or parent according to MS Code 37-11-53(4).
 - G. Users may not use the network to send threatening or harassing e-mail. No chain letters will be tolerated. Students may not use the network to send or receive personal e-mails.
 - H. Student users may not send mass-mails to more than 5 people at a time.
 - I. Harassing other users by interfering with their screen display or similar denial of service attacks will not be allowed.
 - J. Cracking, hacking, or otherwise breaking into accounts you do not have full authorized access to, on this system or any other, possessing and/or running encryption/decryption/cracking/security analysis scripts or binaries, or any other tools used to expedite the process of information on this network will not be permitted.
 - K. Users cannot install any software, which requires making a file without approval from the administrator.
 - L. Users may not at any time or for any reason possess a copy of the system password file,

or any portion thereof. Attempts to log in as any other user or as a system administrator will result in disciplinary action correlated to the school discipline ladder and cancellation of user privileges.

- M. Any user identified as a security risk or having a history of problems with other computer systems will be denied access to the network.
 - N. Unauthorized downloading of information to student disks will not be tolerated.
 - O. Purchasing of goods and services via the Internet is strictly prohibited.
4. **Students will not respond to unsolicited online contact.**
 5. **Vandalism** - Vandalism will result in cancellation of privileges and disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another users or other networks connected with the Picayune School District or the State Regional Hub Site. This includes, but not limited to, the uploading or creation of computer viruses.
 6. **Listservers or News Groups** - Students will not be allowed to subscribe to listservers or news groups unless specific permission is provided by the parent/guardian in writing and by the written permission of a sponsoring teacher.
 7. The School District will not be liable for:
 - A. Unauthorized information stored on school district diskettes, hard drives, or servers.
 - B. Unauthorized information retrieved through school district computers, networks, or online resources.
 - C. Personal property used to access district computers, networks, or online resources.
 - D. Unauthorized financial obligations resulting from use of school district resources and accounts to access the Internet.
 - E. Damages suffered by the user, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions.
 - F. Student access to what may be deemed as inappropriate material available on the Internet.

Further, the Picayune School District makes no warranties of any kind, whether expressed or implied, for the service it is providing.

8. **Sanctions:**
 - A. Violations by the user may result in loss of access.
 - B. Violations may result in additional disciplinary action according to the school district's disciplinary policies.
 - C. Violations that are prohibited by law may result in reporting to the appropriate law enforcement agency.
9. **Internet Navigation Forms** - Students should always have a specific Internet research topic approved by their teacher. An Internet Navigation Form requires the student to plan the research topic along with key words to aide the research. The form must be signed by the teacher prior to the students log in.

Parent - Teacher Conferences:

If a parent/legal guardian wishes to have a conference with a teacher, he/she may call the principal's office to arrange a convenient time to meet with the teachers. All parents are welcome, and conferences are encouraged. Conferences should be scheduled at least 24 hours in advance.

Residency Requirements: State Board of Education Policy on Verification of Residence:

Definition of residence for school attendance purposes: The student physically resides full time, weekdays/nights and weekends, at a place of abode located within the limits of the school district.

1. Effective as of the 1990/1992 school year, all school districts will require students who are seeking to enroll or continue to enroll in a school district to register at the school they are assigned to attend. The school district shall verify the residency of each student.
2. In succeeding years any new student enrolling or entering a school district or any continuing students whose residence has changed will be required to verify his/her residence address as herein provided as a part of the registration process.
3. In succeeding years, the parents or legal guardians of continuing students whose residence has not changed shall sign a Declaration of Residency Form.
4. Each student identified in paragraphs 1 and 2 above must establish his/her residency in the following manner:
 - A. Students living with Parents or Legal Guardians:

The parent(s) or legal guardian(s) of a student seeking to enroll must provide the school district with at least two of the items numbered (1) through (9) below as verification of their address, except that any document with a post office box as an address will not be accepted.

 1. Files Homestead Exemption Application form;
 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 personal visit by a designated school district official;
 9. Any other documentation that will objectively and unequivocally establish that the parent or legal guardian resides within the school district, and, in the case of a student living with a legal guardian who is a bona fide resident of the school district;
 10. Certified copy of filed petition for guardianship if pending and final decree when granted.
 - B. Students living with adults other than parents or legal guardians:
 1. The non-parent claiming district residency must meet the criteria of subparagraph (A) (1) through (9) above, required of a parent or legal guardian.
 2. The district resident must provide this school with an affidavit stating his/her relationship to the student, and that the student will be living at his/her abode full time, and provide documentation fully explaining the reason(s) (other than school attendance zone or district preference) for this arrangement. The local school board or its designee will make the necessary factual determination under subsection 4(B)(2). Examples of situations

where “in loco parentis” authority of an adult should be recognized to establish residency of the minor include but are not limited to the following:

- a. Death or serious illness of the child’s parent(s) or legal guardian(s);
 - b. Abandonment of the child;
 - c. Child abuse or neglect;
 - d. Unstable family relationships or undesirable conditions in the home of the child’s parents or legal guardians having a detrimental effect on the child;
 - e. Child is Homeless as defined by the Stewart B. McKinney Act 42 USC §§11431(1), 11432(e)(4) and 11302(a);
 - f. Students enrolled in recognized exchange programs residing with host families.
3. Whenever appropriate the person who assumed responsibility for the care and custody of the child should be encouraged to obtain legal guardianship of the child.
- C. The requirements of paragraphs 4(A) and (B) above are minimum requirements and the school district may require additional documentation and verification at any time.
 - D. Each student’s cumulative folder shall contain a written instrument identifying the types of documents used to verify his/her residency, all executed Declaration of Residency Forms, and copies of any relevant guardianship petition or decree.
 - E. The provisions of this policy do not apply to students who reside outside the school district, but who have legally transferred into the school district.

Textbooks:

Textbooks are issued to students at the beginning of the school year. Students will have a set of textbooks for home use and will also be provided a textbook in each class, thus limiting the necessity for transporting books daily. From time to time, checks on the condition of the books will be made. Any book, which is lost, must be paid for by the student. Students will be required to pay for lost textbooks at the end of the school term. Students may obtain prices of textbooks from their teachers, and they can be paid for in the office. For any book, which has been improperly cared for or mutilated, a reasonable charge will be assessed. Report cards will be held until all fines are cleared.

Book covers must be on textbooks in accordance with State Law; the school will furnish a minimum number of these book covers. Additional replacement covers must be furnished by parents.