



Gulfport School District

“Every Decision. What is Best For Children? Every Time.”

ELEMENTARY STUDENT HANDBOOK

2011-2012

The mission of the Gulfport School District is to inspire each student to become a problem solver, lifelong learner, and productive member of society.

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SPECIAL NOTE

It is the responsibility of the parent/guardian and student(s) to be familiar with this handbook.

GULFPORT SCHOOL DISTRICT ADMINISTRATION

Board of Trustees

Mr. David Mauffray, President
Mrs. Ruthy Dixon, Vice-President
Mrs. Bridget Weatherly, Secretary
Mrs. Gwen Jones, Assistant Secretary
Mrs. Nancy Holderer, Member
Mr. John Harral, Board Attorney

Superintendent

Mr. Glen V. East

Assistant Superintendent - Personnel/Operations

Dr. Mike Tatum

Director of Instructional Programs

Dr. Carla J. Evers

Chief Financial Officer

Mrs. Dana Fleming

Chief Operating Officer

Mr. Tom Hardaway

DIRECTORY OF DISTRICT STAFF AND SCHOOLS

Central Office 228-865-4600

| <u>Elementary Schools</u> | <u>Instructional Leader</u> | <u>Address</u> | <u>Phone</u> |
|----------------------------------|------------------------------------|--------------------------------|---------------------|
| Anniston | Carol Payne, EdD | 2314 Jones Street | 228-896-6309 |
| Bayou View | Sandra Wilks | 4898 Washington Avenue | 228-865-4625 |
| Central | Denise Bush | 1043 Pass Road | 228-865-4642 |
| Gaston Point | Tracy Jackson, EdD | 1526 Mill Avenue | 228-865-4656 |
| Pass Road | Kenneth Hudson | 37 Pass Road | 228-865-4659 |
| Twenty-Eighth Street | Lea Bellon | 3034 - 46 th Avenue | 228-867-2140 |
| West | Scott Powell | 4051 - 15th Street | 228-870-1025 |

Americans With Disabilities Act - The Gulfport School District does not discriminate on the basis of disability in admission or access to, treatment or employment in, its programs and activities to the extent provided by law.

STRATEGIC PLANNING MISSION STATEMENT

The mission of the Gulfport School District (GSD) is to inspire each student to become a problem-solver, lifelong learner, and productive member of society.

BELIEF STATEMENT

We believe that:

- *All people are responsible for the choices they make.
- *Family is the most powerful influence on children and society.
- *All people can learn, but at different rates and in different ways.
- *Self-worth and self-respect are essential to self-fulfillment.
- *High expectations yield higher achievement.
- *There is basic worth in every individual.
- *Education provides access to unlimited opportunities.
- *Learning is a lifelong process.

STRATEGIC RESULTS

In order to make GSD's mission a reality, the schools will accomplish the following strategic results:

- All students will be pursuing their goals of further education, vocational training, military engagement, or other chosen endeavor within one year of leaving high school.
- All students will actively and continually choose to set and achieve their goals.
- All students will systematically solve problems in their school and personal lives and accept responsibility for their choices.
- All students will meet or exceed the academic requirements of the local, state, and federal accountability standards.

THE POLICIES INCLUDED IN THIS HANDBOOK ARE CONSISTENT WITH THE POLICIES IN THE GULFPORT SCHOOL DISTRICT BOARD OF TRUSTEES POLICY MANUAL. THE POLICY MANUAL CAN BE REVIEWED IN THE PRINCIPAL'S OFFICE OR LIBRARY OF EACH SCHOOL BUILDING.

ACCOUNTABILITY, ACHIEVEMENT, and ASSESSMENT

A. Grade-Level Testing Program (GLTP) and Promotion Requirements

Spring 2011 In May, students in Grades 3-5 will take the Mississippi Curriculum Tests, Second Edition (MCT2) that corresponds to the grade in which they are enrolled.

Summer 2011 Score reports for the MCT2 are returned to the district in June.

Fall 2011 Students who took the MCT2 as third or graders proceed to the fourth or grade (unless they were retained in Grade 3 as per the District's promotion/retention policy). School personnel review the 2010 MCT2 reports to identify fourth grade students who scored minimal. Students who scored minimal receive instructional intervention and/or remediation via the district's Teacher Support Team.

Spring 2012 In May, students in Grades 3-8 (including IEP students and those retained in 2011-2012) will take the level of the MCT2 that corresponds to the grade in which they are enrolled.

ELEMENTARY STATE TESTING DATES

| TEST | DESCRIPTION | ADMINISTRATION | MAKE-UP |
|---|--|------------------|---------------|
| Grade-Level Testing | Writing Assessment Program Grade 4 | March 1, 2012 | March 2, 2012 |
| English Language Proficiency Assessment | World-Class Instructional Design and Assessment (WIDA) | April 2-30, 2012 | N/A |
| Grade-Level Testing | Mississippi Science Test Grade 5 | May 1, 2012 | May 2, 2012 |
| Grade-Level Testing | Mississippi Curriculum Test-2 Grades 3-5 | May 8-10, 2012 | May 11, 2012 |

ADMISSIONS

1. In accordance with Mississippi laws, in order to be admitted to kindergarten, students must be 5 years of age on/or before September 1 of the current year. The following documents must be presented at the time of registration:
 - a. **Certificate of compliance (Immunizations)** - Obtainable from the Harrison County Health Department.
 - b. **Certified birth certificate.**
 - c. **Two current proofs of residency - (See Residency Verification on page 21).**
2. A new student in kindergarten or first grade must provide a certified birth certificate. New students in Grades 2–12 are enrolled on a temporary basis until the parent or guardian provides the school with a certified birth certificate. The school must receive the certified birth certificate within 60 days, after which time the student will be suspended until he or she is in compliance with this regulation.
3. **Before a child can register, the parent or guardian must present a certificate of compliance.** The validation of this certificate becomes a permanent part of the student’s record and remains valid through grade 12. If the certificate indicates that other immunization doses are necessary, the student will be given 90 days to complete the required immunizations. If the immunizations are not completed at the end of 90 days, the child, by law, must be suspended until he or she is in compliance.
4. **English Language Learners (ELL) and homeless students’ admissions will be conducted in accordance with federal law.** Please contact the school your child will be attending or contact Lydia Leggett at 228-865-4611 for more information.

ALCOHOL, DRUGS, AND SMOKING

The State of Mississippi prohibits THE POSSESSION OR USE OF ANY AMOUNT OF CONTROLLED SUBSTANCE. In compliance with this, the GSD makes its position clear relative to the use, sale, manufacture, or possession of any controlled substance on or in any part of the school campuses or buildings or during any time when students are subject to the authority of school personnel.

The Board of Trustees adopted the following procedure, which has been in effect since December 6, 1977: After gathering evidence that a student is using or possessing alcohol, drugs, drug paraphernalia, or any other controlled substance, the administrator will:

1. Provide the student with oral and written notification of the nature of the violation and intended punishment.
2. Provide the student with an opportunity to tell his/her side of the story.
3. Explain the evidence of the violation upon which the administrator is relying.
4. Notify the parents of the charges and intended punishment.
5. Notify law enforcement.
6. Suspend the student for five (5) days.
7. Schedule a hearing with the principal, parents, student, and Superintendent within the five-day suspension period.
8. At the hearing, the following actions may be taken:
 - a. All charges dropped and the suspension lifted
 - b. Suspension extended
 - c. A recommendation for expulsion to the Board of Trustees
 - d. A recommendation made that the student be allowed to withdraw from school
9. Inform all parties that they have a right to appeal all decisions to the Board of Trustees and to request a Board hearing at any time.
10. Inform parties of alternative resources and available assistance programs.
11. Provide appropriate re-entry referral and intervention resources on student’s return to school environment to prevent possible recidivism.

The Board of Trustees discourages students from smoking because medical science has proven that smoking is a health hazard.

1. The Gulfport School District will provide instruction in appropriate courses of study addressing the effects of smoking on the human body.
2. The Board of Trustees prohibits smoking or any other use of tobacco products by students on all school campuses.
3. Appropriate disciplinary action, including suspension or expulsion, will be taken against students who violate this policy.
4. District and school-based administrators will take deliberate steps to inform the public of this policy and to enlist positive support for it from parents, teachers, and students.

ANNOUNCEMENTS

Announcements are made from the office before classes begin and at the end of the school day.

ARTICLES PROHIBITED IN SCHOOL

Radios, CD/MP3 players, miniature arcade games, toothpicks, sunglasses, water guns, slingshots, skateboards, tennis shoes with skates, motorized scooters, fireworks, incense, any type of collector's cards, lasers, brass knuckles, and knives of any sort are examples of items that are distractions and/or safety hazards and should not be brought to school. Neither boys nor girls may wear "stomach-" or "kangaroo-" type pouches. Electronic devices (cell phones, blue tooth ear pieces, pagers, radios, mini-recorders, hand-held games, etc.) should not be brought to school. Electronic devices found in a student's possession will be confiscated. Such items will be impounded and returned to the parent when he/she retrieves them. The school is not responsible for impounded articles or items that are stolen. The best rule is to not bring items that teachers have not requested.

ATTENDANCE

1. Absences

- a. Number of Absences - The number of absences allowed is eight (8) absences per semester or sixteen (16) absences per year. A student who is absent more than sixteen (16) days is subject to retention.
- b. Exceptions – Students who are absent because of school-related activities will automatically be excused. Any other exceptions resulting in eight (8) or more absences during a semester will require the parent to appear before the Attendance Review Committee.
- c. Appeal Procedure - Parents of students missing eight (8) or more days during a semester may appear before the Attendance Review Committee (elementary principals and one or more central-level administrators). At this time the parent may present doctors' excuses or any other information pertaining to the student's excessive absences. The Attendance Review Committee will determine if the excessive absences will be excused.
- d. When a child is absent from school, the parent/guardian should call the records clerk at the child's school. The parent/guardian must provide a note explaining the reason for the absence. According to Mississippi law, children must attend school. When the number of absences or tardies affects a student's classroom participation, the school makes a report to the State Department Attendance Officer.

Students who have missed no school time for the entire year will receive perfect attendance awards at the end of the year. Any tardies **or checkouts will prevent a student from earning this award**. Perfect attendance for the year requires **full-day attendance**.

2. Check Ins

A student arriving late for school **must** be accompanied by a parent or guardian before the student will be admitted to class.

3. Check Outs

Students needing to check out of school for any reason must:

- a. Obtain permission from the teacher of the class to report to the office.
- b. Report directly to the office, where all calls will be made by the secretary or principal's designee. Only those people who have been listed on the checkout card by the parent or guardian will be allowed to check out a student. If an emergency exists, the principal or principal's designee will handle the situation.
- c. Remain in the office area until the parent or designee has reported to the school to personally sign the student out on the student checkout card. Clearance will be indicated by signature of parent, guardian, or designee on the student checkout card. No student will be allowed to check out unless the student has a completed checkout card filed in the office.

4. Truancy

- a. A student is considered to be truant if absent from any class without the knowledge and permission of the parent. Additionally, any student who leaves campus without following the checkout procedure is truant.
- b. In order to notify the school of a student's absence, parents are to call the school to report all absences.
- c. The building principal will determine each truancy case. Parents/guardians may appeal the principal's decision to the Superintendent and the Board of Trustees.

The attendance law of Mississippi ensures that parents/guardians have their children attend school unless an absence is of absolute necessity.

1. Lawfully excused absences include the following:

- a. Illness or injury
- b. Isolation ordered by county health officials or the State Board of Health
- c. Death or serious illness of a member of the immediate family
- d. Medical or dental appointment (doctor's excuse must be provided)
- e. Court appearance
- f. Observance of religious events (absences must be approved by the administration prior to the student's being absent)
- g. School functions

2. Parent Liability

- a. If a child accumulates five (5) unlawful absences, the principal or Superintendent will report the absences to the attendance officers.
- b. Parents/guardians who refuse or willfully fail to adhere to this law shall be guilty of negligence and upon conviction shall be punished in accordance with Section 97-5-39 (Mississippi, 1972), which involves the parent's being subject to a \$1,000 fine and/or up to one year in jail.

CAFETERIA

The Gulfport School District (GSD), recognizing the importance of providing the breakfast and lunch programs for students, participates in the National Lunch Program. Student meal price categories are free, reduced, or paid. Family income and number of family members in the household are the criteria considered for granting free meals or reduced meal fees. The GSD will adhere to these guidelines as established by the USDA. Students in the reduced category must pay the difference between paid cost and reduced reimbursed. Paying students must pay the full cost. All parents are encouraged to fill out a free and reduced price meal form at the beginning of each school year. **When paying for meals in advanced by check, please put the student's name and number on the check. If paying for more than one sibling at the same school, please put both children's names and numbers on the check. If paying with cash in advance, please place in an envelope with all children's names and numbers on the envelope.** Students may participate in the meal program under their status for the previous year for the first fifteen (15) days. If a new application is not received before that grace period ends, the student will be required to pay full price for his/her meals.

| | | |
|------------------------|---------|-----------------|
| Meal prices: Breakfast | Full | \$1.00 |
| | Reduced | \$0.30 |
| Lunch | Full | \$2.25 |
| | Reduced | \$0.40 |
| Milk | | \$0.50 |
| Ice Cream | | \$0.50 - \$1.50 |

Federal guidelines require that all meal charges be cleared. Federal Management Circular 796-1 9 (Rev. 2) lists bad debts as a non-allowable expenditure of federal funds. K-5 students are allowed only one (1) charge. Any time a K-5 student charges a meal, the cashier will give the student a memo to take to the parents/guardians informing them of the charge.

CONDUCT IN THE CAFETERIA

1. Students must follow instructions of all supervising adults.
2. Students must sit at tables assigned to them.
3. Students must not leave their seats until excused.
4. Students must never throw or play with their food.
5. Students are not allowed to take any food from the cafeteria.

The lunchroom management staff and fellow students expect cooperation in the following:

1. All lunch litter will be deposited in the trash can.
2. All trays and utensils will be returned to the dishwashing area.
3. The table and floor around eating area will be left clean for others.

CANCELLATION OF SCHOOL

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The Board of Trustees and administrators are aware of the hardship that an abrupt cancellation of school can cause. Therefore, school will not be canceled unless unusual circumstances create a significant safety risk. The GSD uses every practical means to notify parents of a cancellation, including radio, TV, etc. Please listen for such announcements; and **remember, your child is attending school in the Gulfport School District, not the Harrison County School District.**

CHANGE OF ADDRESS AND PHONE NUMBER

To promote better communication between school and home, parents/guardians must keep their current address and phone number on file in the office. They must report any changes in address or phone numbers as soon as the change takes place. **In emergency situations, it is critical that the school be able to locate parents.**

CHECKOUT POLICY

Only individuals specified on a student's checkout form may take a student from the campus. These individuals must come to the office and sign for the release of the student.

Please do not check students out during the last half hour of school because of the interruption of instructional time as well as safety issues. Please cooperate by making dental, physician, and optical appointments at times that agree with the checkout policy.

CHEWING GUM

Students chewing gum may be subject to disciplinary action. Students may not chew gum or eat candy on the bus.

CHILD ABUSE

State law requires school personnel to report suspected child abuse to the appropriate agency.

CO-CURRICULAR ACTIVITIES

Sports for competition are not allowed at the elementary school level in compliance with the standards of the Southern Association of Colleges and Schools. The recreation department for the city of Gulfport sponsors programs for children who want to participate. If you are interested, call the Gulfport Department of Leisure Services at 228-868-5881.

CONFERENCES

Parent-teacher conferences are encouraged. Parents need to call the office to schedule a conference during the teacher's planning time before or after school. Parent conferences may not be held during instructional (class) time. Parents are welcome to visit the classroom; however, instruction may not be interrupted to ask questions or to make comments. Be sure to sign in upon each visit to obtain permission and a visitor's pass. Please return to the office to sign out before leaving the school.

COUNSELORS

Elementary counselors are available at each school to provide individual and group counseling for students. Parental consultation is also available. Professional community resources are occasionally solicited to provide special group counseling needs.

D.A.R.E.

Elementary schools participate in the police-sponsored Drug Awareness Resistance Education Program (D.A.R.E.). The program is a 17-week substance abuse program taught by Gulfport police officers to all fifth-grade students. D.A.R.E. officers also visit K-4 classrooms.

DETENTION

Students in grades 3-5 may be required to stay after school for detention (30 minutes/day, up to 3 days/week) if their behavior warrants such action. Parents will be notified before a child is required to stay after school.

DISCIPLINE

(Refer to the section on the School Safety Act of 2001 for additional information/pages 19-20.)

The GSD follows recommended disciplinary actions for five (5) classes of behavior that have been identified as a breach of the Code of Conduct.

LEVEL I BEHAVIORS

Each teacher will establish and clearly convey to his/her students a set of classroom behavior rules, which will include rules regarding the behaviors identified as Level I behaviors.

Each teacher will deal with these behaviors.

1. Abusive language, written, spoken, or gestured, that is directed toward another student
2. Excessive distractions of other students
3. Inappropriate public display of affection
4. Failure to bring to class classroom material(s), homework, or other required items
5. Personal contact in an aggressive manner such as pushing, shoving, tripping, and hitting
6. Violation of classroom rules

Recommended Disciplinary Options for Level I Behaviors*

1. Warning
2. Teacher-student conference
3. Contact parent(s)
4. Teacher-parent conference
5. Administrator-student-parent-teacher(s) conference
6. Individual and/or group counseling from the school counselor
7. Recess detention
8. After-school detention (Grades 4 and 5 only)--(This is limited to 30 minutes per day, not to exceed three (3) days per week, and requires at least a one day notice to parent and student.)
9. Other appropriate action deemed necessary by the teacher

* All of these recommended disciplinary actions are available for school staff as they deal with student offenses. The nature and severity of individual student actions will be factors in determining final disciplinary actions. For special education or other exceptional students, discipline options must comply with federal and state regulations and Board policies.

LEVEL II BEHAVIORS

1. Repeated violations of Level I behaviors (at discretion of principal)
2. Harassing or threatening acts of violence
3. Using and/or possessing tobacco and/or tobacco-related products (example: matches, lighter)
4. Defacing school property (example: writing on desk, wall, etc.)
5. Stealing - first offense and under \$5.00 in value
6. Using vulgar or profane language, acts, and/or gestures
7. Leaving/cutting class without permission

8. Violating school dress code
9. Demonstrating membership in unauthorized school fraternities, sororities, and/or secret societies/group
10. Possessing prohibited electronic or battery-operated devices
11. Being present on another Gulfport School District campus without permission
12. Having a visitor on campus without approval from the principal's office

Recommended Disciplinary Options for Level II Behaviors*

1. Contact parent(s)
2. After-school detention
3. One (1) day ISS (In-School Suspension)
4. Loss of privileges to school activities/assemblies, class parties, etc.
5. Probation for 20 days
6. Out-of-school suspension (1-3 days)
7. Individual and/or group counseling from school counselor
8. Recess detention
9. Other appropriate action deemed necessary by principal/teacher

Any violation in Level I or Level II behaviors during the period of probation will result in a movement to Level III, IV, or V (i.e., first offense to Level III, second offense to Level IV, third offense to Level V). Any student committing a behavioral violation while on probation will automatically be classified in the next level.

* All of these recommended disciplinary actions are available for school staff as they deal with student offenses. The nature and severity of individual student actions will be factors in determining final disciplinary action. For special education or other exceptional students, discipline options must comply with federal and state regulations and board policy.

**For all classes of behavior where out-of-school suspension may be considered as a disciplinary option, the principal has the choice of offering the parent or guardian the option of attending school with his/her child for the length of the suspension.

*** IEP Committee Review and/or revision, as appropriate

LEVEL III BEHAVIORS

1. Repeated violations of Level II behaviors
2. Vandalizing property
3. Fighting – minor: little or no injury, fighting stops at request of adult present, and involves no more than two (2) students
4. Using abusive language toward any school district personnel
5. Stealing - second offense or \$5.00 - \$10.00 in value
6. Intentionally providing false information to any school employee
7. Creating a disturbance on the way to or from school, in the classroom, on the bus, on school property, or at any school function
8. Using written or verbal proposition to engage in a sexual activity
9. Insubordination, disrespect for authority, willful disobedience
10. Leaving school without permission or habitually skipping classes (3 violations)
11. Possessing a toy/imitation weapon
12. Gambling
13. Extortion

Recommended Disciplinary Options for Level III Behaviors *

1. Contact parent(s)
2. Up to three (3) days of In-School Suspension (ISS)
3. Three (3) days out-of-school suspension (OSS) or up to five (5) days and second Level III violation is up to 10 days with Superintendent's approval. Special education students will have a maximum of three (3) days suspension with a review of the student's IEP and/or revision, as appropriate.
4. Loss of privileges to school activity or activities

5. Probation for 30 days. Any violation in Level I, Level II, or Level III behaviors during the period of probation will result in movement to Level IV or V (i.e., first offense to Level IV, second offense to Level V). Any student committing a behavior violation while on probation will automatically be classified in the next level.
6. Other appropriate action deemed necessary by the principal

* All of these recommended disciplinary actions are available for school staff as they deal with student offenses. The nature and severity of individual student actions will be factors in determining final disciplinary action. For special education or other exceptional students, discipline options must comply with federal and state regulations and board policy.

LEVEL IV BEHAVIORS

1. Repeated violations of Level III behaviors
2. Burglarizing or unlawful possession of school property *
3. Possession or use of weapons *
4. Vandalizing property *
5. Fighting - major: where injury occurs (broken skin, blood, broken bones, serious swelling/bruises) and/or three or more students involved and/or refusal to stop when told to do so by an adult *
6. Battery of a student/intimidation *
7. Stealing - more than \$10.00 in value **
8. Burglary of a vehicle or unauthorized use of a vehicle parked on or near school property with the intent to commit theft
9. Bomb threats, setting off fire alarm, vocalizing a false alarm, and discharging a fire extinguisher *
10. Any other offense that the principal may reasonably judge to fall within this category **

* Police will be notified.

** Police or other appropriate authority may be notified.

Recommended Disciplinary Actions for Level IV Behaviors *

1. Up to ten (10) days ISS, followed by 20 days probation -- (Students committing a behavioral violation while on probation will automatically be classified in the next level.)
2. Up to ten (10) days OSS suspension followed by 20 days probation upon return to school -- (Any student committing a behavioral violation while on probation will automatically be classified in the next level.) Special education students will have a maximum of three (3) days suspension with a review of the student's IEP and/or revision, as appropriate.
3. Recommended expulsion with all federal guidelines in accordance with IDEA and GSD Board policy. The recommendation may be semester-equivalent probation or consideration for alternative school placement.
4. Other appropriate action deemed necessary by the principal

* All of these recommended disciplinary actions are available for school staff as they deal with student offenses. The nature and severity of individual student actions will be factors in determining final disciplinary action. For special education or other exceptional students, discipline options must comply with federal and state regulations and board policy.

LEVEL V BEHAVIORS

1. Repeated violations of Level IV behaviors
2. Burglarizing or unlawful possession of school property (grand larceny) *
3. Selling and/or distributing drugs and/or alcohol
4. Possessing or using drugs and/or alcohol *
5. Possessing or using firearms and/or explosives *
6. Physical and/or verbal assault on teachers, administrators, or other school staff members *
7. Unlawful activity *
8. Violent acts *
9. Participating in or causing a disturbance at school or at school-related activities - riot, group/gang fights, fights or similar disturbances *
10. Engaging in a sexual act **

11. Any other offense that the principal may reasonably judge to fall within this category **

* Police will be notified.

** Police or other appropriate authority may be notified.

Recommended Disciplinary Actions for Level V Behaviors*

1. Expulsion - for Level V behaviors and repeated violations of the Code of Conduct when corrective measures have failed to improve highly disruptive attitudes and actions, expulsion from the GSD may be recommended. **EXPULSION IS DEFINED AS THE COMPLETE LOSS OF ALL PRIVILEGES IN THE K-12 PROGRAM.** The student may apply for re-admission to school at the end of the period of expulsion. If granted re-admission, the student will remain on probation for a minimum of one (1) semester. (A special education student can be expelled if his/her behavior is not related to his/her handicapping condition, but educational services cannot be terminated. An assessment team will determine whether the student's behavior is a result of his/her handicapping condition.) While on expelled status, a student is not allowed to enter the campus or building of any GSD school during or outside school hours, nor may the student attend any school-related activity on or off school property. To do so will make the student liable for arrest on the grounds of trespassing and will jeopardize the student's chances of re-admission to the school district.
2. Other appropriate action deemed necessary by the principal.
3. Consideration for alternative school placement.

* All of these recommended disciplinary actions are available for school staff as they deal with student offenses. The nature and severity of individual student actions will be factors in determining final disciplinary action.

The IEP committee determines placement of all special education students. For special education or other exceptional students, discipline options must comply with federal and state regulations and school board policy.

The administrative staff at each school reserves the right to make decisions in all matters regarding student discipline as outlined in the Board Policy Manual.

DRESS CODE

Research shows there is a positive correlation between good grooming and good discipline. Our dress code is based on this precept: Clothing must be safe and appropriate for a learning environment.

1. Any style of clothing tending toward immodest, indecent, or risqué in dress is prohibited.
2. Clothing with suggestive or obscene symbols, numbers, or writing cannot be worn.
3. Clothing advertising drugs, alcohol, or tobacco may not be worn.
4. Clothing showing or advocating violence may not be worn.
5. Bare midriff shirts and blouses, or see-through clothing may not be worn.
6. Shorts and skirts must be no shorter than the student's fingertips when his or her hand is extended down his or her side.
7. Shoes, preferably tennis shoes, must be worn at all times. Flip-flop-type thongs, slippers, or roller-skate tennis shoes may not be worn. Shoelaces must be tied. For safety reasons, we do not recommend shoes with soles thicker than one inch, and sandals should have straps around the heel. Girls should never wear high-heeled shoes to school.
8. Hats or other head coverings may not be worn unless authorized by the principal.
9. Suspenders or other shoulder straps must be fastened properly and worn on shoulders, not hanging.
10. Clothing that is suggestive of gang-style attire may not be worn. Display of gang signs, pictures of gang members, or symbols in any way may result in suspension.
11. Jeans or shorts that are so loose-fitting that they are in danger of falling off will not be permitted.
12. Sleeveless undershirts, tank tops, spaghetti straps, and muscle shirts are prohibited.
13. Hair should be neat and clean and should not cause a distraction.
14. For safety reasons, jewelry is discouraged.
15. Make-up is discouraged.
16. Tinted glasses, unless prescribed by a doctor, are prohibited.

17. The principal or his/her designee has the right to determine if a student's dress is appropriate for school. Parents will be requested to bring a change of clothing to school if a student is considered inappropriately dressed.

ELECTRONIC DEVICES

Electronic devices (cell phones, pagers, radios, mini-recorders, hand-held games, etc.) may not be brought to school. Electronic devices found in a student's possession will be confiscated. An adult will be required to come to the school to retrieve the item.

EMERGENCY DRILLS – FIRE AND TORNADO

State law requires that fire drills be conducted monthly. Tornado drills are conducted twice yearly. Emergency drills and other disaster-preparedness measures are a regular part of each school's program. Detailed instructions for these drills will be outlined in each school building.

EMERGENCY PHONE NUMBERS AND TRANSPORTATION

If the home or work phone number changes during the year, parents/guardians must notify office personnel. We must be able to reach parents in the event of an illness or emergency. In case of injury and/or illness, if we are unable to reach a parent or guardian on the checkout card, the student will be transported by American Medical Response to the nearest hospital at the parent's expense.

FIELD TRIPS

To be allowed to participate in field trips, students must submit, before leaving on the field trip, a permission form signed by the parent or guardian. The number of adults to accompany students will be one (1) adult to 17 children for Kindergarten through Grade 3, and one (1) adult to 22 children for Grades 4 and 5.

FIGHTING

Fighting will not be tolerated at school, on the buses, or on the way to and from school. Students who fight will be punished according to the District policy. For more information, please see the discipline policy in this handbook.

FIRST AID

School personnel attempt to provide an environment in which the child will be safe from accidents. If a minor accident occurs, first aid may be administered. No care beyond first aid, defined as the immediate, temporary care given in case of accidents or sudden illness, may be given.

FOOD/TREATS

The Gulfport School District has made a commitment to the health and well-being of our students by the elimination of unhealthy snacks and treats brought to school. We ask that no sugary or nutritionally-questionable snacks be brought to school for birthdays, special events, parties, etc. Also, if any healthy treats are planned for special class events, please understand that they will only be allowed to be delivered and served during non-instructional time. Please contact the school if you feel a snack or food item might be questionable.

GRADING

Report cards and progress reports are issued for the purpose of advising parents and students of academic progress. A report card is issued to each student following the end of each nine-week term. The report should be taken home to parents or guardians. All report cards must be signed and returned immediately. Midway through each term, all students will receive a progress report. Check the school calendar for the dates that report cards and progress reports are distributed.

HOMEWORK

Homework is an extension of the learning that takes place in school. Homework is assigned to reinforce new skills and review previously taught skills. It can also provide opportunities for independent study, research, and creative thinking. Homework varies from grade to grade, but the general philosophy of the homework program is as follows:

- Homework may be assigned Monday through Thursday. Homework will be assigned over weekends or holidays only to students who need to make up work or as a part of a long-term assignment or project.
- Homework should not require more than 30-45 minutes of the average student's time. Teachers will explain all skills covered in homework assignments.

Because homework is a part of the instructional program, students who do not complete homework are unprepared for class and lose learning time and skills reinforcement. Parents can help their children by arranging a quiet, comfortable place for the student to work and by seeing that assignments are completed. Parents and teachers should emphasize good homework and study habits.

HONOR ROLL (GRADES 3-5)

To make the **Honor Roll**, a student must meet the following criteria:

- Have no report card grade below a **B**, including citizenship (department).
- Have no **U**'s (unsatisfactory).
- Have no **N**'s (needs to improve).

To make the **Principal's List**, a student must meet the following criteria:

- Have no report card grade below an **A**, including citizenship (department).
- Have no **U**'s (unsatisfactory).
- Have no **N**'s (needs to improve).

INFESTATIONS: HEAD/BODY LICE, SCABIES (Gulfport School District Board of Trustees Policy)

Infestation: (Invasion of the body by arthropods, including insects and mites)

A student with an infestation, e.g., head/body lice or scabies, is required to comply with the District procedures for removal of the insect. Parents are requested to notify the school when head lice are found so the nurse and school staff can check the classroom to prevent further spreading of this pest. Special procedures are required before a child can be re-admitted to school after having head lice. The student must be free of live lice and nits (eggs) before returning to school. A pediculicide treatment should be used on the student, and live lice and nits (eggs) must be removed from the hair. A second treatment is required in seven (7) days. Information will be sent home upon request. Students must be checked by their own doctor, the school nurse, or the closest GSD clinic nurse before returning to school. A return-to-school permit must be given to the principal before a student will be allowed to return to the classroom. School personnel are required by law to report a child's third head lice infestation to the State Department of Health for appropriate action.

Head Lice (Pediculosis): When a student is identified as having head lice, the parent and/or guardian will be notified. The student must be free of live lice and nits (eggs) before returning to school. A pediculicide treatment must be used on the student, and live lice and nits (eggs) must be removed from the hair. A second treatment is required in seven (7) days, and a second permission to return to the classroom is mandatory.

Scabies (Sarcoptes scabiei): Treatment is required with an antiscabicide medication. Permission to return to school must be given to the principal before admission to the classroom will be allowed.

INSURANCE

Simple accidents incurred by students resulting in medical expense are not covered on the GSD insurance program. School insurance to protect parents and students from financial expense as a result of accidents that occur at school is available at a very low cost to all students, and it is recommended that parents purchase it. Parents may call or come by the school office to pick up an application. Also, parents may check with the school nurse about eligibility for the Children's Health Insurance Program (C.H.I.P.).

INTERNET USE – RULES AND REGULATIONS
Gulfport School District Board of Trustees Policy GAHC-R/JCAB-R

INTRODUCTION

The Gulfport School District is pleased to offer to its students, faculty and staff access to the Internet and the District's Wide Area Network in accordance with the terms and conditions of this policy. The goal of the District in providing this service is to promote educational excellence through access to resources, information and the global community. Network resources are for educational purposes and to carry out legitimate business of the District. Reliable operation of the Network is dependent upon responsible conduct of its users.

Purpose

The purpose of this policy is to outline acceptable and unacceptable use of network resources. These rules are in place to protect users and the District. Inappropriate use exposes the District to risks including virus attacks and compromises network systems and services.

Scope

This policy applies to employees, contractors, consultants, temporaries, students and other workers at the District, including personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by the District or connected to the Network.

Monitoring

Network systems, include but not limited to computer equipment, software, operating systems, storage media, network accounts electronic mail, Internet service, and file transfer protocol, are the property of the District. Therefore, individual files, computers, electronic mail and other resources of the Network are not private and are subject to inspection and/or monitoring by authorized District officials.

System Resources

The Gulfport School District does not represent or warrant that the functions of the Network system will meet specific requirements or that it will be uninterrupted; nor shall the District be liable for any direct or indirect, incidental, or consequential damages (including lost data and information) sustained or incurred in connection with the use, operation or inability to use the Network system.

Warranties/Indemnification

The District is not responsible for material or information accessed on the Internet by users and shall not be responsible for the impact or effect of the information on the user. The District specifically disclaims any responsibility for the accuracy or quality of information obtained via the Internet. The District makes no warranties of any kind, either expressed or implied, in connection with its provision of access to and use of its Network and the Internet. It shall not be responsible for any claims, losses, damages, or costs of any kind suffered, directly or indirectly, by any user arising through the use of the Network or Internet under this policy. As this policy is a legal and binding document, use of the network and district computer resources constitutes agreement by each user to comply with the terms set forth in this policy.

REGULATIONS

Safety and Security

1. Authorized users are responsible for the security of their passwords and accounts. Under no conditions should a user provide his/her password to another person or use another person's password nor should users share accounts. System level passwords should be changed quarterly; user level passwords should be changed every six months.
2. Computers, laptops and workstations should be secured by logging-off (control-alt-delete for Windows users) when the computer will be unattended.
3. Use of the network will be allowed only with District equipment unless written permission is given by the District's Director of Technology.

4. Because portable computers are especially vulnerable to viruses, worms, and Trojan horses, special care should be exercised. Laptops should be protected in accordance with the Laptop Security Tips (available online at gulfportschools.org).
5. Computers connected to the Network will continuously execute approved virus-scanning software with a current virus database. Users should allow updates if prompted.
6. Users should not open e-mail attachments received from unknown senders as they may contain viruses, e-mail bombs, or Trojan horse codes.
7. Users will immediately report to district officials any attempt of others to engage in unauthorized activities, inappropriate communication, or prohibited use of the Internet and district resources.
8. Users may not attempt to circumvent filters, user authentication or security of any host, network, or account on the Network or the Internet nor are users to attempt to gain access to_or use equipment assigned to another user without their knowledge.
9. Users are never to give any information about the District's network or computer system to unauthorized individuals or groups.
10. Use for commercial activities is prohibited unless prior written consent from the District has been granted.

Children's Internet Protection Act (CIPA), Family Educational Rights and Privacy Act (FERPA)

1. The District will educate minors about cyber-bullying and appropriate online behavior, including interacting with others on social networking websites and in chat rooms.
2. Individually identifiable information about minors such as full name, home address, telephone number or other information that may assist unauthorized individuals identify or contact a minor will *not* be made available via District, school or teacher web sites.
3. The District may authorize the release of directory information as defined by the Family Educational Rights and Privacy Act (FERPA), for internal administrative purposes, approved educational projects, activities, and publications. Parental permission must be obtained prior to the publication of student directory information.
4. Access to student information is limited to authorized parties and will be permitted only in support of district educational goals and objectives. Parties granted access will fall under the auspices and regulations of this policy and may be required to complete and sign an *Oath of Confidentiality*.

Unacceptable Use

Under no circumstances is an employee of the District authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing District resources.

Users shall *not* use Network Email or Resources to:

1. Send mass email mailings of any notice that are not related to district business.
2. Forge email headers to obscure the true originator of an email message.
3. Create or participate in pyramid schemes or email chain letters.
4. Post anonymous messages.
5. Read, delete, copy or modify the email or files of other users or deliberately interfere with the ability of other users to send or receive email.
6. Misrepresent other users or use another person's email address, user account or password.
7. Vandalize a computer system and/or damage the data, files, operations, software, or hardware components.
8. Upload, create or attempt to create a computer virus.
9. Use while access privileges are suspended or revoked.
10. Participate in chat rooms or instant messaging without the permission and direct supervision of a teacher or authorized supervisor.
11. Obtain, copy or modify files, passwords, data or information belonging to other users.
12. Improperly restrict or inhibit other users from accessing and using the Network.

13. Encumber disk space, processors, bandwidth or other system resources so as to interfere with normal use of services on the Network or other systems or networks.

Users shall *not* access, download, install, transmit, retransmit, submit, publish, display, or print:

14. Defamatory, abusive, profane, sexually-oriented, threatening, racially offensive, illegal, written or visual depictions of obscene material, child pornography and other materials considered harmful or inappropriate.
15. Material that is threatening, disruptive, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs.
16. Copyrighted materials, software, shareware, freeware, or material protected by trade secret unless user is in possession of a legal license to do so.
17. Material that promotes violence or injury to persons or the destruction of property by devices including, but not limited to, the use of firearms, explosives, fireworks, smoke bombs, incendiary devices, or other similar materials.
18. Material that is libelous, slanderous, gang-related or incites students and/or staff so as to create a clear and present danger of (a) the commission of unlawful acts on school premises, (b) the violation of law and/or administrative regulations, or (c) the substantial disruption of the orderly operation of the District or any school in the District.

Process for Parents/Guardians to Restrict Internet Access

If a parent/guardian does not wish a student to have access to the Internet, that parent/guardian shall send a letter to that effect to the school principal. Copies of all such letters shall be placed in the child's permanent record.

Sanctions

1. Use of the Network and its resources is a privilege, not a right. Violations of the regulations of this policy may result in the denial, revocation, suspension, termination of the user's privileges and/or disciplinary action that may include student expulsion, employee dismissal, and/or notification of appropriate authorities.
2. Vandalism may result in cancellation of privileges and/or disciplinary action. Vandalism includes any malicious attempt to access, damage, delete, infect, destroy or alter data files, folders, or directories.
3. GSD will fully cooperate with local, state, and/or federal officials in any investigation related to illegal activities conducted through use of the District Network, the Internet or any of its resources.

Legal Reference: Children's Internet Protection Act; Family Educational Rights and Privacy Act (20 USC § 1232g)

KINDERGARTEN PROGRAM

Kindergarten may be the first formal learning environment that the child encounters. As such, making the transition from home to school should be given careful consideration in order to make the change as easy as possible for the child. Kindergarten stresses development of the total child, enabling the child to grow socially, mentally, physically, emotionally and intellectually. The child will be given the opportunity to develop competence and self-confidence in learning areas such as language development, motor development, mathematics, creative play, and music.

LEAVING CAMPUS

Students are not allowed to leave the school campus for any reason without the knowledge and consent of their parents or the principal. To remove students from the bus before it leaves the school campus, parents/guardians must first notify the office personnel.

LIBRARY/MEDIA CENTER

Library classes are held each week to give library instructions and promote leisure reading. Students are allowed to check out books. Books may be checked out for a period of one week. Students are not allowed to check out another book until overdue books are accounted for or returned. Students are responsible for the condition of the books they check out and must pay for any lost or damaged books. Students may not remove books from the library if the books haven't been checked out.

LOITERING

Students should leave the school and grounds promptly after school or activities are dismissed. Hanging around before or after school is not permitted. Non-students are not permitted on the campus at any time without permission from the office staff.

MATURATION AND DEVELOPMENT

Maturation and development instruction is offered in grades 4-5 and is incorporated into regular instruction in physical education, science, and health classes. Students in each of the targeted grade levels will receive appropriate information regarding human reproduction and many related topics, including AIDS.

MEDICAL ISSUES

1. Medications

Any student who is required to take medication during school hours must comply with the following school policy for the administering of medication:

- a. The registration form **and** the Gulfport School District Medical History and Consent form must be completed. The parent's/guardian's signature will be required before any medication is administered.
- b. **The parent/guardian must bring prescription medications in the original containers appropriately labeled by the medical provider or pharmacy to designated school personnel.** The bottle must be clearly marked with the name of the student, name of drug, dosage, and medical provider's name. For students whose parents furnish the school with prescription medications and give clear directions for administration, the principal may allow the child to administer medications to himself/herself in the presence of the principal or another designated school employee designated by the principal. **Students are not permitted to bring medications to school.** The GSD personnel reserve the right to refuse to administer any medication to students when circumstances warrant this action. Such circumstances might include reaction/response, incomplete instructions for the administration of medication, non-compliance by parents/guardians with District policy for the administration of medication, or other extenuating circumstances.
- c. Teachers and other adult employees may cleanse abrasions or small cuts, attach band-aids or small bandages, and apply cold packs to bruises or broken limbs whenever immediate first aid measures are appropriate and necessary.
- d. Some over-the-counter medications may be administered by the school nurse with parent/guardian approval under the protocols of a Medical Director. Aspirin will **not** be administered.
- e. If there is a question about administering medications, principals should contact the school nurse, the child's physician, and/or the parent/guardian.
- f. Complicated medications should be denied rather than run the risk of improperly administering medications to a child.
- g. Children who are sick and who require medications throughout the day are to be discouraged from attending school until they are well.
- h. Children with fever, vomiting, or diarrhea should not attend school until they are well.
- i. Narcotic analgesics (pain pills) will not be administered during school. If a student requires narcotic analgesics they should remain home until their condition improves.

2. Accidents

The following procedures will be observed in the event of an accident:

- a. Initial first aid or other emergency services will be provided by a school nurse or any other adult school employee to a student who is injured or who becomes suddenly ill.
- b. Specific procedures for addressing emergency situations involving accidental injuries or sudden illnesses of students have been established at each school site, and all personnel, including students, will be informed of these procedures. Early notification of parents or guardians and procedures for transporting students either to hospitals or home will be included in these procedures. No young child who is ill or injured will be sent home alone. Serious accidents to students will be reported as soon as possible to the Superintendent and the Board of Trustees.

3. Allergies

The parent or guardian must notify school personnel of any student’s allergies (food, medications, insect bites, or substances). A physician’s order for dietary restrictions or medications needed to minimize an allergic response must be provided to the appropriate school personnel.

4. Communicable Diseases

Schools have access to a nurse when needed. The school nurse is responsible for certain health checks during the school year. **Before a student who has a communicable disease is re-admitted to school, a clearance from the school nurse, the Harrison County Health Department, or from a private doctor must be given to the principal.**

Types of Communicable Diseases

| | |
|----------------|---------------------------|
| Chicken Pox | Conjunctivitis (Pink Eye) |
| German Measles | Impetigo |
| Red Measles | Pediculosis (Lice) |
| Mumps | Ringworm |
| Hepatitis | Scabies |
| Mononucleosis | |

MESSAGES

Messages delivered over the intercom for students interrupt the educational process. Messages will be delivered to students for emergencies only.

MONEY

Students should bring to school only the amount of money needed for lunch or supplies. Money brought by students in lower grades should be in an envelope with the student’s name and purpose of the money written on the outside. The school is not responsible for money lost or stolen at school.

ONE CALL TELEPHONE COMMUNICATION SYSTEM

One Call is a phone/internet-based system that the Gulfport School District uses to notify parents of upcoming events, attendance concerns, and emergency situations. Periodically expect a recorded message from your child’s principal or the superintendent regarding the events mentioned above. It is critical that the school has your up-to-date phone information. For more information regarding One Call, please contact your child’s school or call 865-4670.

PHYSICAL ACTIVITIES

All elementary schools offer organized physical activities. A student who has medical problems and should not participate in physical activities is requested to bring a doctor’s certificate explaining such. If a student is or has been ill and should not participate in physical education (P.E), the parent is requested to write a note to the classroom teacher. Students should dress appropriately for P.E.

PROMOTION/RETENTION POLICY

The grading system of the Gulfport School District, as approved by the Board of Trustees, is established to authenticate, through a formal grading policy, that the purpose of evaluating student performance is the promotion of learning to enable the successful educational achievement of students. The grading policy will consist of the following:

I. PURPOSES

- A. to represent student attainment of performance indicators in the instructional management system by awarding grades in 1st through 12th grades and by indicating progress in Kindergarten
- B. to provide a process for informing students and parents of the educational progress of students
- C. to comply with state accreditation standards requiring each school district to adopt such a policy

II. DEFINITIONS AND BASIC CONCEPTS

- A. An instructional management system is an organized system for grade levels and subject areas that employs specific learning objectives, validated learning measurement processes, and recommended teaching techniques that guide and facilitate the processes of instruction and learning.
- B. Learning objectives are objectives stated in the Mississippi Curriculum Frameworks and the Gulfport School District curricula on which students must show proficiency to satisfy course requirements.
- C. Grading is a process of ranking the learning performance of students in relation to predetermined criteria or in relation to the performance of other members of the group. Grading may consist of a pass/fail assessment, letter grades, or numerical percentages. In Kindergarten other marks may be used to represent the progress of students. Grades are characteristically employed as the primary basis for determining promotion or retention of students in the Gulfport School District.

III. GRADING POLICY PROCEDURES

- A. Grading policy procedures will be developed which will include, but not be limited to, such matters as number and types of objectives to be measured each term to justify term grades, minimum number of grades to be averaged with an agreed upon formula for term grades, reporting procedures, and record-keeping procedures.
- B. The grading policy procedures will be developed cooperatively by teachers, principals, and district staff. The procedures must conform to this grading policy as adopted by the Board of Trustees. These procedures will be updated annually to adjust to new needs.

IV. GRADING SYSTEM

- A. Grades will be based on measurements of student performances of learning objectives in state frameworks and local curricula. Minimum acceptable levels of performance of seventy percent (70%) proficiency are generally expected to be applied to all learning and subjects. The exceptions to this expectation are for learning activities that require a pass/fail assessment of learning achievement. The seventy percent standard will be applied to all written, performed or observed assessments.
- B. Teachers in all grades will record and report all grades on the proper forms approved by the Superintendent or designee. Grades will be issued each nine weeks during the school year in all classes in all schools. In addition, a progress report will be sent to parents at each 4-week period. For reporting purposes, the numerical percentages may be translated to letter grades and both values reported to parents for students in Grades 1-12.
 - 1. Kindergarten
The evaluation system indicates which skills have been introduced and which have been mastered. Progress is reported as follows:
S - Satisfactory Progress
P - Progressing
N - Needing Improvement
 - 2. Grades 1-5
Grades will be based on a nine weeks grading period and will be recorded as follows:
10% - Homework (A combination of all homework grades.)
10% - Classwork (A combination of all classwork grades.)

- 20% - In-Class Project that should apply to multiple content areas, and have the following components:
Written report
Exhibit
Oral Presentation
- 25% - Teacher-Made Mixed Practice Tests
- 25% - Unit Tests
- 10% - District Mixed Practice Tests*

*First grade students begin testing in the second semester.

The following grading scale will be applied in Grades 1-5 in mathematics, reading, language arts, in science for grades 3-5, and in social studies for grade 5.

| <u>Range</u> | <u>Grade</u> |
|--------------|-----------------|
| 93 - 100 | A |
| 85 - 92 | B |
| 76 - 84 | C |
| 70 - 75 | D |
| Below 70 | F (non-mastery) |
| Incomplete | I** |

**Incomplete is defined as the lack of mastery due to incomplete work and/or low or non-performance and may be removed as a result of re-teaching and retesting or completion of assigned work in extended learning time.

A minimum of five grades per nine weeks grading period will be recorded in each activity teacher's grade book in grades 1-5. Activity classes may include physical education/health, art, music, etc. These grades will be based on mastery of learning objectives and class participation.

The following grading scale will be applied:

- E = Excellent (Exceeding Course Requirements)
- S = Satisfactory (Meeting Course Requirements)
- N = Needing Improvement (Working Below Ability Level)
- U = Unacceptable Performance

3. Grades 6- 8

Grades will be based on a nine weeks grading period and will be recorded as follows:

- 10% - Homework (A combination of all homework grades.)
- 10% - Classwork (A combination of all classwork grades.)
- 20% - In-Class Project that should apply to multiple content areas, and have the following components:
Written report
Exhibit
Oral Presentation
- 25% - Teacher-Made Mixed Practice Tests
- 25% - Unit Tests
- 10% - District Mixed Practice Tests

The following grading scale will be applied in Grades 6-8.

| <u>Range</u> | <u>Grade</u> |
|--------------|-----------------|
| 93 - 100 | A |
| 85 - 92 | B |
| 76 - 84 | C |
| 70 - 75 | D |
| Below 70 | F (non-mastery) |
| Incomplete | I* |

*Incomplete is defined as the lack of mastery due to incomplete work and/or low or non-performance and may be removed as a result of re-teaching and retesting or completion of assigned work in extended learning time.

4. Grades 9-12

Grades will be based on a nine weeks grading period and will be recorded as follows:

| | | |
|-----|---|---|
| 10% | - | Homework (A combination of all homework grades.) |
| 10% | - | Classwork (A combination of all classwork grades.) |
| 20% | - | In-Class Project that should apply to multiple content areas, and have the following components: Written report Exhibit Oral Presentation |
| 25% | - | Teacher-Made Mixed Practice Tests |
| 25% | - | Unit Tests |
| 10% | - | District Mixed Practice Tests |

The following grading scale will be applied in Grades 9-12.

| <u>Range</u> | <u>Grade</u> |
|--------------|-----------------|
| 93 - 100 | A |
| 85 - 92 | B |
| 76 - 84 | C |
| 70 - 75 | D |
| Below 70 | F (non-mastery) |
| Incomplete | I* |

*Incomplete is defined as the lack of mastery due to incomplete work and/or low or non-performance and may be removed as a result of re-teaching and retesting or completion of assigned work in extended learning time.

V. MODIFIED GRADES

Students with Special Education eligibility and IEPs or Section 504 eligibility and 504 plans or who are English Language Learners (ELL) will be assigned modified grades based on accommodations and modifications documented on the IEP, 504, or ELL plans for the students daily classroom activities. The accommodations used for these students will be set by the general education teachers and the teachers of Special Education or ELL students. The accommodations and modifications as listed allowable on the Mississippi Curriculum Tests/Subject Area Testing Program will be listed on the report card. Where appropriate, instructional levels will also be noted on the report card.

PTA

All parents are encouraged to join the PTA and to become involved in school activities. There are numerous opportunities throughout the year for parents to participate in school activities with their children. Please be ready to join the PTA, to participate in school activities when called upon, and to attend the PTA meetings on a regular basis. One way of expressing to your child(ren) the importance of education is to actively participate in the PTA.

RECORDS

State law requires that a Mississippi cumulative record be maintained for every student enrolled. Contents include, but are not limited to, the following:

1. Pupil's birth date, as verified by birth certificate
2. Annual attendance record
3. Grades
4. Health information, including certificate of compliance (immunization)
5. Results of standardized testing required by the State of Mississippi

Parents or legal guardians of students have the legally guaranteed right of examining their student's cumulative records. To do so, a request should be made to the school principal.

RELEASE OF NAMES AND ADDRESSES

Students' names, addresses, and phone numbers listed at school are covered by the Family Education Rights and Privacy Act (FERPA) and may not be released to any unauthorized group or individual. Please do not request the names, addresses, and/or phone numbers of students.

RESIDENCY VERIFICATION

As a result of the Residency Verification Procedure adopted as a policy of the Mississippi State Board of Education on April 20, 1990, each parent or legal guardian or other adult with whom a student lives must provide to the school administration the following documents:

1. A copy of **two** of the following items of verification of residence must be presented at registration. Post office box addresses will **not** be acceptable. These items must reflect a street address or designated road address:
 - a. Mortgage documents or property deed
 - b. Apartment or home lease
 - c. Bills from an installed utility (must be current)
 - d. Affidavit of Residency and/or personal visit by a designated school district official
 - e. Any other documentation that, in the determination of the Board of Trustees, will objectively and unequivocally establish that the parent or guardian resides within the school district
2. The legal guardian of the student must also provide a copy of the court order of the guardian's appointment. If a petition for guardianship has been filed and the decree is pending, a certified copy of the filed petition for guardianship must be provided. **NOTE:** Any legal guardianship formed for the purpose of establishing residency for school District attendance purposes will not be recognized by the Board of Trustees.
Legal Reference, Miss. Code Ann. Section 37-15-31 (1989 Supp.)
3. **Students living with adults other than parents or legal guardians must provide:**
 - a. Two of the six items of verification as stated above.
 - b. A sworn affidavit stating the relationship of the adult to the student and that the student is living in the home of the person listed on the affidavit full time and fully explaining the reasons (other than school attendance zone or district preference) for this arrangement.

If the necessary documentation is not provided, the child will not be allowed to attend a school in the Gulfport School District.

SCHOOL SAFETY ACT OF 2001 (Standards of Student Conduct)

A. PHILOSOPHY

The philosophy of our public schools presupposes that most disciplinary problems will be handled among teachers, children, and parents in a calm, reasonable manner. The philosophy assumes that effective discipline leads to increased maturity and desirable behavior on the part of the student. Nevertheless, there are problems which, because they affect the learning opportunities of others, necessitate rapid deterrent actions.

B. PROCEDURES

The teacher is the authority in the classroom and, as such, is charged with classroom management. The administration will support the teacher in decisions made in compliance with the written discipline code of conduct, school policies and procedures. (Section 37-11-55(d))

Teachers have the authority to remove students from their classrooms under existing policies and statutes for certain behaviors and/or actions, and such behavior would not necessarily have to constitute *disruptive behavior* as defined in the School Safety Act of 2001 ("Act"). In accordance with the Act and the Attorney General's Opinion (AGO) dated June 25, 2001, this District designates the building principal or assistant principal of each school to determine whether a student's behavior seriously interferes with the school environment. Every removal from the classroom does not constitute an instance of *disruptive behavior* as defined by the Act. (Source: AGO, 2001)

C. REGULATIONS

The School Safety Act of 2001 and school board policies require that students conduct themselves at all times in a manner consistent with the best interest of the school and its constituents. Conduct that disrupts class work or involves substantial disorder or invasion of the rights of others is a basis for suspension or expulsion of students.

D. DISRUPTIVE BEHAVIOR

As defined by the School Safety Act of 2001, *disruptive behavior* means conduct of a student that is so unruly, disruptive, or abusive that it seriously interferes with a school teacher's or school administrator's ability to communicate with the students in a classroom, with a student's ability to learn, or with the operation of a school or school-related activity, and is not covered by other laws or policies related to violence or possession of weapons or controlled substances.

Disruptive behaviors may include, but are not limited to:

1. Foul, obscene, or profane language or gestures to a teacher
2. Threatening, defiant, abusive actions or verbal attack toward a teacher or school administrator
3. Willful, deliberate, and overt acts of disobedience of a teacher's directions
(Source: School Safety Act of 2001)
4. Leaving a classroom or a school building without proper authorization
5. Physically abusing a student or a member of the staff of a school
6. Blackmailing, threatening, or intimidating other children or teachers
7. Possessing in the school any kind of weapon, such as a pistol, knife, blackjack, etc.
8. Distribution of material unauthorized by the principal
9. The willful destruction of school property
10. Possessing, selling and/or consuming drugs, alcoholic beverages, or tobacco products
11. Deliberate failure to attend classes after reporting to school, failure to be present on the school grounds, or failure to ride authorized school transportation
12. Sexual conduct including, but not limited to acts listed in MS Code. Behavior that exceeds community and school standards of decency and good taste and that could be disruptive to school order and effective instruction is unacceptable.
13. Threatening others by brandishing a replica of a weapon on school campuses or at supervised school functions; deliberately wearing or displaying gang colors, writing gang graffiti in public places,

displaying gang symbols on personal or others' property, gesturing or using other physical signs to express gang identity or messages, soliciting students to become gang members, participating in initiation rites or other gang ceremonies, engaging in gang-related fights and/or behaving in any other way recognizable as gang behavior; if such actions are undertaken in such a manner as to be reasonably likely to incite violence, create a disturbance, endanger persons or property, or otherwise interfere with educational activities.

E. MODIFICATION PLAN

Any student who has been referred to the principal's office will, on the second offense of a violation deemed *disruptive behavior*, have a written *modification plan* that addresses the behavior in question. At a minimum, the teacher, school administrator, parent or guardian, and student should participate in writing the "plan." In the event the parent cannot or will not participate, school personnel may proceed in developing the *modification plan*. (Source: AGO, 2001; Mississippi Code, Section 37-11-54)

F. HABITUALLY DISRUPTIVE

The term *habitually disruptive* refers to *disruptive behavior* in a classroom, on school property or vehicles, or at a school-related activity that has occurred more than twice during a school year. (Section 37-11-54)

Any student who is 13 years of age or older for whom a *behavior modification plan* has been written and who does not comply with the plan shall be deemed *habitually disruptive* and subject to *automatic expulsion* on the third act of *disruptive behavior* during the school year. (Source: SSA, 2001; Section 37-11-55).

Explanation:

The phrase *subject to automatic expulsion* means that the Superintendent and Principal retain discretion in recommending expulsion of students. (MS AGO, September 22, 1994) The Board of Trustees also chooses to apply normal due process for expulsion of students.

Any student under the age of 13 who commits more than two acts of disruptive behavior during a school year will undergo a psychological evaluation.

Explanation:

The attorney general has stated that this evaluation may be performed by a trained professional designated by the Board of Trustees who is qualified to perform such evaluations using appropriate behavior assessments. (AGO, 2001; Mississippi Code Section 37-11-54 (2))

G. INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA) and 504 REFERRALS

Any referrals of students for IDEA or Section 504 evaluations should follow normal procedures and should be handled by existing mechanisms that are in compliance with those federal programs. The IDEA and Section 504 would preempt and supersede any conflicting state law provisions. (Source; AGO, 2001)

H. EXPULSION AND ALTERNATIVE SCHOOL

Any compulsory school-age student who is expelled for an act that does not consist of weapons possession or other felonious conduct must be considered for alternative school placement. [MS AGO, Thompson (July 24, 1998)]. A student expelled for three (3) acts of disruptive behavior, as defined in the Act, must be considered for alternative school placement.

A student expelled to the alternative school cannot be expelled from the alternative school unless the student has committed one of the offenses specified in Section 37-13-92(9), for which they may be removed from the school setting altogether. (Source: MS AGO, Thompson, June 25, 2001).

SCHOOL SAFETY ISSUES

Notice to parents, students and educators - Your school building has been inspected for friable and non-friable asbestos as required by the Asbestos Hazard Emergency Response Act. Results of these inspections are on file in the principal's office and at the central office. If you wish to inspect these records, please contact the appropriate school official.

School Accidents - Students are to report any accident on the school grounds to the teacher on duty or to the principal.

SELLING ITEMS AT SCHOOL OR IN THE NEIGHBORHOOD

Students are never to sell, barter, or trade items of any sort at school without the principal's permission. The only fund-raising activities allowed are those approved by the principal or the Board of Trustees. Only items related to specific school activities may be sold on the school campus. Any student violating this rule will be subject to severe disciplinary action. **STUDENTS ARE NOT TO SELL ITEMS DOOR-TO-DOOR.**

SPECIAL PROGRAMS AND SERVICES

CHILD-FIND PROGRAM - This is an ongoing project to locate, identify, evaluate, and place children with suspected disabilities. Contact the Special Services Office at 228-865-4694 for more information.

COMMUNITY EDUCATION PROGRAM - Offers special-interest and non-credit courses, technical and vocational courses, GED preparatory courses, refresher courses, and a variety of other courses to meet the needs and interests of all age groups. Contact the Community Education Office at 228-896-7622 for more information.

ENGLISH LANGUAGE LEARNERS (ELL) PROGRAM - Assistance is offered to locate, identify, and assist eligible students. Contact the Federal Programs Coordinator at 228-865-4670 for more information.

FEDERAL PROGRAMS (Title I, II, III, IV, VI) - Remedial programs in reading and mathematics are offered to all qualifying students. Contact the Federal Programs Coordinator at 228-865-4670 for more information.

GUIDANCE AND SPECIAL SERVICES - These services extend throughout all schools in the system, encompassing a comprehensive testing, counseling, and placement program. Contact the Director of Instructional Programs at 228-865-4610 for more information.

HOMELESS PROGRAM - Homeless students are those who lack a fixed, regular, and adequate nighttime residence. Homeless students are eligible for assistance under any program provided by the school. These students will be provided extra assistance via the school's regular intervention programs. For more information, contact Lydia Leggett at 228-865-4670.

PROGRAM FOR GIFTED STUDENTS - Classes are provided for intellectually gifted students who meet eligibility requirements for placement in the enrichment program. Contact the Special Services Director at 228-865-4694 for more information.

SECTION 504/AMERICANS WITH DISABILITIES ACT (ADA) - Accommodations are available for students who are eligible under Section 504 of the Americans with Disabilities Act. Inquiries should be directed to the school principal or Dr. Carla J. Evers, 504 Coordinator, at 228-865-4610.

SPECIAL SERVICES FOR THE DISABLED - Programs are available for children with disabilities who are referred and determined eligible for special services. Students moving into the district should contact the Office of Special Services at 228-865-4694.

SPECIAL SERVICES TESTING - Educational evaluations are provided for students to determine eligibility for special services. Referrals must be made through certified school personnel, or parents/guardians may contact the Office of Special Services at 228-865-4694.

SPEECH THERAPY - Students with speech or language difficulties are assisted by qualified speech therapists. Referrals for evaluation and eligibility determination should be made to the speech and language pathologist at the student's school. Contact the Special Services Director at 228-865-4694 for more information.

SPORTS

Sports teams sponsored by the Gulfport Parks and Recreation Department and carrying the names of individual elementary schools are **NOT AFFILIATED** with the Gulfport School District in any way. According to regulations of the Southern Association of Colleges and Schools, through which GSD is accredited, elementary schools may not support this type of competition and may not have teams affiliated with schools. Sports competition is restricted to the secondary schools. Fliers can be distributed to students only if there is no mention of an individual school's name in the flier and if there is a disclaimer printed on the form stating, "This program is not affiliated with the Gulfport School District."

STATE LAW REGARDING DESTRUCTION OF PUBLIC PROPERTY, FINES AND PENALTIES, AND RECOVERY OF DAMAGES

The Mississippi State Legislature has enacted the following law regarding destruction of public property, fines and penalties, and recovery of damages.

1. All discipline plans of school districts will include, but not be limited to the following:
 - a. A parent, guardian, or custodian of a compulsory-school-age child enrolled in a public school district will be responsible financially for his/her minor child's destructive acts against school property or persons.
 - b. A parent, guardian, or custodian of a compulsory-school-age child enrolled in a public school district may be requested to appear at school by an appropriate school official for a conference regarding acts of the child specified in paragraph a. of this subsection.
 - c. A parent, guardian, or custodian of a compulsory school age child enrolled in a public school district who has been summoned via proper notification by an appropriate school official will be required under this provision to attend such discipline conference specified in paragraph b. of this subsection.
2. Any parent, guardian, or custodian of a compulsory school age child subject to the provisions of this section who refuses or willfully fails to perform any of the duties imposed upon him or her under the provisions of this section will be guilty of a misdemeanor, and upon conviction, will be fined a sum of not more than two thousand dollars (\$2,000).
3. Any public school district will be entitled to recover damages in an amount not to exceed twenty thousand dollars (\$20,000) plus necessary court costs, from the parents of any minor under the age of eighteen (18) years and over the age of six (6), who maliciously and willfully damages or destroys property belonging to the school district. However, this section will not apply to parents whose parental control of such child has been removed by court order or decree. The action authorized in this section will be in addition to all other actions that the school district is entitled to maintain, and nothing in this section will preclude recovery in a greater amount from the minor or from a person, including the parents, for damages to which such minor or other person would otherwise be liable.
4. The provisions of this section will apply only to acts committed on or after July 1, 1992.

STUDY SKILLS

Specific skills and techniques can make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:

1. Come to class prepared with pencil, paper, and other necessary materials
2. Be an active participant in class - listen well and take part in class
3. Ask questions to clarify problems and misunderstandings
4. Plan the day and schedule time for homework
5. Use what is learned and apply it to new situations
6. Strive to do the very best work possible. Just "getting by" is not a worthwhile goal.

SUSPENSION

Suspension will be used as a discipline measure when other efforts to work constructively with a student have failed. Specific violations of rules may result in immediate suspension from school:

1. Open defiance of a teacher or administrator
2. Possession or use of tobacco in any form on or near the school campus
3. Use, sale, or possession of drugs or alcohol in any form (this includes possession of any kind of drug paraphernalia on or near the school campus)
4. Being under the influence of any drug or alcohol while on the school campus
5. Use or possession of dangerous objects or weapons, such as guns, knives, blackjacks, etc.
6. Skipping school
7. Harassing, threatening, or intimidating another student or teacher
8. Physically abusing a student or a member of the school staff
9. Defacing or otherwise injuring property that belongs to the school district
10. Leaving campus without authorization
11. Gambling or possessing gambling devices
12. Profanity or vulgarity (to include acts, gestures, or symbols directed to another person)
13. Other acts as designated by the principal or central office administration

TARDIES

Promptness is a virtue that becomes a habit with practice. Students are encouraged to develop this habit. Late students miss important instructional time and disturb students already at work. Consistent tardiness can cause a student to fall behind in a specific subject because of the repeated missing of instruction. An adult must sign in a student who is tardy.

TEACHER SUPPORT TEAMS

All eleven of the Gulfport schools have TST programs to identify “at-risk” students and plan intervention strategies. The program is designed to support students who are experiencing difficulty, academically and/or socially, and strengthen the attachment to education. The TST is made up of school administrators, teachers, counselors, nurses, and other support personnel.

TELEPHONE

The office telephone is for school business. Students’ use of the telephone is restricted to emergency use only.

TEXTBOOKS

Textbooks are furnished to all students by the State of Mississippi. Upon signing the registration form, parents agree to pay for any lost or damaged books. The GSD may hold the final report cards of students owing book fines until the obligation is cleared. Good care of state-owned textbooks is an indication of good citizenship. Book covers are available upon request. Special care should be given to textbooks, because replacement can cost as much as \$75 per book.

TRANSPORTATION

The privilege of transportation on a school bus carries with it responsibilities on the part of the student and the student’s parents or guardians. Drivers are expected to keep order and discipline on the bus, but their major responsibility is safe operation of the bus. A student’s failure to conform to acceptable standards of behavior and courtesy will result in appropriate disciplinary action. Students, their parents, and guardians are expected to comply with the following regulations:

1. No person other than a student scheduled to be a passenger on a particular bus, a member of the Gulfport School District administration or faculty, a parent chaperone with the approval of the principal, or law enforcement official may board a bus. No one may interfere in any way with passenger entry onto or exit from the bus or with the operation of the bus.

2. Only school-age students will be allowed to ride on a bus.
3. All passengers must obey drivers' orders and show proper courtesy and respect to drivers.
4. Students must be at assigned stops at loading time. Students must not play on public roadways while waiting for the bus. Students must wait until the bus comes to a complete stop before attempting to enter.
5. Students are to be seated immediately upon entering the bus and are to remain seated until they arrive at their destination, and the bus comes to a full stop.
6. Students are to sit in seats assigned by the driver.
7. Students are not to touch the outside of the bus and are not to hang heads, arms, legs, bodies, or hands out the windows of the bus.
8. Students may not leave the bus on its way to or from school.
9. Loud talking and other noises are not permitted on the bus.
10. Students are not to molest or bother other students in any way, either at the bus stop or on the bus.
11. Vulgar language and obscene gestures are prohibited on the bus.
12. Students are not to throw objects while on the school bus.
13. No beverages or food may be consumed on the bus.
14. Students will assist in keeping the interior of the bus clean.
15. Students will board the bus and leave the bus and bus stop according to the driver's instruction.
16. Smoking and/or possession or use of any tobacco product is prohibited on the bus and at the bus stop.
17. Possession of, consumption of, or being under the influence of drugs and/or alcohol on the bus and at the bus stop is prohibited.
18. Students may not ride outside the bus.
19. Students are not to fight or "tussle" on the bus or at the bus stop.
20. Possession of deadly weapons or realistic weapon replicas is prohibited on the bus and at the bus stop.
21. Students are prohibited from engaging in any conduct that creates a risk or hazard to the health or safety of them, another student, the bus driver, or any other person on or adjacent to the streets and highways upon which the bus travels.

PENALTIES

1. Any student who fights or "tussles," who possesses a deadly weapon or realistic weapon replica, who possesses, consumes, and/or is under the influence of drugs, alcohol, and/or tobacco products, or who engages in any conduct that creates a risk or hazard to the health or safety of himself, another student, the bus driver, or any other person on or adjacent to the streets and highways upon which the bus travels, is subject to immediate discipline in accordance with the severity of the offense, including withdrawal of the privilege of bus transportation for the remainder of the school year.
2. Violation of any school bus regulation other than those identified in paragraph 1 above may result in punishment as follows:
 - First Offense** - Warning
 - Second Offense** - Suspension from the privilege of bus transportation for three (3) days
 - Third Offense** - Suspension from the privilege of bus transportation for five (5) days
 - Fourth Offense** - Suspension from the privilege of bus transportation for ten (10) days
 - Fifth Offense** - Suspension from the privilege of bus transportation for fifteen (15) days
 - Sixth Offense** - Suspension from the privilege of bus transportation for remainder of the school year
3. In addition to the penalties prescribed above, students may be subject to further discipline as appropriate, under other GSD policies.
4. Students and their parents or guardians will be held financially responsible for damage, including damage to seats, caused by their actions.
5. Students will be notified in writing of penalties imposed for violation of school bus regulations.

APPEAL FROM PENALTIES

Appeal from penalties prescribed pursuant to this policy will proceed in accordance with the District's hearing procedure as set forth in Policy JCEB. Punishment consisting of suspension from the privilege of bus transportation for ten (10) or fewer days will proceed in accordance with the provision of Section II, short-term suspension (ten [10] or fewer days) of Policy JCEB. Penalties consisting of suspension from the privilege of bus transportation for more than ten (10) days will proceed in accordance with the provisions of Subsection 1, expulsion/long-term suspension (more than ten [10] days) of Policy JCEB (Hearing Procedure).

If a student who normally rides a bus home is NOT to ride the bus on a particular day, the parent is required to send a note to the teacher explaining this transportation change; otherwise, the child will most likely ride the bus. **Students can ride ONLY the bus that they are eligible to ride based on their residence address. There are no exceptions to this rule.** Also, only students who live a mile or more from the school are permitted to ride a bus. **Students who are not eligible for bus transportation cannot be given permission to ride a bus to a friend's or relative's house.**

TRESPASSING

All students are to leave the school immediately upon dismissal from class. There should be no loitering on the campus or around the building after school hours or on weekends.

VALUABLES

Common sense and consideration is the best guide in determining whether to bring personal possessions to school. The school administration and staff cannot be responsible for valuables brought by students from home. It is recommended that no valuables be brought to school.

VANDALISM

School buildings and equipment are public property. Willful damage or destruction of property will not be tolerated. Parents must pay for any damage done willfully by their children. If a student accidentally causes damage, the incident should be reported immediately to the teacher so that the damage is not misconstrued as vandalism.

VISITORS

As an ongoing effort to keep children safe, **all parents/visitors must report to the principal's office to sign in and receive a visitor's pass. PLEASE DO NOT DISTURB TEACHERS OR GO TO THEIR CLASSROOMS BEFORE, DURING, OR AFTER SCHOOL WITHOUT THE PRINCIPAL'S PERMISSION.** Under no circumstances are teachers to talk to anyone or allow anyone into their classrooms without a visitor's pass from the office. This is for the students' protection. Thank you for your cooperation in this matter. **EXCEPTION: Parents of kindergarten and first grade students may walk their child to class the first week of school. After the initial transition, staff members and student helpers will assist students to class as needed. Please help us encourage students to become independent.**

WEAPONS

School board policy prohibits carrying weapons. Any student who possesses an object classified as a weapon while he/she is in school, on school grounds, the school bus, or on the way to or from school will immediately be suspended by the principal, with appropriate action to follow. Any student found guilty of voluntary possession of a firearm **will be expelled for the remainder of the school year.**

WITHDRAWALS

Parents should notify the school at least one (1) week before a student is expected to be withdrawn to allow time for the check out procedure. Students must return all textbooks and library books and must pay for any lunches owed before a checkout can be completed. No permanent records will be given to the student. The GSD will, upon request from the new school, send records promptly.

APPENDIX

ANNISTON ELEMENTARY
2314 Jones Street
Gulfport, Mississippi 39507
Office: 228-896-6309 Fax: 228-896-3124

Carol Payne, EdD, Instructional Leader
Email: carol.payne@gulfportschools.org

Tim Bellipanni, Assistant
Email: tim.bellipanni@gulfportschools.org

“Attitude is Everything”

ABSENCES

When your child is absent, please contact the school to inform us of your child’s absence and to request assignments. Assignments are available after 2:30. When your child returns to school, he/she must have a doctor’s excuse or note from the parent/guardian in order for the absence to be excused. It is not the responsibility of the office or the teacher to ensure your child’s absences are excused.

BINDERS

Each student at Anniston Elementary School will need a three ring binder or zip binder. This binder will contain letters from the PTA, Parent Newsletters from the school, daily assignments, and student work. It is important that your child bring this binder to school on a daily basis.

BOOKBAGS

Rolling bookbags are not allowed. Kindergarten and first grade students are not allowed to bring bookbags. Kindergarten needs a white three ring binder. Grade 1 will need a zip binder. Grades 2-5 can bring a bookbag in addition to the zip binder.

CHECKOUTS

Checkouts are unexcused unless:

- The school nurse notifies the parent that their child is too sick to stay at school
- A doctor’s excuse is provided for the absence

Check-ins are unexcused unless a doctor’s excuse is provided when student comes to school. **Please do not check students out during the last thirty minutes of school** because of the interruption of instructional time as well as safety issues. Please cooperate by making dental, physician, and optical appointments at times that agree with the checkout policy. Identification will be requested before the office releases your child.

CONFERENCES/VISITATIONS

Parent conferences may not be held during instructional (class) time. Please call the office to schedule a conference during the teacher’s planning period. Parents are welcome to visit the classroom, however, instruction may not be interrupted to ask questions or to make comments. Be sure to sign in upon each visit to obtain permission and a visitor’s pass before entering the learning zone. Please return your visitor’s pass prior to leaving the school. **Parents of kindergarten and first grade students may walk their child to class the first week of school. After the initial transition, staff members will assist students to class as needed. Please help us encourage students to become independent and to protect instructional time.**

DAILY SCHEDULE

- 7:00 a.m.** Bus students arrive. Breakfast is served from 7:00 a.m. until 7:20 a.m.
- 7:00 a.m.** Earliest time that students other than bus riders and those eating breakfast should arrive. Students must report directly to their homeroom upon arrival at school, if not eating breakfast.
- 7:30 a.m.** Classes begin. Students arriving after 7:30 a.m. are tardy and must report to the office with an adult to sign them in before being admitted to class.
- 2:25 p.m.** Bus students are dismissed.
- 2:30 p.m.** Dismissal of school. Students should go directly home after school. If parents are to pick up their children after school, the children are required to wait on the sidewalk directly in front of the school (near the main entrance). For safety reasons, parents are requested not to pick up students at any other point on Jones Street. (Please refer to the traffic flow plan on the next page of this handbook.)
- Parents who walk up to wait for their children should stand in front of the cafeteria. No visitors are allowed in the lobby during dismissal.

The school is not responsible for students on campus before 7:00 a.m. or after 2:50 p.m. The faculty work day begins at 7:15 a.m. and ends at 3:00 p.m. **Our main concern is the safety of our students; therefore, parents must make arrangements for the proper arrival and departure times of their children.** Students on campus before or after these specific arrival and departure times are unsupervised!

ELECTRONIC DEVICES

NO electronic devices (cell phones, pagers, radios, mini-recorders, hand-held games, etc.) are allowed at Anniston Elementary. Electronic devices that are retrieved from students must be picked up by a parent/guardian from the office.

EVACUATION

In the event that Anniston Elementary School has to be evacuated, students will be taken to and dismissed from Handsboro Methodist Church on the corner of Ford Street and Demaret Drive. Please do not attempt to pick up students until they have arrived at Handsboro Methodist Church. School personnel want to make sure every child is safe, roll is called, and children are placed in the parent's care. Proper identification will be required.

FOOD/TREATS

The Gulfport School District has made a commitment to the health and well-being of our students by the elimination of unhealthy snacks and treats brought to school. We ask that no sugary or nutritionally-questionable snacks be brought to school for birthdays, special events, parties, etc. Also, if any healthy treats are planned for special class events, please understand that they will only be allowed to be delivered and served during non-instructional time. Please contact the school if you feel a snack or food item might be questionable.

LIBRARY

Students may visit the library on a daily basis for book exchange. All students may check out and return books each morning from 7:00 a.m. – 7:20 a.m. With their teacher's permission, students may also visit any time during the day to select, exchange, or renew books.

Books are checked out for two weeks with an option to renew. There are no overdue fines for elementary students. Students are not allowed to check out a book until overdue books are accounted for or returned to the library. Overdue notices are run periodically as a reminder to each user. If more time is needed to locate a misplaced book, please visit, write, or call the school so your child may continue to check out books until the missing book is located. Students are responsible for the condition of the books they check out and must pay for any lost or damaged book(s).

MAKE-UP WORK

When your child is ill, please contact the office to pick up work. Make-up work can be picked up in the office after 2:30 p.m.

MEDICAL CONCERNS

If the school nurse contacts you regarding your child's wellness, please check your child out. Vomiting, diarrhea, and fever may indicate a contagious virus; if the school nurse reports this as your child's illness, it is in everyone's best interest that your child be checked out and kept home until your child is well. If the nurse contacts you regarding lice, you must check your child out immediately, and they must be NIT FREE before they will be allowed back to class (see Gulfport School District Board Policy JCGGA).

PARKING LOT

The parking lot on the east side of the campus is for school staff only. Please use the front parking area when visiting school during school hours. Please do not pull into the parking lot to drop off or pick up students.

PARTIES AND INVITATIONS

All seasonal parties will be coordinated by the PTA room parent. We also ask that balloons, singing telegrams, etc. not be delivered at school. Healthy snacks may be sent as long as all students in the classroom are included. Please do not send party napkins, decorations, or goody bags for birthdays. Please check with the teacher prior to sending snacks. Party invitations cannot be handed out at school unless all students in the class or either all the boys or all the girls are invited.

PLANNERS

Second through fifth grade students use planners for recording homework assignments and teacher documentation of daily student behavior. Please use the planner as a communication tool with your child's teacher. The planner must be signed by the parent/guardian daily.

SAFETY - GOING TO AND FROM SCHOOL

For the safety of our students, the following rules must be observed:

1. Crossing on Jones Street and Anniston Avenue is allowed **ONLY AT THE CROSSWALK**.
2. Students must obey the duty teachers; being uncooperative or disrespectful to them will result in disciplinary action.
3. Once students have crossed the street after dismissal, they are to immediately leave the area and go home. Students are not to loiter around the crossing area waiting for other students, etc. This creates a tremendous safety hazard.
4. Students walking or riding bikes to school are expected to **STAY OUT OF THE STREET**.
5. Once the buses are located in front of the school at dismissal, parents/guardians are to wait in front of the cafeteria for their children. Parents/guardians are not to stand in the bus loading area while students are loading the buses.

TARDIES

Late students miss important instructional time, disturb classroom instruction, and prevent children from receiving perfect attendance awards. Instruction begins at 7:30. Students arriving tardy for school must be accompanied to the office by an adult to receive a tardy slip.

TRAFFIC-FLOW PLAN

This plan was devised to keep our students and your children as safe as possible. Parents are asked to cooperate fully with these important rules.

1. **Do not stop on the north side of Jones Street directly in front of the school to pick up students.**
2. **Do not make u-turns at any point on Jones Street.**
3. **Please drop off and pick up students only in the pick-up lane directly IN FRONT of the school.**
4. **PLEASE DO NOT PULL INTO THE PARKING LOT FOR ANY REASON. After picking up your child, please continue east on Jones Street and turn onto Ford or Sarazen.**

BAYOU VIEW ELEMENTARY
4898 Washington Avenue
Gulfport, Mississippi 39507
Office: 228-865-4625 Fax: 228-865-1928

Sandra Wilks, Instructional Leader
Email: sandra.wilks@gulfportschools.org
David Allen, Assistant
Email: david.allen@gulfportschools.org

“Striving To Be the Best We Can Be”

BOOKBAGS

Bookbags are permitted; however, they are not mandatory. For safety reasons, rolling book bags must be equipped for hanging.

CHECKOUTS

Please do not check students out during the last half hour of school because of the interruption of instructional time as well as safety issues. Please cooperate by making dental, medical, and optical appointments at times that agree with the checkout policy.

CONFERENCES/VISITATIONS

Parent conferences may not be held during instructional (class) time. Please call the office to schedule a conference during the teacher’s planning period. Parents are welcome to visit the classroom, however, instruction may not be interrupted to ask questions or to make comments. Be sure to sign in upon each visit to obtain permission and a visitor’s pass. Please return to the office to sign out prior to leaving the school. **Parents of kindergarten and first grade students may walk their child to class the first week of school. After the initial transition, staff members and student helpers will assist students to class as needed. Please help us encourage students to become independent.**

DAILY SCHEDULE

- 7:00 a.m.** The earliest time students may arrive on campus is 7:00 a.m. Students who arrive between 7:00 a.m. and 7:20 a.m. must report to the classroom or the cafeteria (if eating breakfast). Breakfast will be served in the cafeteria from 7:00 a.m. - 7:20 a.m. Any students arriving on campus between 7:20-7:28 a.m. must report to the classroom.
- 7:28 a.m.** Doors are closed to give students time to be ready for 7:30 announcements.
- 7:30 a.m.** Classes begin at 7:30 a.m. Students arriving tardy must report to the office and have an adult sign them in before being admitted to class.
- 2:25 p.m.** Kindergarten, first grade, and bus students are dismissed.
- 2:30 p.m.** All remaining students are dismissed.

The school will not assume responsibility for children on the school grounds before 7:00 a.m. Students not picked up by 3:00 p.m. will be sent to the after-school program. A fee of \$6.00 will be charged to the parents for daycare services. Our main concern is for the safety of your child; therefore, parents must make arrangements for the proper arrival and departure times of their children. Students on campus prior to the opening of school will be unsupervised. Please do not bring or send your child to school prior to 7:00 a.m.

ELECTRONIC DEVICES

Electronic devices (cell phones, pagers, radios, mini-recorders, hand-held games, etc.) may not be brought to school. Electronic devices found in a student's possession will be confiscated. An adult will be required to come to the school to retrieve the item.

EVACUATION

In the event that Bayou View Elementary has to be evacuated, students will be taken to and dismissed from the Bayou View Middle School gym. Please do not attempt to pick up students until they have arrived at Bayou View Middle School. School personnel want to make sure every child is safe, roll is called, and children are placed in the parent's care. Proper identification will be required.

FOOD/TREATS

The Gulfport School District has made a commitment to the health and well-being of our students by the elimination of unhealthy snacks and treats brought to school. We ask that no sugary or nutritionally-questionable snacks be brought to school for birthdays, special events, parties, etc. Also, if any healthy treats are planned for special class events, please understand that they will only be allowed to be delivered and served during non-instructional time. Please contact the school if you feel a snack or food item might be questionable.

PARTIES AND INVITATIONS

Invitations may be distributed at school only if everyone receives an invitation or all boys to a boy's party or all girls to a girl's party. All seasonal parties will be coordinated by the PTA room parent. We will not accept delivery of balloons or flowers for students.

SCHOOL PLUS

BVE will continue to operate the after-school program. The after-school program begins at dismissal time and is open until 5:30 p.m. each school day. School Plus is closed on 60% days. There is a \$15.00 registration fee. The program costs \$35.00 per week. A \$1.00 per minute charge will be required of parents arriving late. Students with excessive misbehavior will be removed from the program. Parents must enter through the doors on the east end of the building for School Plus pickup. Applications are available in the school office.

STUDENT DROP-OFF AND PICK-UP

Grades K-1 Students: Drop-off and pick-up will be at the front door of the school. Cars will line up along Washington Avenue, utilizing the turning lane on the side of the street.

NOTE: Students in K-1 with older siblings will wait in the designated area of the older sibling.

Grades 2-5 Students: Drop-off and pick-up will be on the east side of the cafeteria. Cars will line up along O'Brien Street and 51st Street and proceed into the circular drive to pick up students.

The area in front of the multipurpose building is for bus loading/unloading. Please do not drop off or pick up students in this area.

TARDIES

Instruction begins at 7:30 a.m. Students who are late miss important instructional time, disturb those students already at work, and are prevented from receiving perfect attendance awards. Students who arrive after 7:28 must report to the office in order to be signed in by an adult (parent/guardian).

TRANSPORTATION

Students who ride the bus to school must ride it home unless they have a note written by a parent or guardian stating otherwise. The request must be written in advance in order to be verified by a telephone call from the office. **For safety reasons, telephone calls requesting a change in transportation will not be accepted.** Changes in transportation must be written or faxed.

CENTRAL ELEMENTARY
1043 Pass Road
Gulfport, Mississippi 39501
Office: 228-865-4642 Fax: 228-865-0281

Denise Bush, Instructional Leader
Email: denise.bush@gulfportschools.org

“Together We Make a Difference”

AFTER-SCHOOL PROGRAM

After-school care is available from 2:30 p.m. until 5:45 p.m. on a fee-for-service basis. Funding is available for those who qualify. For more information contact the school office. This program is for Central Elementary students only.

ARRIVAL AND DEPARTURE TIMES

Our main concern is the safety of your child; therefore, parents must make arrangements for the proper arrival and departure times of their children. Students on campus prior to the opening of school will be unsupervised. Please do not bring or send your child to school prior to 7:00 a.m. The school will not assume responsibility for children on the school grounds before 7:00 a.m. Walkers will be dismissed at the gates on 8th Avenue and 28th Street.

CAR-RIDER INFORMATION

Morning drop-off is at the front entrance of the school on Broadmoor Avenue. In the afternoon, students will be called from the auditorium to the front entrance on Broadmoor Avenue. Parents will not be permitted to walk up to get a child. Students will be placed in cars only.

CHECKOUTS

Please do not check students out during the last half hour of school because of the interruption of instructional time as well as safety issues. Please cooperate by making dental, medical, and optical appointments at times that agree with the checkout policy.

CONFERENCES/VISITATIONS

Parents are welcome to visit the classroom; however, instructional (class) time may not be interrupted to ask questions or make comments. Parent conferences can be scheduled during the teacher’s planning period to address any concerns. Please send a written request to the teacher for a conference or call the office. Be sure to stop by the office to check-in and to obtain a visitor’s pass before entering the classrooms. **Parents of kindergarten and first grade students may walk their child to class the first week of school. After the initial transition, staff members will assist students to class as needed. Please help us encourage students to become independent and to protect instructional time.**

DAILY SCHEDULE

| | |
|------------------------------|--|
| 7:00 a.m. - 7:25 a.m. | Breakfast is served. Students who do not eat breakfast should report directly to their homeroom. |
| 7:30 a.m. | Tardy bell rings. Announcements. Instruction begins. |
| 7:30 a.m. | Students who arrive after 7:30 a.m. must obtain a tardy slip before going to class. |
| 2:20/2:45 p.m. | Bus students are dismissed. |
| 2:25 p.m. | Car riders are dismissed. |
| 2:30 p.m. | Walking students are dismissed. |

ELECTRONIC DEVICES

Electronic devices (cell phones, pagers, radios, mini-recorders, hand-held games, etc.) may not be brought to school. Electronic devices found in a student's possession will be confiscated. An adult will be required to come to the school to retrieve the item.

EVACUATION

In the event that Central Elementary has to be evacuated, students will be taken to and dismissed from Pass Road Baptist Church on Pass Road. Please do not attempt to pick up students until they have arrived at Pass Road Baptist Church. School personnel want to make sure every child is safe, roll is called, and children are placed in the parent's care. Proper identification will be required.

FOOD/TREATS

The Gulfport School District has made a commitment to the health and well-being of our students by the elimination of unhealthy snacks and treats brought to school. We ask that no sugary or nutritionally-questionable snacks be brought to school for birthdays, special events, parties, etc. Also, if any healthy treats are planned for special class events, please understand that they will only be allowed to be delivered and served during non-instructional time. Please contact the school if you feel a snack or food item might be questionable.

PARTIES AND INVITATIONS

All seasonal parties will be coordinated by the classroom teacher. Balloons and flowers are not to be delivered to school. Party invitations cannot be handed out at school unless all students in the class or either all the boys are invited to the boy's party or all the girls are invited to the girl's party.

TARDINESS

Instruction begins at 7:30 a.m. Late students miss important instructional time and disturb those students already at work. An adult must accompany students who arrive after 7:30 a.m. to the office in order to be signed in by the records clerk.

TRANSPORTATION

Parents must send written notification to the classroom teacher stating a change in transportation for bus riders, car riders, and walkers. No changes will be accepted after 2:00 p.m.

WALKER INFORMATION

In the morning, walkers will enter the school through the front entrance on Broadmoor Avenue. In the afternoon, walkers will be released through the gates on 28th Street and 8th Avenue. We ask parents to stress to their children the importance of staying on sidewalks and crossing the streets at corners. For the safety of all students, it is desirable that every child has a buddy to walk home with each day.

GASTON POINT ELEMENTARY
1526 Mill Avenue
Gulfport, Mississippi 39501
Office: 228-865-4656 Fax: 228-865-4701

Tracy Jackson, EdD, Instructional Leader
Email: tracy.jackson@gulfportschools.org

“Excellence is not only Expected...it is Required.”

AFTER-SCHOOL DAY CARE PROGRAM

The after-school program begins at dismissal time and is open until 5:30 p.m. each day. There is a \$15 registration fee. The program costs \$35.00 per week. No aftercare on early dismissal days. A \$1 per minute charge will be required of parents arriving late. Students with excessive misbehavior (3 referrals) will be removed from the program. When the enrollment is at its maximum level, a wait list will be provided. Applications are available in the school office.

ABSENCES

When your child is absent, please contact the school to inform us of your child’s absence and to request assignments. Assignments are available after 2:30 p.m. When your child returns to school, he/she must have a doctor’s excuse or note from the parent/guardian in order for the absence to be excused. It is not the responsibility of the office or the teacher to ensure your child’s absences are excused.

CHECKOUTS

Checkouts will not be allowed after 2:00 p.m. because of the interruption of instructional time as well as safety issues. Please cooperate by making dental, physician, and optical appointments at times that agree with the checkout policy.

CONFERENCES/VISITATIONS

Parent conferences may not be held during instructional (class) time. Please call the office to schedule a conference during the teacher’s planning period. Parents are welcome to visit the classroom; however, instruction may not be interrupted to ask questions or to make comments. Be sure to sign in upon each visit to obtain permission and a visitor’s pass before entering the learning zone. Parents of kindergarten and first grade students may walk their child to class the first week of school. After the initial transition, staff members will assist students to class as needed. Please help us encourage students to become independent and to protect instructional time.

DAILY SCHEDULE

| | |
|------------------------------|---------------------------------------|
| 7:00 a.m. - 7:25 a.m. | Breakfast is served in the cafeteria |
| 7:25 a.m. | Warning Bell |
| 7:35 a.m. | Tardy bell; Instruction begins |
| 2:25 p.m. | Bus students are dismissed |
| 2:30 p.m. | Walking students/Car riders dismissed |

The school is not responsible for students on campus before 7:00 a.m. or after 2:45 p.m. The faculty workday begins at 7:00 a.m. and ends at 3:00 p.m. Our main concern is the safety of our students; therefore, parents must make arrangements for the proper arrival and departure times of their children. Students on campus before or after these specific arrival and departure times are unsupervised!

ELECTRONIC DEVICES

Electronic devices (cell phones, pagers, radios, mini-recorders, hand-held games, etc.) may not be brought to school. Electronic devices found in a student’s possession will be confiscated. An adult will be required to come to the school to retrieve the item.

EVACUATION

In the event that Gaston Point Elementary has to be evacuated, students will be taken by bus to and dismissed from the gym of West Elementary School located at 4051 - 15th Street. Please do not attempt to pick up students until they have arrived at West Elementary. School personnel are required to ensure the safety of every child before releasing them into the care of parents/guardians. Proper identification will be **REQUIRED** before students are released.

FOOD/TREATS

The Gulfport School District has made a commitment to the health and well-being of our students by the elimination of unhealthy snacks and treats brought to school. We ask that no sugary or nutritionally-questionable snacks be brought to school for birthdays, special events, parties, etc. Also, if any healthy treats are planned for special class events, please understand that they will only be allowed to be delivered and served during non-instructional time. Please contact the school if you feel a snack or food item might be questionable.

PARTIES

All seasonal parties will be conducted by the classroom teacher. Balloons and flowers are not to be delivered to school for students. Party invitations cannot be handed out at school unless all students in the class are invited. Birthday parties are not permitted; however, with prior approval from the teacher, parents may send healthy snacks on a child's birthday, as long as all students in the classroom are included. The snacks will be distributed during a non-instructional break. Any exceptions must have prior approval from an administrator.

PHONE NUMBERS FOR STUDENTS

It is imperative that parents/guardians provide the office with correct and working telephone numbers and addresses for the parent(s) or guardian(s). School personnel must be able to reach the parents at all times.

TARDINESS

Late students miss important instructional time, disturb those students already at work, and prevent children from receiving perfect attendance awards. Instruction begins at 7:30 a.m. Late students must be accompanied by a parent or guardian and must be signed in by the records clerk before admittance to class will be permitted.

TRAFFIC FLOW

The buses will enter into the south driveway and line up along the front of the school next to the sidewalk. They will exit out of the north driveway. Parents who pick up their children will enter into the south driveway and pull up as far as they can along the sidewalk and exit out of the north driveway. The walkers will be escorted safely across Mill Avenue by teachers. **Please do not pick up or drop off students across the street at the recreation center.**

TRANSPORTATION

Parents must send written notification to the classroom teacher stating a change in transportation for bus riders, car riders, and walkers. No changes will be accepted after 2:00 p.m.

WALKERS AND BIKE RIDERS

All walkers are to cross between the crosswalk lines on Mill Avenue. No students will be allowed to enter through any door other than the front door. Bike riders must WALK their bike across Mill Avenue. No student is allowed to ride his/her bike on school property.

PASS ROAD ELEMENTARY
37 Pass Road
Gulfport, Mississippi 39507
Office: 228-865-4659 Fax: 228-863-1549

Kenneth Hudson, Instructional Leader
Email: kenneth.hudson@gulfportschools.org

“Rise and Shine, Pass Road Elementary”

AFTER-SCHOOL CHILDCARE

The intent of this service is to offer a structured, monitored program for children of working parents. After-school childcare will be available on school days from dismissal until 5:45 p.m. There is a \$15.00 registration fee. The program cost is \$35.00 per week. Other information regarding this program is available in the office.

ARRIVAL AND DEPARTURE TIMES

Because our main concern is for the safety of your child, please do not bring or send your child to school before 7:00 a.m. We have staff on duty from 7:00 a.m. until 2:30 p.m. each school day. Students who arrive on campus prior to the opening of school will be unsupervised.

BOOKBAGS

Bookbags are permitted; however, they are not mandatory. For safety reasons, rolling bookbags are **not** permitted.

CHECKOUTS

Please do not check students out after 2:00 p.m. because of the interruption of instructional time as well as safety issues. Please cooperate by making dental, physician, and optical appointments at times that agree with the checkout policy.

CONFERENCES/VISITATIONS

Parent conferences may not be held during instructional (class) time. Please call the office to schedule a conference during the teacher’s planning period. Parents are welcome to visit the classroom; however, instruction may not be interrupted to ask questions or to make comments. Be sure to sign in upon each visit to obtain permission and a visitor’s pass. Please return your visitor’s pass prior to leaving the school. **Parents of kindergarten and first grade students may walk their child to class the first week of school. After the initial transition, staff members will assist students to class as needed. Please help us encourage students to be independent.**

DAILY SCHEDULE

- | | |
|-------------------------|---|
| 7:00 - 7:25 a.m. | Breakfast will be served in the cafeteria. |
| 7:15 a.m. | Students report to their class. |
| 7:30 a.m. | Instructional day begins. <i>Students arriving after this time must report to the attendance office and have an adult sign them in before reporting to class.</i> |
| 2:25 p.m. | Bus riders and walkers are dismissed. |
| 2:30 p.m. | All remaining students are dismissed. |

ELECTRONIC DEVICES

Electronic devices (cell phones, pagers, radios, mini-recorders, hand-held games, etc.) may not be brought to school. Electronic devices found in a student's possession will be confiscated. An adult will be required to come to the school to retrieve the item.

FOOD/TREATS

The Gulfport School District has made a commitment to the health and well-being of our students by the elimination of unhealthy snacks and treats brought to school. We ask that no sugary or nutritionally-questionable snacks be brought to school for birthdays, special events, parties, etc. Also, if any healthy treats are planned for special class events, please understand that they will only be allowed to be delivered and served during non-instructional time. Please contact the school if you feel a snack or food item might be questionable.

PARTIES AND INVITATIONS

All seasonal parties will be coordinated by the classroom teacher. Balloons and flowers are not to be delivered to school. Party invitations cannot be handed out at school unless all students in the class or either all the boys or all the girls are invited.

PHONE NUMBERS/ADDRESSES

It is imperative that parents/guardians provide the office with working telephone numbers and correct addresses as soon as there is a change. School personnel must be able to reach a parent or adult at all times.

SAFETY RULES FOR WALKERS

1. All students crossing Pass Road are allowed to cross ONLY at the crosswalk with the crossing guard.
2. Students crossing at the south end of the school must cross ONLY at the crosswalk with the crossing guard.
3. Students must obey the crossing guards; being uncooperative or disrespectful to crossing guards will result in disciplinary action.
4. Once students have crossed the street after dismissal, they are to immediately leave the area and go home. Students must stay on the sidewalk and out of the alley.
5. Students are not to loiter around the crossing area waiting for other students, etc.
6. Students walking or riding bikes are expected to STAY OUT OF THE STREET.
7. Students riding bikes are expected to WALK the bike while on campus and at crosswalks.
8. Fighting, physical contact, and/or harassment of any kind will not be tolerated and will result in disciplinary action.

SCHOOL EVACUATION

In the event that Pass Road Elementary has to be evacuated, students will be taken to the Herbert Wilson Recreation Center at 3625 Hancock Avenue and dismissed from that location. For the safety of all children, please do not attempt to pick up students until they have arrived at Herbert Wilson. School personnel must make sure every child is accounted for before the children are placed in the parent's care. Proper identification will be required.

TRAFFIC-FLOW PATTERN

Cars enter from Pass Road and exit onto Maples Drive. Cars should not pull into the bus zone to load or unload students. The bus area is the driveway parallel to Pass Road.

Children should be picked up and dropped off on the south side of the building next to the covered walkway. Buses will load on the Pass Road side. Curbside parking is not permitted. If you need to park, please use a designated parking space. Please observe signs and one-way designations. In the afternoon, parents will not be permitted to walk up to get a child. Students will be placed in cars only.

VISITORS

All visitors must park in a designated parking space and enter through the southeast building entrance. Visitors must report to the office and sign in to receive a visitor's pass. A valid photo I.D. will be required.

28TH STREET ELEMENTARY
3034 - 46th Avenue
Gulfport, Mississippi 39501
Office: 228-867-2140 Fax: 228-865-0281

Lea Bellon, Instructional Leader
Email: lea.bellon@gulfportschools.org

“Anchored in Excellence!”

AFTER-SCHOOL CHILDCARE

After-school childcare is available on school days from dismissal until 5:45 p.m. There is a \$15.00 registration fee and a \$35.00 weekly fee. All Kindergarten-fifth grade students are eligible to apply; however, excessive behavior concerns, late pick-ups, and/or failure to make payments on time are grounds for dismissal from the after-school program. Applications are available in the school office.

ARRIVAL AND DEPARTURE TIMES

For the safety of your child, please make sure your child does not arrive on campus prior to 7:00 a.m. each morning and is picked up by 2:30 p.m. each afternoon. Students on campus prior to the opening of the school will be unsupervised. Staff report for duty at 7:00 a.m.

ATTENDANCE AND TARDINESS

Please make sure your child is in school daily no later than 7:30 a.m. Excessive absences affect learning and will be reported to the school attendance officer. Late students miss important instructional time, disturb those students already at work, and prevent children from receiving perfect attendance awards.

CHECKOUTS

Please avoid checkouts after 2:00 p.m. because of the interruption of instructional time as well as safety issues. Please cooperate by making dental, physician, and optical appointments at times that agree with the checkout policy. Only parents listed on birth certificate or adults listed on the checkout card will be permitted to check out your child. A photo I.D. will be required.

CONFERENCES/VISITATIONS

Parents are welcome to visit classrooms after first signing in at the office and obtaining a visitor’s pass to enter the hallways. Parent conferences must be scheduled in advance and cannot take place during instructional time. Parents of Kindergarten and First grade students are welcome to walk their child to class the first week of school. After the initial transition, parents are required to allow students to become more independent. Staff members will assist students to class as needed.

DAILY SCHEDULE

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|-------------|---|
| 7:00 – 7:25 | Students arrive and breakfast is served |
| 7:25 | Students report to class |
| 7:30 | Instructional day begins <i>Students who arrive after 7:30 a.m. are tardy and must be signed in by an adult.</i> |
| 2:25 | Bus riders dismissed |
| 2:30 | All other students dismissed |

FOOD/TREATS

The Gulfport School District has made a commitment to the health and well-being of our students by the elimination of unhealthy snacks and treats brought to school. We ask that no sugary or nutritionally-questionable snacks be brought to school for birthdays, special events, parties, etc. Also, if any healthy treats are planned for special class events, please understand that they will only be allowed to be delivered and served during non-instructional time. Please contact the school if you feel a snack or food item might be questionable.

HOMEWORK

Students in 1st – 5th grades will have homework Monday-Thursday of each week. A student planner will be sent home nightly detailing the assignments. Parents are asked to review the homework and sign the planner each night.

PARENT COMMUNICATION

Parent communication is strongly encouraged. The school will make every effort to keep parents involved and aware of student performance. A parent/teacher conference will be scheduled prior to the first report card being issued. Weekly newsletters will be sent home every Tuesday along with graded papers from the previous week. Grades will be posted online each week and a computer lab is available at school for parent use upon request. School and teacher web pages can be viewed online at <http://www.gulfportschools.org/SCHOOLS/TES/>.

PARTIES AND INVITATIONS

All seasonal parties will be coordinated by the classroom teacher. Balloons and flowers are not to be delivered to school. Party invitations cannot be handed out at school unless all students in the class or either all the boys or all the girls are invited.

TRANSPORTATION

BUS RIDERS: Riding the bus is a privilege and student conduct at the bus stop and on the bus will be strongly enforced for the safety of all students. In the event a child is suspended from the school bus, parents will be responsible for transportation and notifying the teacher. Suspended bus riders will not be allowed to walk or ride a bike without a note from a parent or guardian.

CAR RIDERS: Cars will enter from 46th Street and follow the flow of traffic to the covered porch area. Parents are asked to stay in their cars for drop-off and pick up. Curbside parking is not permitted. In the afternoon, parents will not be permitted to walk up to get a child. For safety purposes, students will be placed in cars only to prevent students from walking in and out of traffic lanes.

WALKER/BIKE RIDERS: All walkers and/or car riders must have written permission from their parent/guardian. They will enter and exit the campus on the sidewalk and only cross at designated crossing areas. Students on bicycles must walk their bikes until they are off the campus.

PLEASE NOTE: If a change in transportation is necessary, parents must notify the teacher in writing. Change in transportation will not be permitted upon student request or over the phone.

VISITORS

All visitors must park in a designated parking space and enter through the main entrance. Visitors must sign in at lobby window area. Entrance doors to hallways will remain locked until permission is granted for entrance. Visitors are expected to wear passes in a visible area and sign out upon exiting. All visitors are asked to silence their cell phones and/or pagers prior to entering a classroom to avoid interruption. Only parents and adults listed on checkout cards will be allowed to visit classrooms, unless arrangements were made with the teacher or school administration in advance.

WEST ELEMENTARY
4051 - 15th Street
Gulfport, Mississippi 39501
Office: 228-870-1025 Fax: 228-870-1032

Scott Powell, Instructional Leader
Email: scott.powell@gulfportschools.org

“...Lighting the Way to Success”

AFTER-SCHOOL DAY CARE PROGRAM
“Lighthouse Learning Center”

West Elementary will continue to operate the Lighthouse Learning Center as long as a minimum of ten students are enrolled. The after-school program begins at dismissal time and is open until 5:45 p.m. each school day. There is a \$15.00 registration fee. The program costs \$35.00 per week. A \$1.00 per minute charge will be required of parents arriving late. Students with excessive misbehavior (3 referrals) will be removed from the program. When the enrollment is at its maximum level, a wait list will be developed. Applications are available in the school office.

ARRIVAL AND DEPARTURE TIMES

The school will not assume responsibility for children on the school grounds before 7:00 a.m. Students not picked up by 3:00 p.m. will be sent to the after-school program. A fee of \$7.00 will be charged to the parents for daycare services. Our main concern is safety of the children; therefore, parents must make arrangements for the proper arrival and departure times of their children. Students on campus prior to the opening of school will be unsupervised. Children must not arrive at school prior to 7:00 a.m.

CONFERENCES/VISITATIONS

Parent conferences may not be held during instructional (class) time. Please call the office to schedule a conference during the teacher’s planning period. Parents are welcome to visit the classroom; however, instruction may not be interrupted to ask questions or to make comments. Be sure to sign in upon each visit to obtain permission and a visitor’s pass before entering the learning zone. Please return your visitor’s pass prior to leaving the school. **Parents of kindergarten and first grade students may walk their child to class the first week of school. After the initial transition, parents are required to allow students to become more independent. Staff members will assist students to class as needed. Please help us protect instructional time.**

DAILY SCHEDULE

The following times are subject to change:

- | | |
|-------------------------|--|
| 7:00 - 7:25 a.m. | Students arrive and breakfast is served. |
| 7:25 a.m. | Students enter class. |
| 7:30 a.m. | Instructional day begins. <i>Students who arrive after 7:30 a.m. are tardy and must be signed in by an adult.</i> |
| 11:30 a.m. | 60% day – early dismissal |
| 2:00 p.m. | Checkout ends |
| 2:25 p.m. | Bus riders dismissed. |
| 2:30 p.m. | All other students dismissed |

ELECTRONIC DEVICES

Electronic devices (cell phones, pagers, radios, mini-recorders, hand-held games, etc.) may not be brought to school. Electronic devices found in a student's possession will be confiscated. An adult will be required to come to the school to retrieve the item.

EVACUATION PROCEDURES

A school safety plan has been developed for West Elementary that outlines emergency procedures. In the event that the school needs to be evacuated, students will be transported via school bus to Gaston Point Elementary. Parents will be required to provide photo identification to check out a student. The school safety plan is available for review upon request.

FOOD/TREATS

The Gulfport School District has made a commitment to the health and well-being of our students by the elimination of unhealthy snacks and treats brought to school. We ask that no sugary or nutritionally-questionable snacks be brought to school for birthdays, special events, parties, etc. Also, if any healthy treats are planned for special class events, please understand that they will only be allowed to be delivered and served during non-instructional time. Please contact the school if you feel a snack or food item might be questionable.

PARTIES AND INVITATIONS

All seasonal parties will be conducted by the classroom teacher. Balloons and flowers are not to be delivered to school for students. Party invitations cannot be handed out at school unless all students in the class are invited or all boys are invited for an all boys party or all girls are invited for an all girls party.

PHONE NUMBERS/ADDRESSES

It is imperative that parents/guardians provide the office with working telephone numbers and correct addresses as soon as there is a change. School personnel must be able to reach a parent at all times.

TRAFFIC FLOW

For the safety of the children, the following traffic patterns have been established. We request and appreciate your cooperation.

MORNING:

CAR RIDERS will enter the building through the east exterior doors. **Students are to be unloaded by the covered walkway on the east side of the school near Milner Stadium.** Traffic will flow **south** through the car loop.

BUS RIDERS will be unloaded on the north side of the building at the front entrance in the bus-loading zone. **All cars are PROHIBITED** from dropping off students in the bus-loading zone.

AFTERNOON:

CAR RIDERS will exit the building through the east exterior doors on the stadium side of the building. Students will be loaded in cars under the covered walk. Traffic will flow **north** through the car loop. **Parents in the loading zone against the sidewalk are required to remain in their cars.** Parents who park must park across the street near the stadium, walk to your child's teacher and sign your child out; be prepared to show photo identification. **TEACHERS MAY NOT HOLD PARENT CONFERENCES DURING DISMISSAL TIME FOR SAFETY REASONS.** Refrain from driving across or parking on the circular grassy area; parents and students are using this area for crossing. Violators will be notified, in writing, that this infraction has been documented.

WALKERS/BIKE RIDERS

Talk with your child about safety when walking/riding bikes to and from school. Students should not waste time, but come directly to school and go directly home after school. An adult or older student must accompany small children. Teach your child to stay away from strangers and to be aware of their surroundings. Students may only cross the street at the crossing guards located at the two corners of the school property. All walkers must have written permission from their parent(s)/guardian(s).

Gulfport School District
Notification of Rights under FERPA for
Elementary and Secondary Schools

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

- (1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal or other designated school official a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. (34 CFR § 99.10)

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal or other designated school official, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. (34 CFR §§ 99.21, and 99.22)

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (34 CFR §§ 99.30 and 99.31)

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue,
SW Washington, DC 20202-4605
www.ed.gov/policy

In addition, FERPA gives parents certain rights with respect to their children's education records, including directory information. Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, student work (without grades) for display at the discretion of the teacher, and the most recent educational institution attended. Unless the parent or guardian notifies the Gulfport School District (the "District") otherwise within five days after notification by receipt of the Handbook and Code of Conduct for Students and Parents, consent is implied for the District to release directory information. This implied consent includes the release of student directory information or non-directory information such as student work for use in the following ways:

- (1) On the Gulfport School District's web site – The web site will use the student's first name and/or first name and last initial only. Personal information such as home address, telephone number, or names of family members will not be used. Any information that indicates the physical location of a student at a given time other than attendance at a particular school or participation in school activities will not be used. Schoolwork may include, but is not limited to, art, written papers, class projects, and computer projects.
- (2) In material printed by the school or the District or printed by publishers outside the Gulfport School District – Printed materials may include a child's full name. Printed material may include, but is not limited to, school directories, yearbooks, programs, brochures, newspaper articles, and printed advertisements.
- (3) In videos produced and broadcast by the District or produced and broadcast by news organizations and others who receive approval from the Gulfport School District – Student Directory Information Denial Form is available from each school's office or from the Parent's Page or Publication's Page of the Gulfport School District's web site.

Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED).

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect upon request and before administration or use

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

Gulfport School District (the District) will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

Collection, disclosure, or use of personal information for marketing, sales or other distribution
 Administration of any protected information survey not funded in whole or in part by ED
 Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, S. W.
 Washington, DC 20202-4605

PPRA Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires the Gulfport School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

Parental notification will occur prior to any survey requiring parental notice and consent or opt-out. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 or older or an emancipated minor under State law.)

NOTES:

**Gulfport School District
Elementary Handbook Acknowledgement of Receipt**

Directions: Please tear out and return this form to your child's teacher within your child's first week of attendance.

School: _____ 2011-2012 School Year

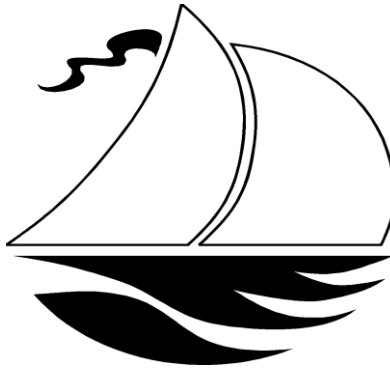
Student: _____ Grade: _____

Teacher: _____

I have read and discussed this handbook with my child. We understand the expectations that have been established for elementary students by the school and district regarding learning and behavior. If I have any questions, comments, or concerns I understand that I may speak to my child's teacher or principal for more information.

Parent/Guardian Signature: _____

Date: _____



The Gulfport School District 2011-12 Calendar
Board Approved 2/7/11

July

19-20 Administrative Staff Development
26-27 Novice Teacher Staff Development
28-29 New Teacher Staff Development

August

1 Staff Development District Level
2 Staff Development -
½ Day District, ½ Day Site
3 Staff Development - Site Level
4 First Day of School
31 20 Days of Instruction

September

5 Labor Day Holiday
7 First Term Progress Reports
14-15 SATP English II Writing Retest
19 Retest SATP English II
20 Retest SATP Algebra I
21 Retest SATP U.S. History
22 Retest SATP Biology I
23 Retest SATP Make up
30 21 Days of Instruction

October

4-6 First Term Exams
6 End First Term
7 Teacher Assistant Holiday
7 Begin Second Term
10 Staff & Student Holiday
13 First Term Report Cards
31 20 Days of Instruction

November

9 Second Term Progress Reports
9 SATP English II Writing
9 SATP English II Writing Retest
21-25 Thanksgiving Holiday
30 17 Days of Instruction

December

5 SATP 2 English II
6 SATP 2 Algebra I
7 SATP 2 U.S. History
8 SATP 2 Biology I
9 SATP 2 Make up
13-15 Second Term Exams
16 End Second Term - 60% Day
19-30 Christmas Break
31 12 Days of Instruction

January

2 Teacher Work Day - Site Level
3 Begin Third Term
5 Second Term Report Cards
16 Martin Luther King, Jr. Holiday
31 20 Days of Instruction

February

8 Third Term Progress Reports
20-21 Mardi Gras Break
29 19 Days of Instruction

March

1 MWAP 4th/7thGrade Writing
2 MWAP 4th/7th Grade Writing Make up
5-7 Third Term Exams
8 End Third Term
9 Begin Fourth Term
15 Third Term Report Cards
21-22 SATP 2 English II Writing
26 Retest SATP 2 English II
27 Retest SATP 2 Algebra I
28 SATP 2 U.S. History Retest
29 SATP 2 Biology I Retest
30 SATP Make up
31 22 Days of Instruction

April

6-13 Spring Break
18 Fourth Term Progress Reports
24-25 CPAS Testing
25-26 7th Grade ACT Explore/
8th & 9th Grade ACT Plan
27 CPAS Make up
30 15 Days of Instruction

May

1 SATP 2 English
1-2 MS Science Test 5th/8th Grade
2 SATP 2 Algebra I
3 SATP 2 U.S. History
4 SATP 2 Biology I
7 SATP 2 Make up
8 MCT 2 Reading
9 MCT 2 Writing
10 MCT 2 Math
11 MCT 2 Make up
17 Graduation
18 End Fourth Term (60% Day)
14 Days of Instruction
21-23 Staff Development - Site Level
24 Report Cards

