

# *On The Winds of Success* Gulfport School District

*Secondary Schools  
Student – Parent Handbook  
2011-2012*



Central Middle School  
1310 – 42<sup>nd</sup> Avenue  
Gulfport, Mississippi 39501  
228-870-1035  
[www.gulfportschools.org](http://www.gulfportschools.org)

## Gulfport School District Mission Statement

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

# Gulfport Central Middle School School Specific Addendum

## Administration

Michael Battle – Principal  
Dana Benson – Assistant Principal  
Nikki Witherspoon – 6<sup>th</sup> Grade Academy Administrator  
Tenneille Lamberth – Guidance Counselor  
Pamela Hurd – Guidance Counselor  
Marie Shivers – Records Clerk  
Mari Boggess – Bookkeeper  
Anna Lombard – Main Office Secretary  
Darlene McNair – 6<sup>th</sup> Grade Academy Secretary

## Mandatory After School Tutoring

Mandatory after school tutoring will take place on Mondays, Wednesdays, and Thursdays from 3:00 p.m. to 4:00 p.m. Teachers will assign mandatory after school tutoring to those individuals who are behind in classwork, homework, or fail a course during a nine week period. Mandatory after school tutoring aims to instill high quality work ethics, enforce the importance of academics, and encourage students to complete assignments in a timely fashion. At the conclusion of the nine week period, students will be given an exit exam (20-25 questions) on those objectives not mastered. Students passing the exit exam will receive a grade of seventy, providing that they have met all other academic requirements.

Note: Transportation will be provided for those individuals assigned mandatory tutoring. Mandatory tutoring will take priority over athletics and/or extra-curricular activities.

## Bell Schedule

Warning Bell – 7:55 a.m.  
First Period – 8:00 a.m. to 8:53 a.m.  
Second Period – 8:56 a.m. to 9:49 a.m.  
Third Period – 9:52 a.m. to 10:45 a.m.  
Fourth Period – 10:48 a.m. to 12:11 p.m.  
Fifth Period – 12:14 p.m. to 1:07 p.m.  
Sixth Period – 1:10 p.m. to 2:03 p.m.  
Seventh Period – 2:06 p.m. to 3:00 p.m.

## Detention Assigned by an Administrator

Students will be given prior notice and an assignment slip stating time, place, date, and number of days to be served. All students must serve on the day or days assigned.

Detention will be held after school Mondays through Thursdays from 3:00 p.m. to 3:50 p.m. All school rules apply during the detention period (ie: tardies, gum, classroom behavior, etc.). Failure of a student to conform to the detention rules will result in a referral to the office for further disciplinary action.

## Lockers

Students will receive a locker based for medical purposes at Gulfport Central Middle School. All students requesting a locker must submit to the appropriate administrator a medical excuse stating a medical need for the use of a locker. Students who allow other students to store material in their locker are subject to losing the privilege of using an assigned locker.

The Gulfport School District is not responsible for items stolen from lockers. Students are responsible for their property and are required to keep their locker locked. Valuable property, especially excessive amounts of money, should not be brought to school.

Students are not allowed to tamper with another student's locker. Locker space is on loan to the student, and the student will be held legally responsible for contents and condition of the locker. If it is deemed necessary, lockers will be opened and searched. Lockers are also subject to canine search.

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## MISSION STATEMENT

The mission of the Gulfport School District 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; and  
Learning is a lifelong process.



## STRATEGIC RESULTS

All students will be pursuing their goals of further education, vocational training, military engagement, or other chosen endeavors within one year of leaving high school.

All students will actively and continuously 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.



## HANDBOOK

The primary purpose of this handbook is to inform students and parents about many of the policies and procedures of the Gulfport School District's secondary schools. It is the responsibility of each student and parent to become familiar with the contents of this publication so that misunderstandings and unnecessary disciplinary action can be avoided.

Through understanding and cooperation, a better education can be afforded the students of our school. We welcome your cooperation, input, and contributions to a safe and pleasant learning environment.

If you have any questions, suggestions, or desire additional information, contact:

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**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  
 25-26 SATP English II Writing Retest  
 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 4<sup>th</sup>/7<sup>th</sup> Grade Writing  
 2 MWAP 4<sup>th</sup>/7<sup>th</sup> 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 CPAS Testing /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 7<sup>th</sup> Grade ACT Explore/  
 8<sup>th</sup> & 9<sup>th</sup> Grade ACT Plan  
 27 CPAS Make up  
 30 15 Days of Instruction

**May**

1 SATP 2 English  
 1-2 MS Science Test 5<sup>th</sup>/8<sup>th</sup> 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

**Key Terms**

SATP – Subject Area Testing Program

MWAP – Mississippi Writing Assessment Prog.

MCT2 – Mississippi Curriculum Test

CPAS – Career Planning Assessment Program

**Hurricane Make-Up Days**

November 21-23, 2011

February 20-21, 2012

**Holidays**

Labor Day - September 5, 2011

October 7, 2011 - Teacher Assistant Holiday

October 10, 2011 - Staff & Student Holiday

Thanksgiving Holiday - November 21-25, 2011 (Students & Teachers)

Christmas/Winter Break - December 19-30, 2011

Winter Break - January 2, 2012 (Students)

Martin Luther King, Jr. Holiday - January 16, 2012

Mardi Gras Holiday - February 20-21, 2012

Spring Break - April 6-13, 2012

**Staff Development**

Administrative Staff Development - July 19-20, 2011

Novice Teacher Staff Development - July 26-27, 2011

New Teacher Staff Development - July 28-29, 2011

Staff Development, District Level - August 1, 2011

Staff Development, ½ Day District/½ Day Site - August 2, 2011

Staff Development, Site Level - August 3, 2011

Staff Development, Site Level - January 2, 2012

Staff Development, Site Level - May 21-23, 2012

**ACT TEST DATES**

<b>Test Date</b>	<b>Registration Deadline</b>	<b>(Late Fee Required)</b>
September 10, 2011	August 12, 2011	August 13-26, 2011
October 22, 2011	September 16, 2011	September 17-30, 2011
December 10, 2011	November 4, 2011	November 5-18, 2011
February 11, 2012	January 13, 2012	January 14-20, 2012
April 14, 2012	March 9, 2012	March 10-23, 2013
June 9, 2012	May 4, 2012	May 5-18, 2012

## SAT TEST DATES

Test Dates	Test	Regular Registration Deadline (postmark/submit by)
October 1, 2011	SAT & Subject Tests	October 1, 2011
November 5, 2011	SAT & Subject Tests	November 5, 2011
December 3, 2011	SAT & Subject Tests	December 3, 2011
January 28, 2012	SAT & Subject Tests	January 28, 2011
March 10, 2012	SAT only	March 10, 2012
May 5, 2012	SAT & Subject Tests	May 5, 2012
June 2, 2012	SAT & Subject Tests	June 2, 2012

# ACADEMICS

9<sup>th</sup> – 12<sup>th</sup> Grade

## ACCELERATED AND ADVANCED PLACEMENT COURSES

Accelerated English 9, 10, 11, 12

Advanced Algebra

Advanced Geography

AP Biology

AP Calculus AB

AP Chemistry

AP Comp. Government & Politics

AP English 11 & 12

AP European History

AP World History

AP Macro Economics

AP Physics

AP Psychology

AP Spanish

AP U.S. Government

AP U.S. History

Biology 9

Calculus

Chemistry I

English 10 Honors

English 9 Honors

French 1, 2, 3, 4

General Chemistry

Genetics

Human Anatomy & Physiology

Humanities

Microbiology

MS Studies / Geography

Physics I

Pre-Calculus

Psychology

Spanish 1, 2, 3, 4

Trigonometry

## ADVANCED PLACEMENT POLICY

### *Weighted Grade Point Average (GPA) for Advanced Placement (AP) Classes*

Students who are enrolled in AP classes will receive weighted GPA credit because of the nature and difficulty of the coursework. All grades will be weighted 10% in AP classes.

**Conversion Scale for Four-Point GPA:** This scale will be used in computing grade point averages based on a four-point system. All subjects taken will be considered in figuring this GPA.

Grade Conversion		
99-100	A+	4.00
96-98	A	4.00
93-95	A-	3.67
90-92	B+	3.33
88-89	B	3.00
85-87	B-	3.00
84.50	B-	2.50
82-84	C+	2.33
79-81	C	2.00
75-78	C-	1.67
73-74	D+	1.33
70-72	D	1.00

The four-point GPA is computed by adding the total points earned, considering semester grades in grades 9-12, then dividing by the number of semester grades. Total points/number of grades = GPA.

## COLLEGE ENTRANCE REQUIREMENTS FOR ADMISSION TO PUBLIC UNIVERSITIES IN MISSISSIPPI

(2008-2009 9<sup>th</sup> graders, 2009-2010 9<sup>th</sup> graders, 2010-2011 9<sup>th</sup> graders and 2011-2012 9<sup>th</sup> graders)

**ENGLISH** - Courses must require substantial communication skills, (i.e., reading, writing, listening, and speaking). (4 Carnegie Units)

**MATHEMATICS** – Algebra I, Algebra II, and Geometry. (Advanced Algebra, Trigonometry, PreCalculus, Statistics) is highly recommended. (4 Carnegie Units)

**SCIENCE** – Biology, Chemistry, and any 2 units with comparable rigor. (4 Carnegie Units)

**SOCIAL STUDIES** – United State History (1 unit), World History with substantial geography component (1 unit), U.S. Government (1/2 unit), Economics (1/2 unit), Geography (1/2 unit), and Mississippi Studies. (4 Carnegie Units)

**ADVANCED ELECTIVES** – Foreign Language, Advanced World Geography, 4<sup>th</sup> year laboratory-based science, or 4<sup>th</sup> year mathematics. One unit must be in foreign language or Advanced World Geography. (2 Carnegie Units)

**ARTS** – Any visual or performing arts meeting the graduation requirement. (1 Carnegie Unit)

**COMPUTER APPLICATIONS** – The course should include use of application packages, such as word processing and spreadsheets. The course should also include basic computer terminology and hardware operation. (1/2 Carnegie Unit)

**EIGHTH GRADE UNITS** – Algebra I or first-year foreign language, or Mississippi Studies taken in the eighth grade will be accepted for admission provided course content is the same as the high school course and a Carnegie unit is awarded.

## **HIGH SCHOOL END OF DOMAIN CONCEPT**

### **First Year**

Common Core English Language 1	(Carnegie Unit)
Common Core English Language 2	(Carnegie Unit)
Common Core Integrated Science 1	(Carnegie Unit)
Common Core Integrated Science 2	(Carnegie Unit)
Common Core Integrated Mathematics 1	(Carnegie Unit)
Common Core Integrated Mathematics 2	(Carnegie Unit)
Common Core Integrated History 1	(Carnegie Unit)
Common Core Integrated History 2	(Carnegie Unit)
Elective	(Carnegie Unit)
Elective	(Carnegie Unit)

### **Second Year**

Common Core English Language 3	(Carnegie Unit)
Common Core English Language 4	(Carnegie Unit)
Common Core Integrated Science 3	(Carnegie Unit)
Common Core Integrated Science 4	(Carnegie Unit)
Common Core Integrated Mathematics 3	(Carnegie Unit)
Common Core Integrated Mathematics 4	(Carnegie Unit)
Common Core Integrated History 3	(Carnegie Unit)
Career Exploration	(Carnegie Unit)
Elective	(Carnegie Unit)
Elective	(Carnegie Unit)

Based on the application of the course of study listed above, students beginning 9<sup>th</sup> grade in the 2011-2012 school term must score 19 on the ACT at the end of their 10<sup>th</sup> grade year to receive a standard high school diploma.

## **CORRESPONDENCE STUDY**

Ninth through Twelfth grade students wishing to take a correspondence course should first consult with their counselor. Correspondence work will be approved only when educationally justified. A maximum of one unit of correspondence work will be accepted toward graduation, and all correspondence work done in the summer must be finished by August 1 in order to be used for classification of students and athletic eligibility. According to the Mississippi High School Activities Association Handbook, correspondence or summer school work must be completed and grades recorded prior to the opening of school in the fall in order for credit to count toward athletic eligibility for the coming year.

It is the responsibility of the student to return all applicable materials and tests in a timely manner to facilitate graduation.

## **DUAL ENROLLMENT REQUIREMENTS**

**Source:** Mississippi Department of Education Memorandum dated February 28, 2005, to School District Superintendents from John W. Jordan, Deputy State Superintendent.

Students may be admitted to enroll in **community** or **junior college** courses under the dual enrollment program if they meet the following recommended admission requirements:

- Students must have completed a minimum of fourteen (14) core high school units;
- Students must have a 3.0 grade point average, or better, on a 4.0 scale on all high school courses, as documented by an official high school transcript; and
- Students must have an unconditional written recommendation from their high school principal and/or guidance counselor.

Students who have not completed the minimum of fourteen (14) core high school units, but have a minimum ACT composite score of thirty (30) or the equivalent SAT score, and have the required grade point average and recommendations prescribed above, may be considered for the dual enrollment program.

## Gulfport School District Secondary Schools Code of Conduct



### I. Introduction

The philosophy of our public schools presupposes that most disciplinary problems will be handled among teachers, parents, and students in a calm reasonable manner. This philosophy assumes that effective discipline leads to increased maturity and desirable behavior on the part of the student.

The teacher is the authority in the classroom and, as such, is charged with classroom management. The administration will continue to support the teacher in decisions made in compliance with the written student code of conduct. In accordance with Gulfport School District Policy, the building principal or assistant principal of each school will make the determination as to whether a student's behavior seriously interferes with the school environment.

A. The Gulfport School District Board of Education ("the Board") is committed to providing a safe and orderly school environment where students may receive, and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and other visitors is essential to achieving this goal.

B. The District establishes this Code of Conduct for use on school property and at school functions to govern the conduct of students, teachers, other school personnel, and visitors. This Code of Conduct has been developed in collaboration with students, teachers, administrators, parent organizations, school safety personnel and other school personnel.

C. The District has a long standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

D. The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly. To this end, the Board adopts this code of conduct.

E. For the purposes of this policy, a school function is defined as any event occurring on or off school property, sanctioned or approved by the school, including but not limited to off-site athletic events, school dances, plays, musical productions, field trips or other school-sponsored trips.

## II. Definitions

For purposes of this code, the following definitions apply.

A. “Disruptive student” means a secondary student under the age of 21 who substantially interferes with the educational process or substantially interferes with the teacher’s authority over the classroom.

B. “Parent” means parent, guardian or person in parental relation to a student.

C. “School property” means within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a secondary school, or on a school bus.

D. “School function” means any school sponsored extracurricular event or activity.

E. “Violent student” means a student under the age of 21 who, while on school property or at a school function:

1. Commits or attempts an act of violence upon a school employee.
2. Commits or attempts to commit an act of violence upon another student or any other person lawfully on school property or at the school function.
3. Possesses a weapon while on school property or at a school function.
4. Displays what appears to be a weapon while on school property or at a school function.
5. Threatens to use a weapon while on school property or at a school function.
6. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
7. Knowingly and intentionally damages or destroys school district property.
8. “Weapon” means a firearm, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death.

### **III. Student Rights and Responsibilities**

#### **A. Student Rights**

The District is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all district students have the right to:

1. Take part in any school district activities on an equal basis regardless of race, color, creed, national origin, religion, gender, sexual orientation, or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.

#### **B. Student Responsibilities**

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and property.
2. Be familiar with and abide by all District policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class on time and prepared to learn.
4. Strive toward their highest level of achievement possible in academic and extracurricular pursuits.
5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Work to develop mechanisms to control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to disciplinary action.
9. Dress appropriately for school and school functions.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the District when participating in or attending school sponsored extracurricular events and to hold themselves to the highest standards of conduct, appearance/dress code, demeanor, and sportsmanship. The coach or advisor will use their discretion in regard to appropriate dress for all extracurricular activities.

## **IV. Essential Partners**

### **A. Parents**

All parents are expected to:

1. Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.
2. Send their children to school ready to participate and learn.
3. Ensure their children attend school regularly and on time.
4. Ensure absences are excused.
5. Insist their children be dressed and groomed in a manner consistent with the student dress code.
6. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
7. Know school rules and help their children understand them.
8. Convey to their children a supportive attitude toward education and the District.
9. Build good relationships with teachers, other parents and their children's friends.
10. Help their children deal effectively with peer pressure.
11. Inform school officials of changes in the home situation that may affect student conduct or performance.
12. Provide a place for study and ensure homework assignments are completed.

### **B. Teachers**

All district teachers are expected to:

1. Maintain a climate of mutual respect and dignity which will strengthen students' self concept and promote confidence to learn.
2. Be prepared to teach.
3. Demonstrate an interest in teaching and a concern for student achievement.
4. Know school policies and rules, and enforce them in a fair and consistent manner.
5. Communicate to students and parents:
  - a. Course objectives and requirements.
  - b. Marking/grading procedures.
  - c. Lesson plans with assignment deadlines.
  - d. Expectations for students.
  - e. Classroom discipline plan.
6. Communicate with students, parents and other teachers concerning growth and achievement.

### C. Guidance Counselors

1. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
2. Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary, as a way to resolve problems. Additionally, involve administration in conferences if deemed appropriate.
3. Regularly review with students their educational progress and career plans.
4. Provide information to assist students with career planning.
5. Encourage students to benefit from the curriculum and extracurricular programs.

### D. Principals

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Ensure that students and staff have the opportunity to communicate regularly with the principal and approach the principal for redress of grievances.
3. Evaluate on a regular basis all instructional programs.
4. Support the development of and student participation in appropriate extracurricular activities.
5. Be responsible for enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.

### E. Superintendent

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Review with District administrators the policies of the Board of Trustees and state and federal laws relating to school operations and management.
3. Inform the Board about educational trends relating to student discipline.
4. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
5. Work with District administrators in enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.

### F. Board of Trustees

1. Collaborate with student, teacher, administrator, parent organizations, school safety personnel and other school personnel to develop a code of conduct that clearly defines expectations for the conduct of students, district personnel and visitors on school property and at school functions.
2. Adopt and review at least annually the District's code of conduct to evaluate its effectiveness and the fairness and consistency of its implementation.
3. Oversee that student/parent handbooks are reviewed annually by administration and

that these handbooks mesh with the District Code of Conduct.

4. Lead by example by conducting board meetings in a professional, respectful, courteous manner.

## **V. Reporting Violations**

All students are expected to promptly report violations of the Code of Conduct to a teacher, guidance counselor, the building principal or his or her designee. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the building principal, the principal's designee or the superintendent. Any student observing or witnessing threats, violence, or bullying shall report this information immediately to a teacher, guidance counselor, the building principal, the principal's designee, or the superintendent of schools.

All district staff who are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. District staff who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the Code of Conduct to their supervisor or refer the matter to a staff member who is authorized to impose an appropriate sanction.

Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible. The parent(s) of the student involved will be notified. If warranted, the appropriate disciplinary sanction which may include permanent suspension and referral for prosecution will be imposed.

The building principal or his or her designee, when appropriate, will notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the violation is discovered. The notification may be made by telephone, followed by a letter mailed on the same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the code of conduct and constituted a crime.

## **VI. Prohibited Student Conduct**

The Board of Trustees expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other, and for the care of school facilities and equipment.

The goal of the District's policy on discipline is to teach students to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self discipline.

The Board recognizes the need to make its expectations for student conduct while on

school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

Students may be subject to disciplinary action pending administrative judgment up to and including suspension from school, when they:

A. Engage in conduct that is **disorderly**.

Examples of disorderly conduct include:

1. Running in hallways.
2. Making unreasonable noise.
3. Using language or gestures that are profane, lewd, vulgar or abusive.
4. Obstructing vehicular or pedestrian traffic.
5. Engaging in any willful act which disrupts the normal operation of the school community.
6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
7. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet accounts; accessing inappropriate websites; or any other violation of the District's Acceptable Use Policy.

B. Engage in conduct that is **insubordinate**.

Examples of insubordinate conduct include:

1. Failing to comply with the directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
2. Lateness, missing or leaving school without permission.
3. Skipping detention.

C. Engage in conduct that is **disruptive**.

Examples of disruptive conduct include:

1. Failing to comply with the directions of teachers, school administrators or other school employees in charge of students.
2. Violating student dress code

### **Student Dress Code**

The administration's philosophy is that the main purpose of public education is to promote an education for students which will allow them to become useful citizens in society. Any students who cause disruptions or concerns as a result of dress will be subject to appropriate disciplinary action. School authorities will take action against any student whose attire is deemed disruptive to the learning situation or embarrassing to others. Teachers may at any time counsel students about attire that may not be acceptable. Appropriate student dress is required for buses, campuses, and all school buildings.

1. Skirts and shorts must be school appropriate. Leggings worn beneath a skirt will not be considered in determining the length of the skirt. Skirts, shorts, etc. should not have writing on the seat of the pants.
2. Shoes must be worn at all times. House shoes, spiked heels, or beach shoes, may not be worn in school.
3. Hats, caps, or head coverings are not allowed. The only exception to this is a doctor's excuse or letters from clergy stating religious beliefs.
4. Clothing with suggestive symbols or gestures is not permitted.
5. Clothing advertising drugs or drug culture, references to gangs, tobacco, alcohol, or implying a violent or unlawful act is not permitted.
6. Tops that expose the midriff, any part of the bust, or an excessive part of the back are prohibited. If the student's midriff is exposed when his or her hands are extended above the head, the shirt will be considered too short.
7. Boys may not wear sleeveless shirts.
8. Pants, shorts or shirts that have been cut up, making holes in the clothing, are not allowed.
9. Low-cut dresses, shirts, blouses, dresses or tops with spaghetti straps will not be allowed.
10. No pajamas or other sleeping attire is allowed.
11. Jerseys without undershirts are not acceptable for any student.
12. Jackets, coats, sweaters, or shirts will not be worn inappropriately around the waist.
13. Undergarments must be worn properly at all times and may not be visible on the outside.
14. No oversized belt buckles (e.g., cowboy buckles, etc.) or buckles with lighted displays are allowed.
15. All bottoms must fit to the waistline and must be hemmed.
16. Shirts must be tucked in at all times. The waistline must be visible with the shirt tucked in. (Male students only)
17. All clothing should be of an appropriate size and fit for the student.
18. Hair should be clean, neat and a natural-looking color.
19. Any style of clothing tending toward immodesty, indecency, or that is too revealing or risqué is prohibited (e.g., tight leggings, backless shirts, blouses and dresses).
20. All clothes must be worn properly at all times. Any pants that sag, making undergarments visible (including P.E. shorts), will be considered as a dress code violation.
21. Necklaces, medallions, chains, and other items worn around the neck must be tucked inside shirts at all times.
22. Non-permanent dental coverings or extensions (i.e., grills, foil, etc.) **are not allowed.**
23. Only ear rings will be allowed as body piercing. Nose, lip, tongue, or belly rings **are not allowed.**

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

Each building principal or his or her designee shall be responsible for informing all students and their parents of the Student Dress Code at the beginning of the school year and any revisions to the dress code made during the school year.

Students who VIOLATE the Student Dress Code shall be required to modify their appearance by covering or removing the offending items and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out-of-school suspension.

D. Engage in conduct that is violent.

Examples of violent conduct include:

1. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other school employee or attempting to do so.
2. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property or attempting to do so.
3. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
4. Displaying what appears to be a weapon.
5. Threatening to use any weapon.
6. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
7. Intentionally damaging or destroying school district property.
8. Threatening or violent language (verbal or written).

E. Engage in any conduct that endangers the safety, health or welfare of others.

Examples of such conduct include:

1. Lying to school personnel.
2. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
4. Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation or disability as a basis for treating another in a negative manner.
5. Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or

group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.

6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.

7. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.

8. Selling, using or possessing obscene material.

9. Using vulgar or abusive language, cursing or swearing.

10. Possessing or smoking a cigarette, cigar, pipe or using chewing or smoke-less tobacco.

11. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either.

(“Illegal substances” include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as “designer drugs”.)

12. Inappropriately using or sharing prescription and over the counter drugs.

13. Gambling.

14. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.

15. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.

F. It is crucial for students to behave in a responsible manner while riding on District buses. This is necessary not only to ensure their safety and that of other passengers, but also to avoid distracting the bus driver. For these reasons students are required to conduct themselves with the same standards and rules found in their classrooms. Excessive noise, pushing, and fighting will not be tolerated.

### **Student Conduct on Buses**

The District has adopted these regulations as guidelines for dealing with students who act in an unruly manner while on the school bus.

1. All students must behave appropriately as passengers on District school buses.
2. Major infractions such as fighting, smoking, possession of illegal substances, or possession of weapons will also result in an automatic suspension with the length of time to be determined by the building administration.
3. Problems of misbehavior on District buses will be addressed by the following process. (Copies of all written disciplinary notices will be forwarded to the transportation supervisor and the appropriate building administrator).

- a. **VERBAL WARNING**

The bus driver will attempt to correct any discipline problems by asking the student to behave, and, if necessary, to assign seats to certain pupils.

- b. **FIRST WRITTEN NOTICE:**

The bus driver will write a “Disciplinary Notice” and inform the student that he or she is being written up. There can be only one write-up per student per trip. Copies of the write-up will be given to the driver, transportation supervisor, the appropriate building principal, and the parent. The copy given to the driver will describe the action taken.

c. SECOND WRITTEN NOTICE:

The second written notice will follow the same procedure as the first. If warranted, the building principal will suspend the student from bus riding privileges for a maximum of three (3) days.

d. THIRD WRITTEN NOTICE:

The third written notice will follow the same procedure as the first and second and will be reviewed by the superintendent or his designee. If the facts are confirmed, immediate suspension of bus riding privileges will be automatic.

### 3. PROCEDURES FOR BUS TRANSPORTATION

a. Waiting for the Bus

1. Students who need bus transportation to school must be on time for the bus.
2. Students must observe all safety precautions while waiting for the bus.
3. Students will not push, pull or chase any other students.

b. Loading the Bus

1. Students will load the bus quickly and be seated at once.

c. Riding the Bus

1. Students will not eat food or drink beverages on the bus.
2. Students will not throw anything while on the bus.
3. Students will not extend their arms or other parts of the body out of the windows.
4. Students will not change seats while the bus is moving.
5. Students will not create excessive noise that may distract the driver and lead to a serious accident.
6. Students will be neat and help keep the bus clean and sanitary.
7. Students will be courteous to each other.
8. Students will listen carefully and obey any directions issued by the driver.
9. Upon boarding the bus in the morning, students will remain on the bus until it arrives at school.
10. Students will be allowed to get off the bus in the afternoon prior to arriving at the authorized bus stop only upon written authorization from a parent or guardian.
11. Pupils transported in a school bus are under the authority of and directly responsible to the driver of the bus.
12. Continued disorderly conduct or persistent refusal to submit to the authority of the driver is sufficient reason for a pupil to be denied transportation on a school bus.
13. The driver of any school bus will be responsible for the orderly conduct of the pupils transported.

14. The driver of the school bus will not place the bus in motion until pupils are seated.
15. No school bus can stop to load or discharge pupils except at stops regularly designated by the school.
16. Smoking in a school bus is prohibited.
17. Using or transporting intoxicating liquor on a school bus is prohibited.
18. No student will be allowed to occupy a position in a school bus that interferes with the vision of the driver in any capacity.
19. Students will not use profane language.
20. Students will keep the center aisle of the bus free from book bags, knees, etc.

d. Unloading the Bus

1. Students will remain seated until the bus has come to a complete stop and the driver has opened the door.
2. Students will exit the bus quickly but in an orderly manner.
3. Students who must cross a street as they leave a school bus, will do so by walking in front of the bus (never in back) at a distance of at least 15 feet from the bus or have eye contact with the driver.
4. Violation of these rules may result in a loss of bus privileges.

G. Engage in any form of academic misconduct.

Examples of academic misconduct include:

1. Plagiarism.
2. Cheating.
3. Copying.
4. Altering records.
5. Assisting another student in any of the above actions.
6. Violation of the computer use policy (appendix A).

## **VII. Disciplinary Responses to Student Misconduct**

The purpose of all discipline is to teach students appropriate and constructive behaviors and to change undesired behaviors. Disciplinary measures shall be appropriate to the seriousness of the offense and, where applicable, to the previous discipline record of the student.

This code divides types of misbehaviors into four levels of increasing seriousness, with more stringent disciplinary measures provided for at each level. If an infraction appears to fall between two levels, it should be categorized and dealt with at the less stringent level. At each level there are examples of infractions to be treated at that level. The list is intended to be descriptive rather than exhaustive. Each level also has a description of procedures which school officials should follow in administering discipline, and a menu of disciplinary choices. Because each child and each misbehavior is different, school officials should tailor the discipline for each infraction to best encourage the child to make better choices in the future.

## A. Level A

These misbehaviors constitute minor infractions of school rules which cause little harm and minimal disruption. They are best handled quickly and informally. If the behaviors continue, however, their very persistence may make them disruptive enough to cause them to be treated as more serious infractions with more stringent consequences.

### Examples of Infractions:

1. Failure to follow instructions
2. Classroom disturbance
3. Verbal altercation
4. Neglect of safety rules
5. Violations of bus rules
6. Violations of library rules
7. Litter/graffiti
8. Disturbance outside class
9. Violation of study hall privilege
10. Abuse of hall, locker, or library privileges
11. Tardiness
12. Inappropriate language
13. Failure to bring in a note for absence from school
14. Repeated taunting and/or teasing of others

### Procedures

1. The supervising staff or observer intervenes and applies the most appropriate discipline.
2. The staff member maintains a record of offenses and actions taken if necessary. A copy of such record shall be shared with the appropriate personnel.
3. A staff member/observer will initiate parental contact and communication.
4. If misbehavior persists, the staff member confers with the principal or the principal's designee and arranges for parental contact.

### Optional Disciplinary Responses

- A. Verbal reprimand
- B. Seat change
- C. Behavioral contract
- D. Restriction and/or loss of privileges
- E. Special written assignments
- F. Recommend and refer for counseling
- G. Parental conference
- H. School/Community Service after school and/or payment of damages
- I. Teacher Detention

- J. Warning letter
- K. Referral to in-school or out-of-school agency (Counselor/S.T.O.P. Program)
- L. Any combination of the above

## B. Level B

Misbehaviors included at this level are frequent and/or serious enough to disrupt the learning climate of the school and affect the student's own ability to learn. Some of these infractions may be a result of misbehaviors which continue even after disciplinary measures are taken under Level A. Because of the frequency and/or seriousness of these misbehaviors, the administrator assumes the major responsibility for corrective action.

### Examples of Infractions

1. Unmodified Level A misbehavior
2. Continued harassment of other students including bullying, taunting, or teasing
3. Petty theft
4. Gambling
5. Use of profanity or obscenity
6. Possession or distribution of pornographic materials
7. Defiance and insubordination
8. Forgery
9. Cutting scheduled classes or detention
10. Harassment graffiti (including gang symbols/signs)
11. Truancy

### Procedures

1. The teacher or observer reports the infraction or refers the student to the administrator. A written report will be submitted to appropriate personnel.
2. The administrator meets with the student and/or the teacher and determines the most appropriate disciplinary response, and then informs the teacher of the action taken.
3. The parent or person responsible for parental control shall be notified.
4. The administrator maintains a record of the offense and the disciplinary action taken.

### Optional Disciplinary Responses

- A. Continuation of the more stringent Level A options
- B. Recommend or refer for sustained counseling
- C. Parental Conference
- D. Temporary withdrawal of certain privileges or participation in school activities
- E. In-School Suspension
- F. Out-of-School Suspension (except of truants)

### C. Level C

Classified at this level are behaviors which may cause lasting harm to the misbehaving student or which may threaten the health, safety, or emotional well being of others in the school. If the misbehaviors at this level could violate criminal laws, administrators may, if they consider it appropriate, contact law enforcement officials. In most cases, however, these behaviors can best be remediated through disciplinary action at the school and/or require referral to the Three Tier Intervention Process.

#### Examples of Infractions

1. Unmodified Level B misbehavior
2. Repeated truancy
3. Possession of tobacco products on school property or a school bus
4. Extortion
5. Stealing and/or possession and/or sale of stolen property
6. Physically threatening other students
7. Serious acts of defiance or threatening a teacher or support staff, or another student
8. Physical altercation and/or boosting a physical altercation
9. Vandalism
10. Possessing, using, or being under the influence of drugs or alcohol on school property or at school-sponsored activities
11. Serious disruptive behavior
12. Leaving school grounds without permission
13. Interference in the execution of duties of school personnel
14. Written or electronic communication which demeans or ridicules on the basis of race, gender, ethnicity, sexual orientation, or religion
15. Possessing or using any type of gun on school property or at school events including BB guns, paint ball guns, or pellet guns

#### Procedures

1. The infraction is reported or the administrator investigates further and confers with staff members on the circumstances and immediate needs.
2. The administrator confers with the student and parent or person responsible for parental control about the documented misbehavior, its extent and consequences, and subsequent disciplinary action. If suspension is part of the action, the administrator follows appropriate procedures.
3. If appropriate, the administrator contacts law enforcement officials.
4. Administrator makes an accurate record of the infraction.
5. Written statements are taken as needed.

## Optional Disciplinary Responses

- A. Continuation of appropriate Level B options
- B. Full withdrawal from participation in school activities
- C. Restitution for damages
- D. Referral to outside agency
- E. In-school suspension
- F. Out-of-school suspension (except for truants)
- G. Referral to superintendent for possible hearing
- H. Referral to judicial system
- I. Any combination of above

## D. Level D

Except for unmodified Level C behavior, the acts listed at this level are clearly criminal. They represent a direct and immediate threat to the welfare of others or may result in serious injury to the student, other people, or property. In most cases, they require administrative action which immediately removes the student from school and calls for the intervention of appropriate authorities.

## Examples of Infraction

1. Unmodified Level C misbehavior
2. Possession and/or sale of stolen property
3. Extortion from other students
4. Indecent exposure
5. Tampering with a fire alarm
6. Creating a false alarm
7. Starting a fire on school property
8. Major vandalism
9. Grand theft
10. Possession and/or use of explosives
11. Arson
12. Providing, selling, or use of illegal chemical substances and/or alcohol on school property and/or at school-sponsored activities
13. Making a bomb threat
14. Assault and battery
15. Possession, use, and/or transfer of lethal weapons on school property or at school-related activities
16. Hate crimes (incidents targeting individuals or groups with threats, ridicule, or violence, including written and electronically displayed ridicule)
17. Forcible touching
18. Fighting

## Procedures

1. Having verified the offense, the administrator meets with all of those involved.
2. The principal initiates procedures according to established policy for excluding the student from school and notifies the parents or persons in parental control immediately.
3. The principal informs the superintendent.
4. School officials contact the proper authorities and assist in prosecuting the offender.
5. The principal submits a complete and accurate record to the superintendent for possible Board action.

## Optional Disciplinary Responses

- A. Full restitution of damages
- B. In-school suspension
- C. Out-of-school suspension
- D. Alternative School
- E. Expulsion
- F. Administrative conference
- G. Referral to appropriate agencies
- H. Any combination of the above

## **VIII. Definition of Disciplinary Penalties, Procedures and Referrals**

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self discipline.

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances which led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate.
6. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations. If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the TST Team and discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability or

presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

#### A. Penalties

Students who are found to have violated the District's code of conduct may be subject to the following penalties, either alone or in combination. Consistent with the student's right to due process, penalties may be imposed by the personnel listed.

1. Oral warning - any member of the district staff.
2. Written warning - bus drivers, guidance counselors, teachers, administrator, superintendent.
3. Written notification to parent - bus driver, hall and lunch monitors, coaches, guidance counselors, teachers, administrator, superintendent.
4. Detention – teachers.
5. Administrative detention – administrator, superintendent.
6. Suspension from transportation - administrator, superintendent.
7. Suspension from athletic participation - coaches, administrator, athletic coordinator, superintendent.
8. Suspension from social or extracurricular activities - activity director, administrator, superintendent.
9. Suspension of other privileges - administrator, superintendent.
10. In-school suspension - administrator, superintendent.
11. Removal from classroom by teacher - teachers, administrator.
12. Short term (five days or less) suspension from school - administrator, superintendent, Board of Trustees.
13. Long term (less than 10 days) suspension from school -administrator, superintendent, Board of Trustees.
14. Permanent suspension from school - superintendent, Board of Trustees.

#### B. Procedures

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty.

Students who are to be given penalties other than an oral warning, written warning or written notification to their parents are entitled to additional rights before the penalty is imposed. These additional rights are explained below.

## 1. Detention

Teachers, principals and the superintendent may use after-school detention as a penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate. Detention will be imposed as a penalty only after the student's parent has been notified to confirm that the student has appropriate transportation to or from detention.

## 2. Suspension from Transportation

If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the building principal's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the building principal or the superintendent or their designees. In such cases, the student's parent will become responsible for seeing that his or her child gets to and from school safely. Should the suspension from transportation amount to a suspension from attendance, the district will make appropriate arrangements to provide for the student's education.

## 3. Suspension from Athletic Participation, Extracurricular Activities and Other Privileges

A student subjected to a suspension from athletic participation, extracurricular activities or other privileges is not entitled to an administrative conference. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the district official imposing the suspension to discuss the conduct and the penalty involved.

## 4. In-school Suspension

The Board recognizes the school must balance the need of students to attend school and the need for order in the classroom to establish an environment conducive to learning. As such, the Board authorizes building principals and the superintendent to place students who would otherwise be suspended from school as the result of a code of conduct violation in "in-school suspension". The in-school suspension supervisor will be under the administration's direction.

On occasion, a student's behavior may become disruptive. For purposes of this code of conduct, a disruptive student is a student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom. A substantial disruption of the educational process or substantial interference with a teacher's authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher's instructions or repeatedly violates the teacher's classroom behavior rules.

## 5. Out-of-School Suspension

Students who have been assigned to Out-of-school suspension or in-school-suspension may not participate in co-curricular or extracurricular activities.

# Basic Information

## **ACADEMIC AWARDS**

Academic awards will be given each year. Students will be chosen for these awards based on established criteria for each award.

## **ADDRESS CHANGE**

If at any time during the year a change of address or telephone number is made, the parent/guardian should immediately report such change to the office and submit proof. If we do not have the correct demographic information, we can no longer legally allow your child to attend our school.

## **ALTERNATIVE SCHOOL PLACEMENT**

- A. While enrolled in an alternative school program, students will not be allowed to attend any Gulfport School District function, nor will they be allowed on any Gulfport School District campus. This includes functions held off campus or at other schools, e.g. sporting events, dances, awards/recognition ceremonies, or field trips.
- B. Students placed in an alternative school setting must meet all academic and behavioral standards of the alternative school program prior to being considered eligible to return to the Gulfport School District, that includes transportation to and from The Alternative School.
- C. Students must have approval from the Gulfport School District administration, counselor, and/or special education director prior to their return.
- D. Upon return to the regular classroom, students will be placed on probation and will, with their parents, sign a behavior contract.

## **ASBESTOS**

Gulfport School District buildings have 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 district administration office.

## **ATTENDANCE POLICY**

### **1. Attendance Law**

The district attendance policy, which serves to determine whether or not a student receives credit for a course, conforms to the State of Mississippi's compulsory attendance law. The state law serves to ensure that parents/guardians have their children in school unless an absence is of absolute necessity.

**2. Number of Absences**

In order to receive credit in any course in the District's secondary schools, a student must be in class a required number of days. No student can miss more than 16 unexcused days of the 180 day school year.

**3. Exception**

Absences will be excused for students who miss school for school-related activities that have been approved by the principal.

**4. Lawfully excused absences include the following:**

- A. Illness or injury,
- B. Death or serious illness of a member of the immediate family,
- C. Medical or dental appointment, and/or court appearance,
- D. Conditions sufficient to warrant non-attendance (This will be determined solely by school authorities of the GSD.)

**5. Unlawful absences**

- A. Absences for reasons other than those listed above are unlawful.
- B. Parental Liability
  - 1. If a child has not been in attendance/enrolled within fifteen (15) calendar days after the first day of school, or if a child has accumulated five unlawful absences, the principal or superintendent will report the absences to the Compulsory School Attendance Enforcement Office of the State Department of Education.
  - 2. Parents/guardians who refuse or willfully fail to adhere to this law will be guilty of negligence and educational neglect and, upon conviction, will be subject to a \$1,000 fine and/or up to one year in jail in accordance with Section 97-5-39 (Mississippi Code, 1972).

**6. Parents/Guardians will be contacted by the automated phone system when their child is absent (excused or unexcused).**

**7. Students should adhere to the following procedure when seeking an excused absence:**

- A. When it is necessary for a student to be absent from school, the parent/guardian is required to submit legal documentation or a doctor's excuse to the office within 24 hours of the student's return to class. These should be submitted directly to the office,
  - 1. There is no limit to the number of doctor's excuses that may be submitted.
  - 2. Each student is limited to four (4) absences per 9 weeks.
- B. In the event of extenuating circumstances, the parent/guardian may appeal to the building principal.

*School administrators will determine the appropriateness or inappropriateness of absence documentation.*

**8. Unexcused absences**

- A. Failure to submit a doctor's excuse or legal documentation will result in the absence being classified as "unexcused."
- B. Following a student's fifth (5) unexcused absence, the records clerk will notify the truant officer.
- C. Following the fifth unexcused absence the student will receive a maximum grade of 68 in each of the student's scheduled classes.

**9. Appeal Procedures**

The attendance policy has an appeal procedure for students who have missed more than the allotted number of days.

The following steps should be followed:

- A. A letter requesting a waiver must be submitted to the building principal within one (1) week of the end of the 9 weeks.
- B. The Board of Trustees requires the principal to approve or deny the request.
- C. Requests denied by the principal may be appealed to the superintendent and then to the Board of Trustees.
- D. The parent/guardian will be notified of the results of the review.

**MISSISSIPPI COMPULSORY SCHOOL ATTENDANCE LAW**

**This law requires that a student must attend school until he/she has reached the age of 17 years on or before September 1 of the school year in question.**

**POLICY FOR MAKING UP MISSED WORK**

Immediately upon returning to school, students must make arrangements to make up all missed class assignments from an excused absence.

All tests missed during an excused absence must be made up under the supervision of the instructor or another approved staff member. Make-up tests will be comparable in quality and quantity to tests missed. A student will not be expected to take a test the first day after returning to school except when an assigned test is missed because the student checked out of school. In this case, the student will be expected to take the test as scheduled by the teacher.

All work missed must be made up within a time period not to exceed the length of time missed. Students who fail to complete the work during this time frame will be given a *zero* grade for the work not completed; however, the teacher may grant extended time. All work missed, other than tests or examinations may be made up at the teacher's discretion. If the teacher elects not to have the student make up all work missed, only the work made up will affect the student's grade.

Students assigned to Exclusion, ISS, or the alternative school are expected to complete work that is assigned while there. When the student returns to regular class, work that was assigned in that class while the student was in Exclusion or ISS will be made up.

A student suspended from school may receive a maximum grade of 70 on an exam and a 50 on a daily grade for the day(s) of suspension.

## **AUTOMOBILES AND PARKING – 9<sup>th</sup> through 12<sup>th</sup> Grade**

### **A. General**

All vehicles driven and parked on campus must be registered in the office. Students must read, complete, and sign a registration form. A parking permit must be purchased (\$5.00) and hung from the rearview mirror of the car. Students who owe the school for fines, fees, or textbooks will not be allowed to purchase a permit until the bill is paid. **After September 1 any vehicle parked on campus without a permit will be towed away at the student's expense.** Cars with no parking decal and cars that are parked in a prohibited zone, parked over the lines, or on the curb, will be towed at the student's expense. After parking, students should lock their vehicle and enter the campus. Loitering in the parking lot and sitting on cars is not allowed. Excessively loud music will not be allowed on school property. School authorities or appropriate law enforcement agencies may search any vehicles parked on school property with no permission from the student, owner, parents, or legal guardians. Students, owners, parents, or legal guardians are responsible for items found in vehicles. The school will not be held responsible for cars stolen or damaged nor items stolen from cars.

### **B. Parking**

Parking is permitted by permit only. **Students who need to go to their vehicle during school hours must first obtain permission from the office.** School hours include the lunch period. The south parking lot on Perry Street is reserved for teachers and visitors only. Another parking zone for teachers is located west of the vocational building and in front of the 9<sup>th</sup> grade building. Parking is not permitted in the center of any parking lot, in the bus zone, over the curb, on the school grounds, or in the service entrance of the cafeteria. **The front circle is off limits to all parking. Vehicles will be towed at the owner's expense.** No one is allowed to save parking spaces for another. The fifteen miles per hour speed limit must be observed. All cars must be parked on campus in areas designated for student parking. **Excessive tardies to 1<sup>st</sup> block may result in the student driver losing his/her on-campus driving privileges.**

## **BLOCK SCHEDULE AND CLASS LOAD**

The Semesterized Block Schedule is a non-traditional student and staff schedule based on offering each student five classes per day. The student will enroll in five classes during the fall term and five different classes during the spring term. This allows for more focus by students on four academic subjects at a time, with more in-depth concentration and

mastery before studying another five subjects during the next term. **Seniors are allowed to take a minimum of three courses during the spring semester.**

### **BICYCLES**

Students riding bicycles must park them in the bicycle rack which is located on the end of the main building (BVMS northeast end/GCMS southwest end). Bicycles must be walked on and off the campus.

### **CAFETERIA**

School cafeterias are sustained as a vital part of the health program in the District's schools. To encourage good nutrition, a well-balanced lunch is offered in accordance with all state and federal guidelines.

Students are encouraged to have their parents complete a *free and reduced price meal form* at the beginning of each school year. Students may eat using the previous year's status for the first 15 days. If a new application is not received before that grace period ends, the student will be required to pay full price for meals.

Students at the middle and high school will not be allowed to charge, and credit cards are not accepted. Students are to leave their area as clean as possible for the next students.

	<i>Full Pay Rate</i>	<i>Reduced Rate</i>
<b>Breakfast</b>	.75	.30
<b>Lunch</b>	2.00	.40
<b>Milk</b>	.50	
<b>Ice Cream</b>	.50 – 1.50	

Based on USDA guidelines, the delivery of outside food is not allowed in the Gulfport School District. Students may bring their lunch on a daily basis, but their lunch may not be delivered during lunch periods.

### **DELIVERIES TO STUDENTS**

In order to reduce interference with the smooth operation of the school and for the protection of students, deliveries must be controlled and monitored. No commercial deliveries to students will be allowed during the school day. All other items brought to the students must be delivered to the principal's office for distribution. Parents are discouraged from bringing lunches to students unless there are special, medically documented, dietary requirements that cannot be met any other way. Students who bring a "brown bag" lunch should bring it to school with them. The school will gladly receive and distribute necessary items sent or brought to the school by parents. **Deliveries of fast food items are prohibited during school hours (i.e. Wendy's, McDonalds, Pizza Hut, Subway, and/or any item from a restaurant or commercial food chain).**

## **CANCELLATION OF SCHOOL**

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The Board and administrators are aware of the hardship that can be caused by an abrupt cancellation of school. Therefore, school will not be cancelled unless a significant safety risk has been created by unusual circumstances. **(The Gulfport School District is NOT part of the Harrison County School District.)**

## **CHECK-IN PROCEDURES**

A 9<sup>th</sup> through 12<sup>th</sup> grade student who is over 10 minutes late for class must check in at the attendance office and will be considered tardy. Tardy arrivals will not be excused. Students who are over 30 minutes late for a class will be considered absent in that class.

A 6<sup>th</sup> through 8<sup>th</sup> student's parent/guardian must sign students in who arrive after 8:00 a.m. - BVMS; 8:00 a.m. – GCMS. A parent or guardian must be contacted for students who arrive after 8:00 a.m. without a parent/guardian.

### **1. Tardiness**

Students are expected to be on time for class each period during the school day, beginning with first period. Sufficient time is provided for students to walk from class to class, to electives, and to return from lunch. If a student is tardy at the beginning of the school day, he/she will receive two (2) warnings. Any tardies after that will result in after-school detention.

### **2. Tardies between Classes:**

Students who are tardy for a class will be given 2 warnings. Excessive tardies will be handled through the Student Code of Conduct Procedures.

### **3. Truancy**

A student is considered to be truant if absent from any class without the knowledge and/or permission of the parent/guardian. Any student who leaves campus without following the check-out procedure is truant and in violation of the City of Gulfport's curfew law. Parents are required to notify the school of a student's absence by calling the school attendance office before 9:30 a.m. The parent/guardian is required to follow-up with a doctor's excuse sent to the school upon the student's return to school.

Any student who is truant will be referred to an administrator who will follow the disciplinary process as defined in the Student Code of Conduct. Students who are truant will not be given the opportunity to make up daily class work. Students will receive a *zero* in all scheduled classes.

## **CHECK OUT PROCEDURES**

**NO STUDENT WILL BE ALLOWED TO CHECK OUT UNLESS A COMPLETED CHECK-OUT CARD IS ON FILE IN THE OFFICE. A CARD MUST BE COMPLETED BY THE PARENT/GUARDIAN. Only an adult (18 years and older)**

listed on the student check-out card will be allowed to check a student out. Any student wishing to check out due to illness must first see the school nurse who will contact the parent/guardian. No check outs are allowed after 2:30 p.m. without a doctor's appointment or permission from the principal.

1. Picture ID must be presented to check out a student.
2. Students will remain in the classroom until the parent/guardian or designee has reported to the school to personally sign the student out on the student's check-out card.

### **COLLEGE VISIT ABSENCES**

Students in the twelfth grade will be allowed two additional days per year for college visits provided the student produces a written documentation from the college.

### **COUNSELING SERVICES**

Through education, the counselors, teachers and administrators wish to help students reach their full potential. Counselors devote full time to helping students become lifelong learners, productive members of society and to enjoy the school experience. Listed below are a few of the issues with which counselors may assist students.

1. Making students aware of the sequential courses of study for the five career clusters in planning career paths;
2. Making future occupation plans;
3. Appraising and identifying personal abilities and interests;
4. Improving social relations;
5. Improving academic adjustments (example: taking tests, study habits);
6. Getting along with parents, siblings, teachers, friends, and others;
7. Controlling emotions;
8. Adjusting to a new school;
9. Making important personal decisions; (If it is important to the student, it is important to the counselors.)
10. Dealing with disabilities;
11. Adjusting to difficult classroom situations.

Concerned parents and students may contact the counselors at school any time between 8:00 a.m. and 3:15 p.m., Monday through Friday. Students must get permission from their teacher when they need to see a counselor during a class period.

### **DISASTER DRILLS**

#### **Tornado Drill**

The signal for a tornado drill is **three short rings of the bell**. If the bells are not working, runners will notify the teachers, or the intercom system will be used. Students must move quickly and in an orderly manner to their designated areas under the direction of their teacher. One long ring of the bell signifies the end of the tornado drill. The school will conduct at least two tornado drills per year.

## **Fire Drill**

The signal for a fire drill is **one long ring of the bell**. Students must move quickly and in an orderly manner along assigned routes from the building to a safe outside area as directed by the teacher. One long ring of the bell signifies the end of the drill. The school will conduct at least one fire drill per month.

## **DRUG ABUSE POLICY**

In compliance with the State of Mississippi laws concerning the issue of controlled substances, the Gulfport School District has adopted the following procedure regarding the use, sale, manufacture, or possession of any controlled substance on or in any part of the campuses or buildings in the District.

After gathering evidence that a student is using or possessing alcohol, or other drugs, including but not limited to, inhalants, drug paraphernalia, cannabis (marijuana), look-alikes for the purpose of distributing, or any other controlled substance, the administrator will:

1. Provide oral or written notification of the nature of the violation and intended punishment.
2. Provide the pupil 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. Suspend the student.
6. Set up a hearing with the principal, parents, student, Gulfport Police Department representative and the Superintendent within the 9-day suspension period.
7. At the hearing, the following action may be taken:
  - a. All charges dropped and the suspension lifted.
  - b. A recommendation for expulsion is made to the Board of Trustees.

School authorities will cooperate with law enforcement officials concerning the unlawful possession of alcohol, drugs, paraphernalia, or any other controlled substance by students.

## **DRUG-TESTING POLICY FOR STUDENTS IN EXTRACURRICULAR ACTIVITIES**

(Gulfport School District Policy JCDAC)

The policy of the Board of Trustees is to require random drug screening for students involved in competitive extra/co-curricular activities.

The purpose of the random drug screening program is to aid and assist students and to protect their well-being and that of others who are associated with competitive extra/co-curricular activities in the Gulfport School District.

Students participating in competitive extra/co-curricular activities will be subject to random drug screening to test for the following illegal substances, the use of which is

expressly prohibited: including, but not limited to, marijuana, cocaine, amphetamines, methamphetamines, PCP, and such other drugs as may be identified by the Board.

Urinalysis testing will be conducted by a certified laboratory to be determined by the Board of Trustees of the Gulfport School District. Certification of the laboratory will be provided by the Substance Abuse and Mental Health Services Administration. Sample collection will occur in the Bert Jenkins Gymnasium at Gulfport High School or such other locations as designated by the superintendent.

**1. PROTOCOL:**

- a. Mandatory drug testing for randomly selected students who are involved in any competitive extra/co-curricular activity will be conducted at least three times a year and may be conducted at any time (fall, winter, and spring) to cover the beginning of all major sports activities.
- b. All students who are randomly selected for testing will be asked to report to the Bert Jenkins Gymnasium, or other designated sites, at an appointed time scheduled by the Drug Testing Coordinator to provide the required samples.
- c. Any student refusing to participate in the drug screening program will be ineligible to participate in competitive extra/co-curricular activities.
- d. In the event of a **positive test result**, the sample will immediately be tested a second time, using a different procedure, to verify the accuracy of the first test.
- e. At the end of the student's high school career, results will be removed from the student's file.

**2. PROCEDURE:**

- A. **First Positive Test** (See PROTOCOL, I.D.)
  - 1) The Drug Testing Coordinator will contact the building principal, and give him/her a copy of test results.
  - 2) The principal will contact the parents, student, and coach or activity sponsor and inform them of the positive test, and the following procedure will be initiated:
    - a. The student will be suspended from all competitive extra/co-curricular activities (including practice) for thirty (30) calendar days, and;
    - b. The student will be required to attend a drug awareness/education program conducted by the GHS Interventionist. The student will meet with the Interventionist for five (5) sessions during the thirty-day suspension. Failure to attend all sessions will result in continued suspension from competitive extra/co-curricular activities until all five sessions have been completed.
  - 3) A **second sample** will be collected from the student at the end of thirty (30) calendar days for a re-test. (Second sample will be tested twice using two different methods.) If test results are

negative, the student will be allowed to resume participation in the competitive extra/co-curricular activity. Another positive test will be considered a ***second positive test***, and the student will be subject to guidelines under Section B. (Second Positive Test)

**B. Second Positive Test**

- 1) The Drug Testing Coordinator will contact the building principal, give him/her a copy of the test results, and inform the principal that the student's re-test at the end of thirty (30) days (using two different methods of testing) produced a ***second positive test***.
- 2) The principal will contact the parents, student and coach/activity sponsor and inform them of the ***second positive test***, and the following procedure will be initiated:
  - a. The student will be suspended from all competitive extra/co-curricular activities for an additional forty-five (45) school days.
  - b. The student will be required to attend a drug education program offered by a community-based behavioral health clinic as selected by the Board of Trustees. Failure to complete the program will result in a suspension from all competitive extra/co-curricular activities for one calendar year beginning on the date that the additional forty-five day suspension started.
  - c. After providing proof that an approved drug education program has been completed, the student will be required to undergo an assessment by the GHS Interventionist before being allowed to participate in any other competitive extra/co-curricular activity.
  - d. If the student has complied with all requirements listed above, a ***third sample*** will be collected from the student for a re-test at the conclusion of the suspension. If the test is negative, the student will be reinstated and allowed to participate in the competitive extra/co-curricular activity. Another positive test will be considered a ***third positive test***, and the student will be subject to those guidelines under Section C (Third Positive Test).

**C. Third Positive Test**

- 1) The Drug Testing Coordinator will contact the principal, give the principal a copy of the test results, and inform him/her that the student's re-test at the end of the suspension was positive.
- 2) The principal will contact the parents, student, and coach/activity sponsor and inform them of the ***third positive test*** and the following procedure will be initiated:

The principal will send a letter by certified mail informing the parents and the coach/sponsor that the student is suspended from

extra/co-curricular activities for the remainder of the school year and cannot be reinstated thereafter until the student has provided proof that he/she has completed a certified drug rehabilitation program and has satisfied all requirements of the Gulfport School District.

**3. PROCEDURE FOR REINSTATEMENT**

A **third positive test** establishes that the student has a serious drug problem. After providing proof that the student has completed a certified drug rehabilitation program and has passed any drug tests requested by the school district, the student may apply, in writing, to the principal for reinstatement in competitive extra/co-curricular activities.

- 4.** Positive test results will be treated as cumulative during a school year. For example, if a student tests positive in the fall, tests negative on the next re-test, then positive again any time thereafter during the school year, the second positive test will be a **second positive test** as outlined in Section B. and will trigger the procedures outlined in Section B.

**Drug Dogs**

The following guidelines will be the basis for the use of a drug-sniffing dog in the Gulfport School District:

1. Use of the dog will occur with the designated representative of the Gulfport Police Department or Sheriff's Department and a school representative designated by the principal;
2. A properly trained dog may be used for the purpose of drug detection during the school day or at other times as requested by school officials;
3. At the beginning of each academic year, students and parents will be advised of the possible use of a drug dog, and that the detection of illicit drugs will be reported to the proper legal officials;
4. Use of the drug dog in a school will be carried out only with the approval of the Superintendent or designee.
5. Use of the drug dog in a school will be in accordance with reason and good judgment and will take into consideration legal requirements in the courts and appropriate statutes.

**EMERGENCY DRILLS**

**1. Fire Drills**

By law, fire drills are required monthly and are an important safety precaution. It is essential that when the first signal is given, everyone obeys the order promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give instructions to students.

A fire evacuation plan is posted in each room. Students should study the plan and become familiar with it. When the fire alarm sounds, students will immediately stand and form a line as they leave the building. Running is not permitted.

The signal for a Fire Drill is 1 (one) long tone. Students are not permitted to talk during a fire drill and are to remain at least 100 feet away from the building until the principal or designee gives the signal to return to the building.

## **2. Natural Disasters**

The signal for a disaster drill will be an announcement from the intercom; runners will notify the teachers in the event of malfunctions. Students will follow the plan posted in each classroom. Students should move away from the windows and sit on the floor. Books or other objects may be used to protect the head from falling materials. Desks or tables may be utilized for protection if needed. Students are to proceed quietly, orderly, and quickly at all times, as directed.

## **EQUAL OPPORTUNITY**

No person shall on the basis of sex, race, color, age, religion, disability, handicap, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, occupational training, or any other program or activity operated by the Gulfport School District.

Any inquiries regarding Title IX and Section 504 and its application may be directed to the Federal Programs Coordinator or the Director of the Office for Civil Rights, Department of Health, Education and Welfare.

## **EXTRA/CO-CURRICULAR ACTIVITIES**

Students who are members of the approved organizations must demonstrate a continuing commitment to the organization by taking initiative, being respectful, and acting as a positive role model for the student body.

Students participating in extra-curricular activities must be present for 3/4 of the school day in order to participate in an activity on that given day. If a student has excessive absences, the school administration will decide whether the student is eligible to participate on field trips.

All students must be in compliance with the extra-curricular activities policy as outlined in the Gulfport School District policy manual. Students selected for annual staff and newspaper staff must be attending BVMS or GCMS when application is made.

Participating in Extra-Curricular/Co-Curricular Activities – Students who are placed on Level B of the Discipline Ladder will be notified that they are on probation. A student who has been placed on Levels C or D will not be permitted to participate in any extra-curricular activity (including practice) until the end of the quarter.

**1. Middle School Annual Staff**

Middle School annual staff consists of eighth grade students who have demonstrated academic excellence, school spirit, responsible behavior, and a good work ethic. The annual staff will produce a student yearbook and a school newspaper.

**GHS Annual Staff**

There will be no more than thirty-five members on the annual staff, grades 10-12. The majority of these students will participate in the journalism class for only one semester (although a few may be scheduled for both semesters).

Students interested in being on the annual staff must fill out an application to be obtained from the sponsor or the student's counselor during scheduling for the next school year.

Selection will be based on the following:

1. Students must complete an application form.
2. Students will be evaluated or recommended by each of their teachers during the students' year(s) at Gulfport High. The teacher evaluation will consist of scores from 1 (low) to 10 (high) in each of three categories: dependability, creativity, and attitude.
3. All members must maintain a minimum GPA of 85 during their tenure on the staff.
4. Should more than thirty-six individuals receive average scores of 9 (or a total of 27) or higher on their teacher evaluations, personal interviews with the sponsor will determine selection.
5. Any annual staff member referred to in-school suspension/exclusion for any reason other than tardies will be removed from the staff.

**2. Cheerleaders**

Middle School Cheerleaders occupy a position of leadership and responsibility at the middle school. It is their duty to promote and lead the student body in the development of good sportsmanship, school loyalty, and wholesome school spirit.

Cheerleaders will be chosen in the spring of each year.

Cheerleaders must maintain a "C" average and above throughout the school year. Failure to maintain a "C" average and above will result in academic probation. Students who try out for cheerleading must be enrolled in the District for at least one semester.

High School Cheerleading tryouts will be conducted on or before March 30. Packets will be handed out two weeks prior to tryouts, in room 409. A student is eligible to try out for the cheerleading team if the following criteria are met:

- The candidate must be properly enrolled in the Gulfport School District. Exceptions may be made to this requirement on a case-by-case basis as determined by the principal, the superintendent or a designee of the superintendent.
- The candidate must meet Mississippi High School Activities Association eligibility requirements.
- The candidate must follow all National Federation regulations.
- The candidate must pass a physical exam prior to tryout clinics, and must provide proof to the coach.
- The candidate must provide proof of medical or accident insurance prior to tryouts.
- Candidates who have been assigned ISS or OSS during the week of tryouts are not eligible to tryout. Furthermore, an elected cheerleader who is assigned OSS or ISS may be removed from the team as determined by the coach and the principal.
- The candidate must be passing three out of four subjects to be eligible to tryout, and must continue to pass three out of four subjects if selected to the team.
- The candidate must agree to all Cheerleading Rules and Regulations as set forth by the coach and principal.
- The candidate must return the cheerleading tryout packet, signed by the student and parent, by the set deadline to be eligible to try out.

### **3. Middle School Clubs and Meetings**

Each student has the opportunity to join a school/teacher-sponsored club. It is possible for students to request a new club or activity if enough students are interested and a faculty member is available to sponsor the activity. The principal must grant approval for all clubs.

#### **High School Clubs and Meetings**

The principal will approve formations of new clubs. Each club must present a constitution, a list of at least twenty members and a sponsor's name. If all requirements are met, the principal will issue a charter for that club to operate. As long as a club remains in good standing, it may continue to function each year. Periodic evaluations of clubs will be made, evaluating how well the club is functioning, the desire of its members to continue working, and the club's participation in a school service project. If the club does not meet its objectives, the principal has the option of revoking the charter or putting the club on probation. If put on probation, a list of issues that need to be addressed will be given to the club.

**The sponsor must supervise all club meetings.**

**Club Schedules:** Clubs will meet as scheduled by the officers.

**Offices and Club Membership:**

1. Students should limit the number of club offices they hold.
2. Student Council officers may not hold club or class office positions.

**Club Funds:**

Every organization depositing funds through the school office is required to keep a record book of all transactions. The treasurer of the organization will be given a statement of the amount brought forward from the preceding year. Fundraising projects require prior approval. A fundraising request form outlining details of the project must be submitted. Money raised from the approved projects must be used for the purpose stated on the fundraising form. The treasurer or sponsor will deposit with the office bookkeeper all money the organization acquires during the year and will receive a receipt from the bookkeeper. The sponsor must obtain a purchase order before purchases are made. The principal and the sponsor must sign bills that are presented for payment before payment is made. At the end of the year, the records of the organization must balance with the records of the bookkeeper.

**Club Initiations:**

Club initiations must not interfere with schoolwork. Costumes worn by the initiated must not be risqué and must adhere to the dress code. Initiations held on the school campus must be for those clubs under the approved sponsorship of the principal. **Non-school sponsored club initiations are not allowed.**

**Club Registration Dates:**

<i>Name of Organization</i>	<i>Application Pick-up Dates</i>	<i>Application Due Dates</i>
Mu Alpha Theta	August 10, 2011	August 31, 2011
National Honor Society	September 13, 2011	September 27, 2011
Student Council 9 <sup>th</sup> Grade	August 19, 2011	August 26, 2011
Student Council 10 <sup>th</sup> , 11 <sup>th</sup> & 12 <sup>th</sup>	April 19, 2012	April 27, 2011
National BETA Club	No Application – chosen from GPA	
National Technical Honors Society	No Application – chosen from GPA & Technical courses	

**4. Dances**

Dances held after school hours must be approved by the principal. All dances are intended only for the students at their respective schools. Students who are not picked up by a designated time after the dance may be subject to probation or may not be allowed to attend further events.

Junior/Senior Prom – The Junior Senior Prom is a school sponsored event that is specifically held for Juniors and Seniors that attend Gulfport High School. Sophomores may attend if they are invited by a Junior or Senior. Freshman may not attend the Prom.

5. **Gulfport High School Athletic Participation – Middle School**

The following rules and regulations are proposed for the middle school student athletes participating on high school athletic teams.

- A. Seventh and eighth graders may be selected to play on the high school athletic teams in those sports that are not offered by the middle schools. The administration must consider the student’s maturity, emotional stability, size, strength, and scholastic average in making their recommendation.
- B. Eighth graders may be selected to play on varsity high school athletic teams in those sports offered by the middle schools. Eighth graders may not participate in 9<sup>th</sup> grade and JV programs.
- C. All regulations in the MS High School Activities Association handbook will be the same rules established for eighth graders.
- D. Participation by middle school students at the high school level is unusual. The athletic department must require that student transportation be the responsibility of each participant’s parents or a person specifically designated by the parent in a written waiver. Students leaving campus during the school day must be officially released by the principal.
- E. Application for extraordinary participation must be submitted to the Coordinator of Athletics. The application will be submitted to the appropriate principal who will appoint a review committee. Appeals of decisions not considered in the best interest of the student will be made to the Superintendent and Board of Trustees.
- F. Any student participating in any school related athletic program may be subjected to a random drug test, see policy JCDAC for more detail.

6. **National Junior Honor Society**

The National Junior Honor Society is the premier organization established in the United States, to recognize outstanding middle level students. All Gulfport middle school students are eligible for membership by completing a formal application in the spring.

Membership in the National Junior Honor Society is an honor bestowed upon a student. Selection for membership is based on outstanding scholarship, citizenship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities. Members are expected to attend meetings regularly, maintain a grade point average of 90 or above, and show exemplary behavior while in school or while representing the school. Members are to perform both individual and chapter service projects during the year.

**National Honor Society**

The purpose of the National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of Gulfport High School. Membership is an

honor bestowed upon a student. Selection for membership is made by a faculty council appointed by the principal and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue demonstrating these qualities. To be eligible for membership, the candidate must be a junior or senior and must have been in attendance at the school the equivalent of one semester. The minimum standard for scholarship is a cumulative scholastic average of at least 90.0. Candidates must also have an exemplary discipline record for the current and previous school years. Membership information will be made available to students through school announcements and the Gulfport School District web site **on** or before **September 14, 2010**. Information packets must be turned in by September 28, 2010. The selection process will take place during the month of **October**, and the induction of new members will be in **November**.

**7. Middle School Newspaper Staff**

The middle school newspaper staff is an appointed group of eighth grade students who have demonstrated academic excellence, school spirit, responsible behavior, writing skills, and a good work ethic. The newspaper staff produces five seasonal newspapers.

**8. Middle School Student Council**

Student council members voice the opinion of the student body and participate in school and community service projects. Members are elected by the student body each year.

Members of the Student Council will be expected to maintain the highest standards of scholarship and citizenship. As a STUCO member, you are a role model for all of your peers and will be expected to perform as such.

Requirements for membership are:

- 85% or higher in each school subject (including electives)
- No discipline requiring referral to the office and resulting out of school suspension.
- Ability to attend STUCO meetings and functions (before/after school; some weekends)

**High School Student Council**

Grade requirements for specific honors or elected positions are listed in the Student Council By-Laws, which are available in the office.

**Student Council:**

*Purpose:*

1. Promote leadership by the students
2. Strengthen relations between students and teachers
3. Help maintain good conduct throughout the school
4. Assist the teachers and the principal on special occasions

5. Encourage students to accept responsibility

***Membership:***

1. There will be seven members from 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grades; the student body will elect five of these members and two will be appointed by a teacher committee.
2. There will be eight members from the 12<sup>th</sup> grade, two of whom will become President and Vice President; the student body will elect five of these members and three will be appointed by a teacher committee.
3. Candidates must have an overall academic average of 85% and must maintain this average during the entire school year.
4. Candidates must have a sufficient number of Carnegie units to match their class standing.
5. Candidates may not have been placed in ISS or on OSS for any reason for the semester prior to his/her term in office.
6. Former Student Council members with a record of poor attendance WILL NOT be permitted to run for re-election!
7. Signed parental permission is required.

Student Council members will also be class officers, must attend class meetings, and carry out duties assigned by the class sponsor. Junior class officers are required to participate in the preparations of the 2010 prom festivities.

**ELECTED STUDENTS PROCEDURES  
RATIONALE**

The Gulfport School District has provided the criteria below to promote excellence among the students who attend Gulfport middle and high schools. These procedures apply to those student-elected positions that will not deter a given student's opportunity for educational upward mobility. These procedures apply to any student-elected position on the middle school / high school campuses of the Gulfport School District.

**THE STUDENT WILL**

- Have earned an overall cumulative 85 average for the previous academic year,
- Obtain three (3) letters of recommendation from current faculty members and one (1) letter of recommendation from the school level administration based upon such characteristics as good judgment, integrity, and maturity; and
- Have no disciplinary referrals during the current school term.

## **ELECTRONIC DEVICES PROHIBITED IN SCHOOL**

### **Cell Phones, Radios, iPods, MP3 Players, Games:**

Electronic devices can be a distraction to the educational environment. These devices must be turned off and out of view (in purse, pocket, or book bag) during the academic day. Failure to adhere to this policy will result in the following:

- 1<sup>st</sup> offense:* Electronic device will be confiscated for one week (7 days); parent/guardian must come to the school to get the device.
- 2<sup>nd</sup> offense:* Electronic device will be confiscated for two weeks (14 days); parent/guardian must come to the school to get the device.
- 3<sup>rd</sup> offense:* Electronic devices will be confiscated and kept in the office for remainder of the year.

#### ***Note:***

The school will not be responsible for any items lost or stolen after they are confiscated. Any items that are not picked up by May 31<sup>st</sup> will be donated to a non-profit organization.

## **EXEMPTION POLICY**

Seniors may be exempt from final exams if they:

1. are a candidate for graduation on or before June of the current year;
2. maintain an average of 90.0 or above;
3. have no disciplinary referrals;
4. 2 or fewer unexcused absences.

## **EXPULSION**

Students who have been expelled from any school in the Gulfport School District may not attend any Gulfport School District function, nor be allowed on any school campus during the time of their expulsion. This includes, but is not limited to, off-campus activities, sporting events, dances, recognition/awards ceremonies and/or field trips.

Students returning to any Gulfport School District school, either after being expelled or by placement resulting from an expulsion hearing, will, with his/her parent or guardian, sign and abide by a behavioral contract.

## **EXTRA-CURRICULAR ACTIVITY**

Rules, regulations, and codes of conduct for Gulfport High School extend and apply to the extra-curricular programs for the school. The director, coach, or sponsor may establish additional rules and regulations governing the various programs. It will be the responsibility of the students to become familiar with the rules and regulations in any activity program in which they participate.

### **General Liability Rules for High School Extra-curricular Activities:**

Gulfport High School has a wide offering of extra-curricular activities. They are designed to give students the opportunity to grow and enjoy experiences other than purely academic endeavors. The administration recognizes that participation in extra-curricular activities is a privilege rather than a right. The intent is that students will work to maintain their grades and desirable behavior as a prerequisite to participate in activities.

1. Philosophy:
  - a. Participation in extra/co-curricular activities is a privilege students must earn through responsible behavior and acceptable academic achievement.
  - b. Participation in extra/co-curricular activities provides students with individual training and experience in team-work and leadership skills, and the school should provide such activities within available resources and opportunities, scheduling them conveniently to enable and encourage students to take advantage of the activities provided.
2. Definition of Terms:
  - a. Extra-curricular Activities - All activities that take place primarily outside the normal school day or, though they take place during the normal school day, do not earn Carnegie unit credit.
  - b. Co-curricular Activities - Activities that earn Carnegie unit credit or middle school credits and include participation in those that occur outside the school day. Band and chorus are two typical examples, but a few other activities may also qualify as co-curricular activities under certain circumstances.
  - c. Eligibility - A student's compliance with the academic and conduct requirements will determine the student's eligibility to participate in extra/co-curricular activities. A student may be eligible, on probation, or ineligible as determined by the student's academic status and conduct.
  - d. Probation - A student who is determined to be ineligible may be allowed to continue participation in extra/co-curricular activities for a specified time period while attempting to regain eligibility.
3. Eligibility Policy:
  - a. The student must be taking a minimum of four Carnegie units.
  - b. The student must earn a grade of 70 or above on each of three of the four subjects each term.
  - c. Eligibility standards must be met by the student during the previous term, with summer school included for assessing eligibility for the following semester.
  - d. Students in OSS are temporarily ineligible during the time of the suspension. The cause for suspension and penalties imposed on the student may include a longer time of ineligibility as determined by the principal.
  - e. Students participating in competitive extra/co-curricular activities will be subject to random drug screening to test for illegal substances as outlined in Gulfport School District policy JCDAC in the Policy section of this handbook.

- f. When applicable, the student must meet requirements of the Mississippi High School Activities Association and/or requirements of other national organizations (e.g. National Honor Society, Beta Club). To be eligible for some activities, higher level standards may be imposed by mutual consent of school administrators, sponsors, parents, and students.
4. Exceptions:
  - a. Homecoming participants, “who’s who” contests, talent shows, yearbook recognition elections and other short-term activities as determined by the administration shall be excluded from the requirements of this policy.
  - b. Special Education students in good standing who perform satisfactorily in accord with requirements of their IEP (Individual Education Plan) are eligible to participate in extra-curricular activities.
5. Probation:
  - a. A participant who fails to maintain academic eligibility requirements will be placed on probation for one-half term immediately following the term in which academic requirements were not met. If the participant’s grades improve to the required level during the probation period, he/she may continue to participate for a second term so long as the grades remain satisfactory. The student will be ruled fully eligible for the next following term if all academic requirements are met by the end of the term. If academic requirements are not met, the student will remain ineligible until a term is completed with all requirements of the eligibility policy being met.
  - b. A participant who loses eligibility temporarily because of unacceptable conduct will regain eligibility as determined by decisions of the administration.
6. Appeal Process:

An appeal process will be established to enable any participant determined to be ineligible to have the case reviewed upon request of the participant, the parents, or the sponsor. The process will proceed as follows:

  - a. Appeal is initiated with the principal.
  - b. A meeting with the principal, a parent, the activity sponsor, and the teacher(s) who issued the failing grades will be scheduled. This committee will examine pertinent school records of the student, the student’s attitude toward school, the opinion of the student’s teachers regarding the student’s abilities, the presence of any extenuating circumstances affecting performance, the student’s needs in order to improve academically, decisions regarding extra/co-curricular activities that are in the student’s best educational interest, and any other factors judged by the committee to be pertinent for determining a disposition for the appeal. The student may be determined to be ineligible or reinstated with or without other stipulations.
  - c. If the student is not satisfied with the disposition determined by the committee, the decision may be appealed to the superintendent.

- d. If the student is not satisfied with the decision of the superintendent, an appeal may be made to the Board of Trustees. The decision of the Board of Trustees is final.

### **FEES**

Fees paid by students are those fees charged for subjects such as art, band, chorus, and science. Students will be notified by the subject area teachers of the fees and the amounts as approved by the Board of Trustees.

### **FINES – GHS**

#### **Library Fines**

1. Students can access the GHS Library Policy on the GHS Library web page.
2. Students with library fines/overdues are not allowed to check out library materials.
3. Failure to reconcile fines or return overdue books will result in the following consequences:
  - a. Seniors will not be allowed to participate in the final graduation ceremony.
  - b. Students will not be allowed to attend GHS Homecoming dance or Spring Prom.
  - c. Students with fines not cleared within a nine-week period will be placed on inactive status for clubs and organizations. These students will not be allowed to participate in any club activities. Students clearing fines within this period will receive a library clearance slip and will be reinstated as members in good standing. Club sponsors will receive a list of students with fines at the beginning of each nine-week period.
  - d. Parking decals will not be issued at the beginning of the school year to students with fines.

### **FUND-RAISING**

The only fund-raising activities allowed in school are those approved by the principal and the Board of Trustees. Only items related to school activities or approved by the administration may be sold on the school campus. Any student in violation of this can be subject to disciplinary action. **Students, who participate in fund-raising activities that are approved and supported by the school administration, must have signed permission from their parent/guardian. Students are requested not to solicit sales “door-to-door”.**

### **GRADE LEVEL CLASSIFICATION**

Sophomore	6 units
Junior	12 units
Senior	20 units

## GRADING

A student's term average is a reflection of his/her work ethic in completing the curriculum for the course he/she has taken. Board Policy determines how percentages will be apportioned based on the following:

- 10% - Homework (Combination of all homework grades)
- 10% - Classwork (Combination of all classwork grades.)
- 20% - Authentically Engaging In- Class Project
- 25% - Teacher-Made Mixed Practice Test
- 25% - Teacher-Made Unit Test
- 10% - District Cumulative Exams

Explanation of Grades:

A	93 - 100
B	85 - 92
C	76 - 84
D	70 - 75 (mastery)
F	Below 70 (non-mastery)
I	Incomplete

If a subject is failed and not repeated, the recorded grades will be used in computing 9th through 12<sup>th</sup> grade student's GPA. When a subject is failed and repeated, the highest term grade will be used in computing the student's GPA.

**Progress Reports** are issued at mid-term, and it is the student's responsibility to ensure parental inspection. When parents receive an unsatisfactory progress report, they should arrange a conference with the teacher to help the student resolve the problem.

**Report Cards** are issued at the conclusion of each term.

The *JPAMS Parent Communication Center* is a web-based portion of our JPAMS student information system that allows parents secure access to their child's attendance, discipline, grades, progress and transcript information, where applicable. To establish an account, parents must first register in the *Parent's Command Center* as a new user. For additional directions on setting up an account, go to the Gulfport School District's website ([www.gulfportschools.org](http://www.gulfportschools.org)). Click on the *Parent Center* tab. Then open the *Parent Communication Center Account Setup Guide*.

A student's quarterly grade represents a combination of daily work, homework, and exam scores. Major grades consist of tests and projects while class work and homework are minor grades. In certain classes Accelerated Reader requirements may be part of the grade. Special Education students may receive modified grades for resource classes. Every four and a half weeks a district-mixed practice test will be given.

# GRADUATION REQUIREMENTS

## Seniors of 2012-2013 and 2013-2014

(2009-2010 and 2010-2011 ninth graders)

Curriculum Area	Carnegie Units	Required Subjects
English	4	
Mathematics	4	Algebra I* Geometry Algebra II
Science	4**	Biology I
Social Studies	4	½ Mississippi Studies World History U.S. History ½ U.S. Government ½ Geography ½ Economics
Health Physical Education	½ ½	Comprehensive Health or Family/Individual Health Physical Education
Business & Technology	1****	½ Keyboarding ½ Computer Applications
Fine Arts	1	Band, Theater, Visual Arts, or Choral Music
Electives	9	
<b>Total Units Required</b>	<b>28</b>	
State mandated tests required: Subject Area Tests - U.S. History, English 10, Biology, & Algebra 1		
These students must pass all four Subject Area Tests even if they take the course(s) prior to their 9 <sup>th</sup> grade year.		
*Pre-Algebra, Transition to Algebra, and Algebra I may be taken in 8 <sup>th</sup> grade for a Carnegie unit.		
**Completion of Technology Applications I and II, Medical Technology I and II is equivalent to 2 science units (for diploma only).		
***The credit earned for a State/Local Government course in any other state by an out-of-state transfer student who enters after the sophomore year can stand in lieu of Mississippi Studies.		
****One unit in Computer Discovery is accepted in lieu of ½ unit of keyboarding and ½ unit of computer applications.		

**Seniors of 2011-2012**  
(2008-2009 ninth graders)

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<b>Curriculum Area</b>	<b>Carnegie Units</b>	<b>Required Subjects</b>
English	4	English II
Mathematics	4	Algebra I* Geometry Algebra II
Science	4**	Biology I
Social Studies	4	½ Mississippi Studies World History U.S. History ½ U.S. Government ½ Geography ½ Economics
Health Physical Education	½ ½	Comprehensive Health or Family/Individual Health Physical Education
Business & Technology	1****	½ Keyboarding ½ Computer Applications
Fine Arts	1	Band, Theater, Visual Arts, or Choral Music
Electives	9	
<b>Total Units Required</b>	<b>28</b>	
*Pre-Algebra, Transition to Algebra, and Algebra I may be taken in 8 <sup>th</sup> grade for a Carnegie unit.		
**Completion of Technology Applications I and II, Medical Technology I and II is equivalent to 2 science units (for diploma only).		
***The credit earned for a State/Local Government course in any other state by an out-of-state transfer student who enters after the sophomore year can stand in lieu of Mississippi Studies.		
****One unit in Computer Discovery is accepted in lieu of ½ unit of keyboarding and ½ unit of computer applications.		

**Seniors of 2010-2011**  
(2007-2008 ninth graders)

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Curriculum Area	Carnegie Units	Required Subjects
English	4	English II
Mathematics	4	Algebra I* Geometry Algebra II
Science	3	Biology I
Social Studies	3 ½	½ Mississippi Studies World History U.S. History ½ U.S. Government ½ Geography
Health	½	Comprehensive Health or Family/Individual Health
Business & Technology	1****	½ Keyboarding ½ Computer Applications
Fine Arts	1	Band, Theater, Visual Arts, or Choral Music
Electives	11	
<b>Total Units Required</b>	<b>28</b>	
<b><u>4 CREDITS MUST BE PURSUED IN THE FALL, AND AT LEAST 3 DREDITS MUST BE PURSUED IN THE SPRING OF SENIOR YEAR</u></b>		
*Pre-Algebra, Transition to Algebra, and Algebra I may be taken in 8 <sup>th</sup> grade for a Carnegie unit.		
**Completion of Technology Applications I and II, Medical Technology I and II is equivalent to 2 science units (for diploma only).		
***The credit earned for a State/Local Government course in any other state by an out-of-state transfer student who enters after the sophomore year can stand in lieu of Mississippi Studies.		
****One unit in Computer Discovery is accepted in lieu of ½ unit of keyboarding and ½ unit of computer applications.		

**All** students must pass the four state-mandated Subject Area Test (U.S. History, English 10, Biology, and Algebra I) in order to earn a regular high school diploma, even if they take the course(s) prior to their 9<sup>th</sup> grade year. Students who have completed designated courses prior to transferring to Gulfport High School from out-of-state and/or non-accredited schools will have SATP requirements reviewed on an individual bases in accordance to Mississippi Department of Education policy.

### **GANG/GROUP ACTIVITY OR ASSOCIATION:**

Gangs or groups that initiate, advocate, or promote activities that threaten the safety or well being of persons or property on school grounds or that disrupt the school environment and are harmful to the education process, are prohibited. Any behavior, by virtue of color, arrangement, trademark, symbol or affiliation with a gang group which presents a clear and present danger, is prohibited. Such behavior includes the manner of grooming; the use of hand signals; wearing jewelry, accessories, and graffiti on one's clothing, person, or notebooks that is contrary to a positive school environment and educational objectives, and any behavior that creates an atmosphere where unlawful acts or violations of school regulations may occur.

### **HALL OF FAME**

Based on scholarship, leadership, and school involvement, the Gulfport High faculty will select up to twelve seniors for Hall of Fame.

### **HAZING**

“Hazing” means any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, and is directed against any student or other person associated with the school, including, but not limited to, actions taken for the purpose of initiations for clubs that have memberships that are totally or predominately students from other school districts.

Groups who participate in incidents involving initiations, hazing, intimidation, and/or related activities that may cause bodily danger, physical harm, personal degradation, or disgrace resulting in physical or mental harm to students or school personnel, are prohibited.

Soliciting, encouraging, aiding, or engaging in “hazing” on or in any school property at any time, or in connection with any activity supported or sponsored by the District, whether on or off school property, is strictly prohibited.

Students engaging in any hazing or hazing-type behavior that is connected to any activity sponsored or supported by the District will be subject to disciplinary action.

### **HOMEBOUND PROGRAM**

There is no formal homebound program nor a teacher assigned for that purpose for 6<sup>th</sup> through 12<sup>th</sup> grade students. In the event a student is hospitalized or confined to home by a doctor, parents should contact their child's counselor to make arrangements for studies to continue.

## **HONOR CODE FOR GULFPORT HIGH SCHOOL**

### **Philosophy:**

The administration at Gulfport High School expects the staff and students to have a firm conviction in the values of integrity.

### **Parents' Role:**

As partners in the education process, parents must teach and support the ethical value of honesty. It is the parents' responsibility to share in the enforcement of the school academic honesty policy.

A good school climate is one of the necessary ingredients of an effective school program. The staff at Gulfport High School expects students to conduct themselves in a manner that will foster a positive influence on the school campus. Students who have any kind of problem at school should report the problem to a teacher or principal for appropriate handling. If the matter is not resolved, the student should make the principal aware that the problem still exists by reporting the problem again directly to the principal. Students should not take matters into their own hands or attempt to resolve problems that should be handled by teachers or administrators. **Necessary measures will be taken to maintain a school environment conducive to good instruction and learning.**

In less severe cases, the administration and faculty will attempt to modify unacceptable behavior by verbal correction, student and/or parent conference, after-school detention, and Exclusion. In severe or continuous cases, alternative school or expulsion may be assigned. Our hope is for students to modify their behavior, and continue their education.

### **Teacher Authority:**

In order to maintain a proper atmosphere for learning, it is imperative that discipline be maintained at all times. Discipline will be fair and consistent. The teacher is authorized to discipline the classroom and is further authorized to discipline any student at school or at school-sponsored events.

### **Consequences of Academic Dishonesty:**

1. The student will be given a grade of "0" for the test, assignment, essay, paper, quiz, project or any other educational material for which the incident occurred.
2. The teacher will immediately contact the parent.
3. Vice principal(s) and counselor(s) will be notified immediately.
4. A report of the incident will be placed in the student's file.
5. The student will be suspended out of school for one (1) day.
6. Severe cases may result in removal from clubs, leadership positions, etc.

### **Definition of Cheating:**

Cheating occurs when students obtain or assist others in obtaining credit for work that is not their own. The student is the person most responsible for his/her education. Under no circumstances should a student claim ownership for any work in part or in whole that is not the student's own. Unauthorized sharing of one's work is not tolerated.

## HONOR ROLL

Every nine weeks, the staff in the District's secondary schools recognizes outstanding students who have earned a place on the honor roll.

1. Superintendent's List: Students having all academic A's in all academic classes. Student must carry a full schedule to be eligible.
2. Principal's List: Students having all A's and B's.

## IMMUNIZATION REQUIREMENTS

The Mississippi State Department of Health (MSDH) is requiring any child(ren) registering and entering school for the 2011-2012 school year will be required to have at least one dose of varicella vaccine or a history of chickenpox. MS School entry immunization requirements are followed:

Vaccine/antigen	No. of doses
Diphtheria, Tetanus, Pertussis (DTaP) <sup>b</sup>	5 <sup>c</sup>
Polio (IPV)	4 <sup>d</sup>
Hepatitis B	3
Measles, Mumps, Rubella (MMR)	2 <sup>c</sup>
Varicella (chickenpox)	1 <sup>f</sup>

All children entering a Mississippi school (any grade) for the first time must have the required vaccines per Mississippi School Immunization Law and Child Care Requirements.

## INTERNET

School internet usage is a privilege. In order for a student to be eligible to use the internet at school, the student must have a signed Internet Contract on file at school. Failure to abide by board policy and administrative regulation governing use of the district's system may result in the suspension and/or revocation of system access. Usage will be monitored and disciplined. Additionally, student violation may result in disciplinary action up to and including, suspension or expulsion. Fees and other charges may be imposed. **An Internet Acceptable Use Policy must be returned to school prior to use of the Internet.**

Students and staff are prohibited from posting on the Internet video, pictures, images, etc. taken at school or school functions with a cell phone or other device without permission from school officials and the subjects of such digital representations.

Students and staff are not permitted to access external social networking sites during the school day.

Students and staff are responsible for what is on their web sites and may not post information that negatively affects the school district in a substantial way

## **IN-SCHOOL SUSPENSION POLICIES**

In the ISS Program, the student will be counted as present for the day, required to complete school work for credit, and complete all work assigned by the ISS teachers. The ISS program is a zero tolerance program.

1. Students will be assigned to ISS for a specific number of days.
2. Absences from ISS must be made up as a whole day.
3. Students who are tardy will be assigned an additional day.
4. Discipline problems in ISS will result in suspension from school.
5. All assignments must be completed in order to exit ISS.
6. Students are not allowed to participate in school-related activities until the day after their last day in ISS.
7. Students will eat lunch in the ISS classroom.
8. Talking, sleeping, putting heads on desks or playing games, cards, etc. will not be allowed.
9. Students will be assigned no more than 10 days in ISS per school year.

### **Failure to adhere to ISS guidelines will result in immediate suspension from school.**

The length of suspension will be determined by the building principal. Students who are suspended from ISS must be checked out immediately by an authorized person. Students who are suspended will make up ISS time upon their return from suspension.

1. All students will be guaranteed due process in disciplinary actions.
2. All procedures will follow assertive discipline actions.
3. Students having problems will be referred to the counselor.
4. Classroom teacher and/or administrators will notify parents of the problems.
5. Building administrators will not suspend a student for more than ten (10) consecutive days and will inform the parents of their right to a hearing.
6. Procedures for long-term suspension (more than ten days) or expulsion will be established by the District.
7. School buses are considered an extension of the classroom, and students are expected to behave in the same manner on the bus as they would in a classroom.
8. A biennial (every two years) review of the standards of conduct of the student discipline program will be conducted to ensure that the disciplinary sanctions are consistently enforced.

## **LEGAL CHARGES**

In addition to the penalties outlined in this handbook, if a student violates applicable laws or uses vulgar or abusive language toward a teacher, physically or verbally threatens a teacher, or assaults a teacher, the principal will call the police. The police may remove the student from the school and charge the student with public profanity, disorderly conduct, assault or other appropriate charge.

## **LIBRARY RULES AND REGULATIONS**

1. The libraries in our secondary schools are open before and after school.
2. A limit of two (2) books may be borrowed at one time.

3. Books may be checked out for two weeks at a time. They may be returned twice for rechecking. (Some exceptions are made when the book is needed for a book report).
4. A fine of .05¢ per school day is charged for overdue books. Books due on the day a student has an excused absence will be due the day the student returns to school.
5. If a book is lost, the student will be charged the current list price for the book.
6. Report cards will be held until the student has cleared with the library.
7. Students showing irresponsibility in the care and returning of books will be disciplined accordingly.
8. Students defacing books, software, and/or magazines in any way will be held responsible for damages.

### **LOCKERS - GHS**

Lockers at Gulfport High School are assigned by office staff as needed and are provided as a convenience and a privilege. Any abuse of the privilege will result in its loss. It is the students' responsibility to properly use and maintain their lockers. Lockers are subject to search by school officials if deemed necessary. If a threat to the safety of the school or suspicion of misconduct and misuse of lockers exists, the school administration will consider this a necessity and exercise the right to search student lockers. Each locker is equipped with a combination lock in order to protect property. The combination should be safeguarded. If locks are abused or removed from the locker, it will be the responsibility of the person assigned the locker to pay for damaged items. Stickers or other items must not be attached to the exterior or the interior of the locker. Writing on the surfaces (inside or out) of the lockers is strictly prohibited.

### **MEDICAL TREATMENT**

The Gulfport School District Adolescent Health Center is open throughout the school day. In order to use the Adolescent Health Center, students must have on file a permission consent form. Access during the school day to the Health Center is with a pass from a teacher or school administrator. Confidentiality will be maintained in accordance with board policy and the Family Privacy Act. Parents are welcome to be with their child during the appointment.

### **MEDICATION**

If a student has a prescription for medication that must be taken during the school day, the parent must give the medication to the school nurse in the original containers appropriately labeled by the medical provider or pharmacy. Students may take their medication by requesting it from the school nurse or designated office personnel.

All medications administered by office personnel to children must be prescribed by a licensed physician (Board Policy JGCD). The medication instruction form must be completed and a parent/guardian's signature will be required before any medication will be administered. Failure to follow this procedure will result in disciplinary action.

## **MESSAGES**

Messages and/or items delivered from home for a student will be left in the office. Students will be called out of class only in an emergency. Telephones in the school building are to be used for school business only.

## **METAL DETECTORS/SEARCHES**

In an effort to promote safety, metal detectors will be used on a random basis. The principal is responsible for utilizing the metal detector in a random manner and in such a way that will not discriminate on the basis of race, color, age, or sex. If a stationary metal detector is activated, the person involved will be subject to further examination by a hand held detector in order to pinpoint the specific location of the object activating the detector. Said person will then be requested to produce the object for inspection. If the person declines to do so, and (a) if such person is a student, the student's parent(s) or guardian will be requested by telephone to come to the school and participate in further inspection; and if such student continues to refuse to produce the object for inspection, appropriate disciplinary action, including possible expulsion will be taken; (b) if such person is a school district employee, appropriate disciplinary action, including termination, will be taken; and (c) if such person is a visitor, such person will be denied admittance to the school building or facility. Any student or employee who feels aggrieved by the action taken has the right to appeal to the Board of Trustees.

Searches will be for the safety and well being of our students and to discourage violation of school policy. Students' property will be subject to random searches. Searches will be conducted according to applicable laws and school district policy. The U.S. Supreme Court granted school officials the right to conduct reasonable searches. Any items brought on school property, including in vehicles, are subject to reasonable search. Searches will be based on reasonable suspicion and may proceed without delay. In the event the search of a student's person, locker, personal possessions, or vehicle reveals the student is concealing material, the possession of which is prohibited by federal, state, or local law, authorities will be notified so appropriate action may be taken.

## **NON-SCHOOL RELATED ACTIVITIES**

The Gulfport School District will have the authority to suspend, expel or change the placement of students for conduct occurring on property other than school property or other than at a school-related activity or event when such conduct by a pupil, in the determination of the Superintendent or principal, renders that pupil's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupil and teacher of such class as a whole.

## **OUTSIDE FOOD AND DRINK**

Food and drinks will be permitted in the indoor or outdoor dining area before school and during lunch period only. Absolutely no food or drinks will be allowed outside this area except as part of an unopened lunch or in sealed bottles. Students caught eating food or possessing any drink, except in a sealed bottle; outside the dining areas will be subject to being assigned to after-school detention.

**Delivery of fast food items is prohibited during school hours (i.e. Wendy's, McDonalds, Pizza Hut, Subway, and/or any item from a restaurant or commercial food chain). Students who violate this policy will receive one day of after- school detention and food will be confiscated.**

### **PARENT CONFERENCES**

The Guidance Office in our secondary schools are open to students and parents throughout the day. The counselors are available for both academic and personal counseling. Parents may call the school's office for an appointment or to set up parent/teacher conferences. Parent/teacher conferences are very important and failure to appear for a scheduled conference could result in a misdemeanor fine not to exceed \$250 (MS Code 37-11-53).

### **PERMANENT RECORD**

A permanent record of every student's complete educational history at each grade level is on file in the Guidance Office.

### **PHYSICAL EDUCATION**

Uniform Requirements: shorts (jogging type); t-shirt; and tennis/jogging shoes. Cut-offs and tank tops are not acceptable. All items should be marked so they can be easily identified.

### **POSTERS/SIGNS IN THE HALL**

Permission must be obtained from the principal to post a sign or poster. Only masking tape is allowed for adhering posters or signs to the walls. Campaign posters and advertisements must be removed in a timely fashion. **Posters may not be placed over the artwork in the cafeteria.** Any advertising or promotion on school grounds or in school buildings by outside interest groups or organizations, without permission of the Principal, is prohibited. Any unauthorized signs or posters will be removed.

### **PROMOTION/RETENTION POLICY Grades 7 – 8 (Board Policy – IHE)**

Students not meeting promotion standards may be considered on a case-by-case basis, but at no time will retention jeopardize the child's chances to obtain a high school diploma. The District will convene an External Review Team in accordance with State Board Policy IIC-4 to recommend promotion/retention for students who fail to pass the 7<sup>th</sup> grade Mississippi Benchmark Assessment on the second or subsequent administrations.

### **PROGRAM OF STUDIES**

Information regarding the program of studies and Mississippi Public Universities Admissions Standards can be found by referring to the Curriculum Guide. Copies are available in the guidance office.

### **REPEATING A COURSE**

A passed course may be repeated once if space permits; however, the repeated course grade will be the final grade. The repeated course may not be dropped after the 7<sup>th</sup> day of

class and must be taken within two semesters of the original course. Principal approval is required.

### **REPORT CARDS/PROGRESS REPORTS**

Report cards are issued once every quarter. Mid-quarter progress reports will be given to each student. Final report cards will be mailed after the last day of school; however, parents should provide a self-addressed, stamped envelope.

### **RESIDENCY REQUIREMENTS**

State law requires that all students have a valid proof-of-residency form on file in the record clerk's office. All students attending the Gulfport School District must have a current address/check-out card on file. Only the parent/legal guardian is permitted to register the child.

### **RESIDENCY STATUS**

Students in the District's secondary schools must reside with their parents or legal guardian within the boundaries of the Gulfport School District unless they are legally transferred into the District. Non-residents may obtain transfer procedures from the Superintendent's office. Two proofs of residency must be provided at the time of enrollment. **If a student's address or telephone number changes at any time during the year, the new address, with two proofs of residency, and/or telephone number must be reported to the attendance office.**

*School administrators will determine the appropriateness or inappropriateness of residency documentation*

### **SAFETY**

The Board of Trustees, administrative staff, teachers, and support staff recognizes the responsibility for the safety of all students, employees, visitors, and parents on district property or at school-sponsored events. This extends to possible natural and/or man-made disasters that are best met by planning and preparedness. The Board of Trustees authorizes a system of emergency preparedness to insure:

1. the health and safety of students and staff is safeguarded;
2. the time necessary for instructional purposes is not unduly diverted;
3. there will be a minimum of disruption to the educational program;
4. students are taught self-reliance and trained to respond sensibly to emergency situations. All health and safety threats will be identified by appropriate personnel and responded to promptly in accordance with the emergency response plan.

### **SCHEDULES**

Student schedules will not be changed unless there is a conflict, an error, or the change is an administrative or medical necessity. Changes will not be made for reasons such as dislike of teacher, of subject, or of classmate.

### **SCHEDULE ADJUSTMENTS**

Schedule adjustments **must be initiated within the first seven days of the 9 weeks** by

obtaining a Schedule Change Request form from the counselor, completing, and returning to the counselor. Students will be notified of the status of their requests as soon as possible. Students are expected to follow their existing schedules until notified of any adjustment.

During the spring semester, students in the Gulfport School District are given an opportunity to select courses for the following year. The number of selections will be determined and course offering will be based on the requests of the students. In order to stabilize class rolls and to achieve educational goals, adjustments to schedules must be kept to a minimum. The only changes that merit consideration are:

1. Correcting scheduling errors;
2. Adding a class during the first seven days of each 9 weeks, provided there is room in the section and the student does not have a class already scheduled in that time period;
3. Adding a course to meet specific graduation requirements;
4. Adjusting for students who attended summer school; and
5. Reducing an over-crowded class; and
6. Making changes deemed necessary by the principal.
7. A student who has fallen behind in a two-semester course and has demonstrated **maximum effort**, based on the daily observation of his/her teacher, may request a review of his/her placement in that class at the end of the semester. Students in this category must take another class (not a study hall).

**NOTE: NO ADVANCED PLACEMENT (AP) CLASSES WILL BE DROPPED AFTER JUNE 30. TEACHER CHANGE REQUEST WILL NOT BE HONORED, AND DROPPING COURSES TO BECOME AN AIDE WILL NOT BE ALLOWED. ANY CLASS DROPPED AFTER THE DEADLINE WILL RESULT IN A GRADE OF 50.**

### **SUBJECT AREA AWARDS**

Special testing and/or other approved criteria are used to determine award recipients in subject areas. There is no limit to the number of awards a student may receive; however, a student must be enrolled in a subject during the current school year in order to be eligible.

### **TRANSCRIPTS (Seniors)**

With a written request to the principal or a counselor, a transcript (copy of the high school record) will be sent to a college or prospective employer. Forms for making the request are in the counselors' offices.

### **TRANSFER CREDITS**

All credits earned at another accredited school will be honored. Students transferring from non-accredited schools must pass the Gulfport School District end-of-term tests in order to receive credit for courses previously taken. Students may confer with a counselor for clarification of this policy.

## Numerical Grade Equivalency for Letter Grade Transcript Files

A-	93	C-	76
A	96	C	80
A+	100	C+	84
B-	85	D-	70
B	89	D	73
B+	92	D+	75
		F	69

### TEACHER'S LOUNGE

Students are not allowed in the teachers' lounge at any time. Students are not permitted to purchase snacks or drinks from the teachers' lounge.

### TEXTBOOKS

Students are held responsible for all textbooks issued to them. Principals and teachers are authorized to collect for damage to or excessive wear of textbooks. When a book is classified as unusable, the student has the option of keeping the book after payment for the book has been made.

**Usable** books must meet the following criteria:

1. no content pages missing
2. all pages readable
3. binding intact
4. exterior free of defacement
5. no obscene language or pictures on any part of the book
6. no water damage

**Unusable** books contain the following defects:

1. broken backs
2. content pages missing
3. five or more torn pages
4. unreadable pages
5. water damage
6. obscene language or pictures that cannot be removed
7. exterior defacement

Price for lost or unusable books:

New	100% purchase price
First Year	Subtract 25% from purchase price
Second Year	Subtract 50% from purchase price
Third Year	Subtract 75% from purchase price
Fourth Year	Subtract 75% from purchase or older price

Fines on books that are still usable:

Torn Pages	(if pages can be repaired)
	1 to 4 pages - 50¢ per page; 5 or more pages - book declared unusable

## **TRESPASSING**

Students who have been suspended or who are skipping school or class from their assigned school may be charged with illegally trespassing, disorderly conduct and/or disturbing the peace if they are found on campus or in a school building without the permission of an administrator. The principal is empowered to take appropriate action against non-students who enter the buildings, grounds, or other school property. Such action will include the right to call the police authorities and issue warrants.

## **STUDENT RIGHTS**

It is the policy of the Gulfport School District not to discriminate on the basis of race, color, national origin, sex, or handicap in all programs, services, and activities offered as required by the Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. The Title IX Coordinators are Mr. Mike Justice and Mr. Donny Fuller. The Gulfport School District will not discriminate on the basis of disability in admission or access to, or treatment, or employment in, its programs and activities to the extent provided by law. The Section 504/Americans with Disabilities Act Coordinator will handle inquiries regarding the Gulfport School District's nondiscrimination policies, the filing of grievances, and requests for copies of grievance procedures covering discrimination on the basis of disability.

### **Carl D. Perkins Act**

The Carl D. Perkins Act of 1990 places strong emphasis on improving vocational education programs and services for special population students. These have been identified as the disabled; economically and academically disadvantaged; foster children; individuals with limited English proficiency; individuals enrolled in non-traditional classes; juveniles or youth charged with, or convicted of, a crime; and at-risk students identified as dropouts or potential dropouts.

Preparatory services are available to students at the middle schools. The special population coordinator provides vocational education information, career development and awareness activities, group sessions, and assessment.

### **Americans with Disabilities**

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

The Section 504/Americans with Disabilities Act Coordinator will handle inquiries regarding the Gulfport School District's nondiscrimination policies, the filing of grievances, and requests for copies of grievance procedures covering discrimination on the basis of disability.

### **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-*
  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. Sexual 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 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 USDOE.*
- *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, SW  
 Washington, D.C. 20202-4605

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

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

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.

- 1) 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.
- (2) 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.

- (3) 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 name and address of the Office that administers FERPA are:

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

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 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 Publications Page of the Gulfport School District’s web site.

### **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 the parent and obtain consent or allow the parent to opt the 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. Sexual 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 years of age or older or an emancipated minor under State law.)

### **VISITORS**

Visitors are welcome at the school. The school doors are always open to parents and others interested in the school. All visitors must check in through the office upon entering the building for directions and assistance regarding the nature of their visit. All visitors will be required to have a visible visitor’s pass. Visitors may be asked to show their

visitor's pass to student hall monitors. **OUR SECONDARY SCHOOLS DO NOT ALLOW STUDENT VISITORS.**

### **WEIGHTING OF GRADES**

Carnegie unit courses in grades 9-12 will receive weighted grades for purposes of class ranking only. Grades will be weighted using the following factors.

Accelerated Courses:	Grade x 1.05 = 5% gain
Advanced Placement Courses:	Grade x 1.10 = 10% gain
Other Courses:	Grade x 1.00 = no change

### **WITHDRAWALS**

Procedure for withdrawals or transferring is as follows:

1. Parent or guardian must call the school office to provide authorization for withdrawal or transfer.
2. Student records are sent to the school the student is entering after a written request has been received from that school.
3. All fines must be paid so records can be forwarded promptly.
4. A 24-hour notice is requested to begin the withdrawal of students.