

# **Gulfport School District**



## **ELEMENTARY STUDENT HANDBOOK**

**2023-2024**

*"Every Decision. What is Best for Children? Every Time."*

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### **SPECIAL NOTE**

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

## GULFPORT SCHOOL DISTRICT ADMINISTRATION

Board of Trustees	Administration
Mrs. Bridget Weatherly, President Mr. Randy Richardson, Vice-President Mr. Ben Vance, Secretary Mrs. Gwen Jones, Assistant Secretary Dr. Rainna Bahadur, Member Mrs. Heather Smith, Board Attorney	Mr. Glen V. East, Superintendent Dr. Michael Tatum, Assistant Superintendent Dr. Lea Bellon, Director of Instructional Programs Mrs. Stacey Penny, Chief Financial Officer Mr. Jack Wittmann, Chief Operations Officer

## DIRECTORY OF DISTRICT STAFF AND SCHOOLS CENTRAL OFFICE 228-865-4600

School	Instructional Leader	Address	Telephone
Anniston Avenue Elem.	Dr. Rachel Gibson	2314 Jones Street	228-896-6309
Bayou View Elem.	Mrs. Tess Lawrence	4898 Washington Avenue	228-865-4625
Central Elementary	Dr. LaWanda Thornton	1043 Pass Road	228-865-4642
Pass Road Elementary	Mrs. Simone Travis	37 Pass Road	228-865-4659
Twenty-Eighth Street	Mrs. Robin Auringer	3034 - 46 <sup>th</sup> Avenue	228-867-2140
West Elementary	Dr. Heather Chesman	4051 - 15 <sup>th</sup> Street	228-870-1025

### Americans with Disabilities Act

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

### 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 STATEMENTS

We believe that:

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

### STRATEGIC RESULTS

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

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

THE POLICIES INCLUDED IN THIS HANDBOOK ARE CONSISTENT WITH THE POLICIES IN THE GULFPORT SCHOOL DISTRICT BOARD OF TRUSTEES POLICY MANUAL. THE POLICY MANUAL CAN BE REVIEWED IN THE PRINCIPAL'S OFFICE OR LIBRARY OF EACH SCHOOL BUILDING OR ON THE DISTRICT'S WEBPAGE AT [www.gulfportschools.org](http://www.gulfportschools.org).

## ACCOUNTABILITY, ACHIEVEMENT, and ASSESSMENT

### A. District-wide Assessment Program

<b>Fall 2023</b>	In August/September, students in Grades K-5 will participate in Diagnostic Pre-Test. Pre-K and Kindergarten students will take the Mississippi Kindergarten Readiness pretest.
<b>Winter 2023</b>	In November/December, students in Grades K-5 will participate in the Diagnostic Mid-Year Test.
<b>Spring 2024</b>	In May, students in K-5 will take the District Diagnostic Post-Test. Students in grades 3-5 will also participate in state testing. Pre-K and Kindergarten students will take the Mississippi Kindergarten Readiness post-test.
<b>Summer 2024</b>	Students in Grade 3 who fail to pass the state's 3 <sup>rd</sup> Grade Reading Summative Assessment will attend their school's summer reading camp and retest according to the state testing calendar.

### B. State Assessment Program

TEST	DESCRIPTION	TESTING WINDOW
District Diagnostic Assessments (ELA & Math)	Based on Mississippi College & Career Readiness Standards	Pre-test: August/September Mid-Year: November/December Post-test: April/May
MKAS <sup>2</sup> Readiness Program	Pre-K and Kindergarten Pre-test/Post-test Assessment Program	Pre-test: August/September Post-test: April/May
LAS LINKS	English Language Proficiency Test (ELPT) for English Language Learners	March/April
3 <sup>rd</sup> Grade MAAP ELA	3 <sup>rd</sup> Grade Reading Summative Assessment for Literacy Based Promotion Act	April
3 <sup>rd</sup> Grade Alternate	Alternate Assessment for Students who do not pass the 3 <sup>rd</sup> Grade Assessment (MAAP ELA / LBPA)	Retest #1: May Retest #2: June/July
Mississippi Academic Assessment Program (MAAP)	Mississippi Statewide Assessment (ELA and Math Grades 3-8 and Science Grades 5 and 8)	April/May
Mississippi Academic Assessment Program-Alternate (MAAP-A)	Mississippi Statewide Assessment for Students with Significant Cognitive Disabilities (SCD) (ELA and Math Grades 3-8 and Science Grades 5 and 8)	March - May

Academic assessments provide important information to help teachers, schools, school districts, and states identify students' strengths and weaknesses. Assessment results are used to improve instruction and student academic performance. It is the goal of the district to have all students participate in state and local testing. You have the right to request additional information regarding testing. Contact your child's school for further information.

## ADMISSIONS

1. In accordance with Mississippi law, in order to be admitted to kindergarten, a student must be 5 years of age on/or before September 1 of the current year. Students entering Pre-k must be 4 years of age on/or before September 1 of the current year and reside in one of the following school zones: Anniston Avenue Elementary, Central Elementary, Pass Road Elementary, 28<sup>th</sup> Street Elementary, or West Elementary. The following must be presented at the time of registration:
  - a. **Certificate of compliance (Immunizations)**-Obtainable from the Harrison County Health Department
  - b. **Certified birth certificate**
  - c. **Two current proofs of residency (See Residency Verification)**
2. A new student in pre-k, kindergarten, or first grade must provide a certified birth certificate. New students in grades 2-12 are enrolled on a temporary basis until the parent or guardian provides the school with a certified birth certificate. The school must receive the certified birth certificate within 60 days, after which time the student will be suspended until he or she is in compliance with this regulation.
3. **Before a child can register, the parent or guardian must present a certificate of compliance.** The validation of this certificate becomes a permanent part of the student's record and remains valid through grade 12. If the certificate indicates that other immunization doses are necessary, the student will be given 90 days to complete the required immunizations. If the immunizations are not completed at the end of 90 days, the child, by law, must be suspended until he or she is in compliance. Miss. Code Ann. 11-23-37(2007)
4. **English Language Learners (ELL), foster care and homeless student admissions will be conducted in accordance with federal law.** Please contact the school your child will be attending or contact the Federal Programs Coordinator at 228-865-4611 for more information.

## ALCOHOL, DRUGS, AND SMOKING/VAPING

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

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

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

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

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

## **ANNOUNCEMENTS**

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

## **ARTICLES PROHIBITED IN SCHOOL**

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

## **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**

### **1. Absences**

- a. When a student accumulates five (5) unlawful (unexcused) absences at the school in which the student is enrolled, the principal or designee shall report the absences to the School Attendance Officer. An "unlawful absence" is an absence for an entire school day or during part of the school day, which is not due to a valid excuse for temporary non-attendance. For purposes of reporting absenteeism, if a compulsory school-age child has an absence that is more than thirty-seven percent (37%) of his/her instructional day, the child must be considered absent the entire school day. A student who is absent more than sixteen (16) days is subject to retention.
- b. Exceptions - Students who are absent because of school-related activities will automatically be excused. Any other exceptions resulting in eight (8) or more absences during a semester will require the parent to appear before the Attendance Review Committee.
- c. Appeal Procedure - Parents of students missing eight (8) or more days during a semester may appear before the Attendance Review Committee (elementary principals and one or more central-office level administrators). At this time, the parent may present doctors' excuses or any other information pertaining to the student's excessive absences. The Attendance Review Committee will determine if the excessive absences will be excused.
- d. When a child is absent from school, the parent/guardian should call the records clerk at the child's school. The parent/guardian must provide a note explaining the reason for the absence within seven (7) days after the student's return to school. After eight (8) absences, the parent must provide a doctor's excuse or any other information pertaining to the student's absence. According to Mississippi law, children must

attend school. When the number of absences or tardies affects a student's classroom participation, the school makes a report to the State Department Attendance Officer. €37-13-91.

- e. **Chronic Absence Identification** - Any compulsory school-age child missing 10 percent (10%) or more of the school year for any reason - excused, unexcused and suspensions will be reported as chronically absent to the School Attendance Officer.

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

## 2. Check Ins

A student arriving late for school **must** be accompanied by a parent or guardian before the student will be admitted to class. Instruction begins at 7:30 a.m.; students arriving after that time will be considered tardy and will require an adult to sign them in at the front office.

### Check Outs

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

- a. Obtain permission from the teacher of the class to report to the office.
- b. Report directly to the office, where all calls will be made by the secretary or principal's designee. Only those people listed on the checkout card by the parent or guardian will be allowed to check out a student. If an emergency exists, the principal or principal's designee will handle the situation.
- c. Remain in the office area until the parent or designee has reported to the school to personally sign the student out on the student checkout card. Clearance will be indicated by signature of parent, guardian, or designee on the student checkout card filed in the office.

## 3. Truancy

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

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

### 1. Lawfully excused absences include the following:

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

### 2. Parent Liability

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

## BULLYING

The Gulfport School District recognizes the real threat that bullying poses to the safety and dignity of learners and the climate of a peaceful learning environment. With this in mind, all school officials within the district are



committed to creating and maintaining a “culture of respect” in every school and department. We pledge to every parent that we will identify and work to eradicate on-campus bullying in all of its forms, including physical, verbal, and cyber. We will defend the dignity of every student and will not tolerate acts of bullying against anyone under our supervision. Those persons found guilty of bullying will be considered automatically in breach of the GSD Code of Conduct and will be punished according to the district’s disciplinary referral process.

## CAFETERIA

The Gulfport School District (GSD), recognizing the importance of providing breakfast and lunch programs for students, participates in the National Lunch Program. Student meal price categories are free, reduced, or paid. Family income and number of family members in the household are the criteria considered for granting free meals or reduced meal fees. The GSD will adhere to these guidelines as established by the USDA. Students in the reduced category must pay the difference between paid costs and reduced reimbursement. Paying students must pay the full cost. All parents are encouraged to fill out a free and reduced meal price form at the beginning of each school year.

**When paying for meals in advance by check, please put the student’s name and lunch number on the check. If paying for more than one sibling at the same school, please put both children’s names and lunch numbers on the check. If paying with cash in advance, please place all monies in an envelope with all children’s names and lunch numbers on the envelope. For parent’s convenience we provide an online payment system. Access may be found on the district’s webpage.** Students may participate in the meal program under their status for the previous year for the first fifteen (15) days. If a new application is not received before that grace period ends, the student will be required to pay full price for his/her meals.

### Meal prices:

<b>Breakfast</b>	Full	\$1.25	<b>Lunch</b>	Full	\$2.50
	Reduced	\$0.30		Reduced	\$0.40
<b>Milk</b>		\$0.50	<b>Ice Cream</b>		\$0.50 - \$1.50
<b>Adults</b>		\$3.25			

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

## CONDUCT IN THE CAFETERIA

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

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

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

## CANCELLATION OF SCHOOL

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The Board of Trustees and administrators are aware of the hardship that an abrupt cancellation of school can cause. Therefore, school will not be canceled unless unusual circumstances create a significant safety risk. The GSD uses every practical means to notify parents of a cancellation, including radio, TV, social media, etc. Please

listen for such announcements, and **remember, your child is attending school in the Gulfport School District, not the Harrison County School District.**

#### **CHANGE OF ADDRESS AND PHONE NUMBER**

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

#### **CHECKOUT POLICY**

Only individuals specified on a student's checkout card may take a student from the campus. These individuals must come to the office and sign for the release of the student. Parents/guardians may be asked to present a valid I.D. when checking out student(s).

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

#### **CHEWING GUM**

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

#### **CHILD ABUSE**

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

#### **CO-CURRICULAR ACTIVITIES**

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

#### **CONFERENCES**

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

#### **COUNSELORS**

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

#### **DETENTION**

Students in grades 4-5 may be required to stay after school for detention (30 minutes/day, up to 3 days/week) if their behavior warrants such action. Parents will be notified before a child is required to stay after school.

#### **DISCIPLINE**

**Refer to the section on the School Safety Act of 2001 for additional information.**

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

## **LEVEL I BEHAVIORS**

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

### **Each teacher will deal with these behaviors.**

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

### **Recommended Disciplinary Options for Level I Behaviors\***

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

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

## **LEVEL II BEHAVIORS**

1. Repeated violations of Level I behaviors (at discretion of principal)
2. Harassing or threatening acts of violence
3. Using and/or possessing tobacco and/or tobacco-related products (example: matches, lighter)
4. Defacing school property (example: writing on desk, wall, etc.)
5. Stealing – first offense and under \$5.00 in value
6. Using vulgar or profane language, acts, and/or gestures
7. Leaving/cutting class without permission
8. Violating school dress code
9. Demonstrating membership in unauthorized school fraternities, sororities, and/or secret societies/groups
10. Possessing prohibited electronic or battery-operated devices
11. Being present on another Gulfport School District campus without permission
12. Having a visitor on campus without approval from the principal's office

### **Recommended Disciplinary Options for Level II Behaviors\***

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

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

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

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

\*\*\**IEP committee review and/or revision, as appropriate*

### **LEVEL III BEHAVIORS**

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

### **Recommended Disciplinary Options for Level III Behaviors\***

1. Contact parent(s)
2. Up to three (3) days of In-School Suspension (ISS)
3. Three (3) days out-of-school suspension (OSS) or up to five (5) days and second Level III violation is up to 10 days with Superintendent's approval. Special education students will have a maximum of three (3) days suspension with a review of the student's IEP and/or revision, as appropriate.
4. Loss of privileges to school activity or activities
5. Probation for 30 days. Any violation in Level I, Level II, Level III behaviors during the period of probation will result in movement to Level IV or V (i.e., first offense to Level IV, second to Level V). Any student committing a behavior violation while on probation will automatically be classified in the next level.
6. Other appropriate action deemed necessary by the principal

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

### **LEVEL IV BEHAVIORS**

1. Repeated violations of Level III behaviors
2. Burglarizing or unlawful possession of school property\*
3. Possession or use of weapons\*\*
4. Vandalizing property\*
5. Fighting – major: where injury occurs (broken skin, blood, broken bones, serious swelling/bruises) and/or three or more students involved and/or refusal to stop when told to do so by an adult\*

6. Battery of a student/intimidation\*
7. Stealing – more than \$10.00 in value\*\*
8. Burglary of a vehicle or unauthorized use of a vehicle parked on or near school property with the intent to commit theft
9. Bomb threats, setting off fire alarm, vocalizing a false alarm, or discharging a fire extinguisher\*
10. Any other offense that the principal may reasonably judge to fall within this category\*\*

\* Police will be notified.

\*\* Police or other appropriate authority will be notified.

#### **Recommended Disciplinary Actions for Level IV Behaviors\***

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

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

#### **LEVEL V BEHAVIORS**

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

\* Police will be notified.

\*\* Police or other appropriate authority will be notified.

#### **Recommended Disciplinary Actions for Level V Behaviors\***

1. Expulsion – For Level V behaviors and repeated violations of the Code of Conduct when corrective measures have failed to improve highly disruptive attitudes and actions, expulsion from the GSD may be recommended. **EXPULSION IS DEFINED AS THE COMPLETE LOSS OF ALL PRIVILEGES IN THE PRE-K - 12 PROGRAM.** The student may apply for re-admission to school at the end of the period of expulsion. If granted re-admission, the student will remain on probation for a minimum of one (1) semester. (A special education student can be expelled if his/her behavior is not related to his/her handicapping condition, but educational services cannot be terminated. An assessment team will determine whether the student's behavior is a result of his/her handicapping condition.) While on expelled status, a student is neither allowed to enter the campus or building of any GSD school during or outside school hours, nor may the student attend any school-related activity on or off school property. To do so will make the student liable for arrest on the grounds of trespassing and will jeopardize the student's chances of re-admission to the school district.
2. Other appropriate action deemed necessary by the principal

### 3. Consideration for alternative school placement

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

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

Any student who makes a statement in any form of causing life-threatening injury or damage to other students, faculty, and/or staff will be subject to placement at the Learning Center for an extended period of time up to a year or expulsion from the Gulfport School District.

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

### **DISTANCE LEARNING**

In the event of a long term school closure, Gulfport School District may make distance learning opportunities available to students. This may include sending home additional work and available electronic devices for online learning opportunities. Parents must agree to pay for any lost or damaged electronic devices.

### **DRESS CODE**

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

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

## **ELECTRONIC DEVICES**

Personal electronic devices (cell phones, smart watches, pagers, radios, mini-recorders, hand-held games, etc.) may not be brought to school. Personal electronic devices found in a student's possession will be confiscated. An adult will be required to come to the school to retrieve the item. If a student brings electronic devices to school for educational purposes, the district/school will not be liable for damages or replacement of such devices.

The school may issue electronic devices for classwork and distance learning. Upon signing the registration form, parents agree to pay for any lost or damaged electronic devices. The Gulfport School District may hold the final report cards of students owing fines for electronic devices, until the obligation is cleared. Good care of electronic devices is an indication of good citizenship.

## **EMERGENCY DRILLS – FIRE AND TORNADO**

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

## **EMERGENCY PHONE NUMBERS AND TRANSPORTATION**

If the home or work phone number changes during the year, parents/guardians must notify office personnel. We must be able to reach parents in the event of an illness or emergency. In case of injury and/or illness, if we are unable to reach a parent or guardian on the checkout card, the student will be transported by American Medical Response to the nearest hospital at the parent's expense. For safety reasons, telephone calls requesting a change in transportation **will not** be accepted. Changes in transportation must be written or faxed and received before 2:00 p.m.

## **FIELD TRIPS**

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

## **FIGHTING**

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

## **FIRST AID**

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

## **FOOD/TREATS**

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

## GRADING

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

## GRADING SCALE

### Kindergarten and Activity Classes:

S - Satisfactory Progress  
N - Needs Improvement  
U - Unsatisfactory

### Grades 1-5:

93 – 100 / A      70 – 75 / D  
85 – 92 / B      Below 70 / F  
76 – 84 / C      Incomplete / I

## HOMEWORK

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

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

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

## HONOR ROLL (GRADES 3-5)

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

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

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

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

## INFESTATIONS: HEAD/BODY LICE, SCABIES (GSD Board Policy JCGGA)

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

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



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

**Scabies** (Sarcoptes Scabiei): Treatment is required with an anti-scabicide medication. Permission to return to school must be given to the principal before admission to the classroom will be allowed.

### **INSURANCE**

Simple accidents incurred by students resulting in medical expenses are not covered on the GSD insurance program. Parents may check with the school nurse about eligibility for the Children's Health Insurance Program (C.H.I.P.).

### **INTERNET USAGE**

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.

### **KINDERGARTEN PROGRAM**

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

### **LEAVING CAMPUS**

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

### **LIBRARY/MEDIA CENTER**

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

### **LOITERING**

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

## MATURATION AND DEVELOPMENT

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

## MEDICAL ISSUES

### 1. Medications

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

- a. The registration form **and** the Gulfport School District Medical History and Consent form must be completed. The parent's/guardian's signature will be required before any medication is administered.
- b. **The parent/guardian must bring prescription medications in the original containers appropriately labeled by the medical provider or pharmacy to designated school personnel.** The bottle must be clearly marked with the name of the student, name of drug, dosage, and medical provider's name. For students whose parents furnish the school with prescription medications and give clear directions for administration, the principal may allow the child to administer medications to himself/herself in the presence of the principal or another school employee designated by the principal. **Students are not permitted to bring medications to school.** The GSD personnel reserve the right to refuse to administer any medication to students when circumstances warrant this action. Such circumstances might include reaction/response, incomplete instructions for the administration of medication, non-compliance by parents/guardians with District policy for the administration of medication, or other extenuating circumstances.
- c. Teachers and other adult employees may cleanse abrasions or small cuts, attach Band-aids or small bandages, and apply cold packs to bruises or broken limbs whenever immediate first aid measures are appropriate and necessary.
- d. Some over-the-counter medications may be administered by the school nurse with parent/guardian approval under the protocols of a Medical Director. Aspirin will **not** be administered.
- e. If there is a question about administering medications, principals should contact the school nurse, the child's physician, and/or the parent/guardian.
- f. Complicated medications may be denied rather than run the risk of improperly administering medications to a child.
- g. Children with fever, vomiting, or diarrhea should not attend school until they are well and symptom-free for 24 hours without the use of medicine.
- h. Narcotic analgesics (pain pills) will not be administered during school. If a student requires narcotic analgesics, they should remain home until his/her condition improves.

### 2. Accidents

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

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

### 3. Allergies

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

#### 4. Communicable Diseases and Illnesses

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

Types of Communicable Diseases and Illnesses	
Chicken Pox	Conjunctivitis (Pink Eye)
German Measles	Impetigo
Red Measles	Pediculosis (lice)
Mumps	Ringworm
Hepatitis	Scabies
Mononucleosis	Influenza (Flu)
Covid-19	

#### MESSAGES

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

#### MONEY

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

#### NEEDS ASSESSMENTS

Gulfport School District conducts individual needs assessments throughout the year. The purpose of these assessments allows all stakeholders the opportunity to give feedback concerning the effectiveness of our schools. The information obtained from these confidential needs assessments will be used within the Gulfport School District.

#### PARENT COMMUNICATION SYSTEM

Gulfport School District uses a phone messaging system to notify parents of upcoming events, attendance concerns, and emergency situations. Periodically, expect a recorded message or text from your child's principal, teacher, or the superintendent regarding the events mentioned above. It is critical that the school has your up-to-date phone information. For more information regarding our phone communication system, please contact your child's school or call 228-865-4611.

The Parent Communication Center is a web-based portion of our 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.

## PHYSICAL ACTIVITIES

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

## PROMOTION AND RETENTION

In compliance with state accreditation requirements, the Gulfport School District has adopted the following policy on promotion and retention of students. The policy provides students an opportunity to advance through the grades based on their mastery of established standards. Students are expected to achieve mastery of each grade in the sequence in which it is offered. Decisions for promotion or retention should be based upon the following performance standards (GSD Board Policy: IHE - PROMOTION AND RETENTION OF STUDENTS):

### I. GRADES 1– 5

#### A. MINIMUM PERFORMANCE STANDARDS

1. Students should demonstrate mastery of the required content for each course. Mastery is defined as an average of seventy percent (70%) proficiency in all learning activities and subjects. The seventy percent standard will be applied to all assessments written, performed, or observed.
2. Content for the grade is defined as those objectives described in the Mississippi Curriculum Frameworks, Mississippi College and Career Readiness Standards, and local curricula for all subjects taught.
3. Students must meet minimum attendance standards as stated in the elementary school handbook.

#### B. STUDENT CLASSIFICATION: GRADES 1– 5

1. **To be classified as a First Grader:**
  - a. A student should demonstrate satisfactory mastery of content in the Mississippi Curriculum Frameworks, Mississippi College and Career Readiness Standards, and local curricula for kindergarten.
  - b. Students not enrolled in a kindergarten program will be assessed and placed according to their readiness for school.

For promotion in grades 2-5, a student should demonstrate 70% mastery of the content in the Mississippi Curriculum Frameworks, Mississippi College and Career Readiness Standards, and local curricula in the areas listed below:

2. **To be classified as a Second Grader:** reading
3. **To be classified as a Third Grader:** reading
4. **To be classified as a Fourth Grader:**
  - a. Reading and math; and
  - b. Earn a state approved score on the required 3rd grade reading summative state assessment or receive a Good Cause Exemption as defined by the Literacy Based Promotion Act.
5. **To be classified as a Fifth Grader:** reading and math

#### C. STUDENTS NOT MEETING PROMOTION STANDARDS

Students not meeting promotion standards may be dealt with on a case-by-case basis. Students who do not meet the standards for promotion must be referred to the Teacher Support Team to address their learning needs via the district's safety nets.

#### D. STUDENTS EXCEEDING GRADE-LEVEL STANDARDS

Students exceeding grade-level standards at the 95% or higher level in a core course may be considered for an accelerated program of study. i.e., a first grader who is reading on a second grade level and who earns 95% or higher may take reading with the second grade students.

## II. GRADES 6 - 8

### A. MINIMUM PERFORMANCE STANDARDS

1. Students should demonstrate mastery of the required content for each course. Mastery is defined as obtaining a Core GPA of 65%. The standard will be applied to all projects and assessments, written, performed or observed.
2. Course is defined as that content to be learned and activities to be completed as described by the Mississippi Curriculum Frameworks, Mississippi College and Career Readiness Standards, and local curricula.

### B. STUDENT CLASSIFICATION: GRADE 6 (See Secondary Student Handbook for Grades 7-12)

Students will be assigned to grades for administrative purposes and are expected generally to be moved from the sixth to the seventh to the eighth grade. The assignment of grades will be as follows:

#### 1. **To be classified as a Sixth Grader:**

- a. A student should have achieved 70% mastery of the content in the Mississippi Curriculum Frameworks, Mississippi College and Career Readiness Standards, and local curricula in reading and math and two (2) of the remaining three (3) courses: English-language arts, science, or social studies for fifth grade.

### MONITORING PUPIL PROGRESS

It is the responsibility of each teacher to identify pupils not making satisfactory progress toward achieving grade level/course objectives based on the Mississippi Curriculum Frameworks, the Mississippi College and Career Readiness Standards, and local curricula. Parents must be notified during each grading period if their child is not meeting minimum mastery levels. Each school will have a Teacher Support Team (TST) comprised of teachers and other personnel that will continually evaluate students' academic progress as measured by the state assessments, district and school level assessments, and other pertinent information. The TST will make ongoing recommendations about instructional decisions and interventions in accordance with the three-tier intervention process outlined in Board Policy IEI.

### ADMINISTRATIVE OPTION

The principal may make recommendations regarding exceptions to any portion of this policy and, with the approval of the Superintendent, so act.

### **PTA**

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

### **RECORDS**

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

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

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

### **RELEASE OF NAMES AND ADDRESSES**

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

## RESIDENCY VERIFICATION

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

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

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

## SCHOOL SAFETY ACT OF 2001 (Standards of Student Conduct)

### A. PHILOSOPHY

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

### B. PROCEDURES

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

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

C. **REGULATIONS**

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

D. **DISRUPTIVE BEHAVIOR**

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

Disruptive behaviors may include, but are not limited to:

1. Foul, obscene, or profane language or gestures to a teacher
2. Threatening, defiant, abusive actions or verbal attack toward a teacher or school administrator
3. Willful, deliberate, and overt acts of disobedience of a teacher's directions
4. Leaving a classroom or a school building without proper authorization
5. Physically abusing a student or a member of the staff of a school
6. Blackmailing, threatening, or intimidating other children or teachers
7. Possessing in the school any kind of weapon, such as a pistol, knife, blackjack, etc.
8. Distribution of material unauthorized by the principal
9. The willful destruction of school property
10. Possessing, selling and/or consuming drugs, alcoholic beverages, or tobacco products
11. Deliberate failure to attend classes after reporting to school, failure to be present on the school grounds, or failure to ride authorized school transportation
12. Sexual misconduct including, but not limited to, acts listed in MS Code. Behavior that exceeds community and school standards of decency and good taste and that could be disruptive to school order and effective instruction is unacceptable.
13. Threatening others by brandishing a replica of a weapon on school campuses or at supervised school functions; deliberately wearing or displaying gang colors, writing gang graffiti in public places, displaying gang symbols on personal or others' property, gesturing or using other physical signs to express gang identity or messages, soliciting students to become gang members, participating in initiation rites or other gang ceremonies, engaging in gang-related fights and/or behaving in any other way recognizable as gang behavior; if such actions are undertaken in such a manner as to be reasonably likely to incite violence, create a disturbance, endanger persons or property, or otherwise interfere with educational activities.

(Source: School Safety Act of 2001)

E. **MODIFICATION PLAN**

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

F. **HABITUALLY DISRUPTIVE**

The term *habitually disruptive* refers to *disruptive behavior* in a classroom, on school property or vehicles, or at a school-related activity that has occurred more than twice during a school year. (Section 37-11-54) Any student who is 13 years of age or older for whom a *behavior modification plan* has been written and who does not comply with the plan shall be deemed *habitually disruptive* and subject to *automatic expulsion* on the third act of *disruptive behavior* during the school year. (Source: SSA, 2001; Section 37-11-55).

**Explanation:**

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

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

**Explanation:**

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

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

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

**H. EXPULSION AND ALTERNATIVE SCHOOL**

Any compulsory school-age student who is expelled for an act that does not consist of weapons possessions or other felonious conduct must be considered for alternative school placement. [MS AGO, Thompson (July 24, 1998)]. A student expelled for three (3) acts of disruptive behavior, as defined in the Act, must be considered for alternative school placement. A student expelled to the alternative school cannot be expelled from the alternative school unless the student has committed one of the offenses specified in Section 37-13-92(9), for which they may be removed from the school setting altogether. (Source: MS AGO, Thompson, June 25, 2001)

**SCHOOL SAFETY ISSUES**

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

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

**SCREENERS**

The Gulfport School District conducts several academic and behavioral screeners throughout the year. The results of the screeners are used to inform individual students, their parents, and teachers about student progress.

**SELLING ITEMS AT SCHOOL OR IN THE NEIGHBORHOOD**

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

**SPECIAL PROGRAMS AND SERVICES**

**CHILD-FIND PROGRAM** – This is an ongoing project to locate, identify, evaluate, and place children with suspected disabilities. Contact the Special Services Office at 228-865-4686 for more information.

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



**ENGLISH LANGUAGE LEARNERS (ELL) PROGRAM** – Assistance is offered to locate, identify, and assist eligible students. Contact the ELL Coordinator at 228-865-4613 for more information.

**FEDERAL PROGRAMS (Title I, II, III, IV)** – Provide supplemental funding to qualifying schools. Contact the Federal Programs Coordinator at 228-865-4611 for more information.

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

**HOMELESS PROGRAM** – Homeless students are those who lack a fixed, regular, and adequate nighttime residence. Homeless students are eligible for assistance under any program provided by the school. These students will be provided extra assistance via the school's regular intervention programs. For more information, contact the Federal Programs Coordinator at 228-865-4611.

**PRE-K PROGRAM** – Classes are provided for Pre-k students who are 4 years old by September 1 of the current enrollment year. These classes are currently servicing students in five elementary schools: Anniston Avenue Elementary, Central Elementary, Pass Road Elementary, 28<sup>th</sup> Street Elementary, and West Elementary. For more information, contact the Pre-K Coordinator at 228-867-2613.

**PROGRAM FOR GIFTED STUDENTS** – Classes are provided for intellectually gifted students who meet eligibility requirements for placement in the enrichment program. Contact the office of Special Services at 228-865-4686 for more information.

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

**SPECIAL SERVICES FOR THE DISABLED** – Programs are available for children with disabilities who are referred and determined eligible for special services. Students moving into the district should contact the Office of Special Services at 228-865-4686.

**SPECIAL SERVICES TESTING** – Educational evaluations are provided for students to determine eligibility for special services. Referrals must be made through school personnel or parent/guardians. Contact the Office of Special Services at 228-865-4686 for more information.

**SPEECH THERAPY** – Students with speech or language difficulties are assisted by qualified speech therapists. Referrals for evaluation and eligibility determination should be made to the speech and language pathologist at the student's school. Contact the Special Services Director at 228-865-4686 for more information.

## **SPORTS**

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

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

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

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

### **STUDY SKILLS**

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

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

### **SUSPENSION**

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

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

## **TARDIES**

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

## **TEACHER SUPPORT TEAMS (TST)**

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

## **TELEPHONE**

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

## **TEXTBOOKS**

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

## **TRANSPORTATION**

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

1. No person other than a student scheduled to be a passenger on a particular bus, a member of the Gulfport School District administration or faculty, a parent chaperone with the approval of the principal, or law enforcement official may board a bus. No one may interfere in any way with passenger entry onto or exit from the bus or with the operation of the bus.
2. Only school-age students in grades K-5 will be allowed to ride on a bus. Pre-K students are not allowed to ride the bus.
3. All passengers must obey drivers’ orders and show proper courtesy and respect to drivers.
4. Students must be at assigned stops at loading time. Students must not play on public roadways while waiting for the bus. Students must wait until the bus comes to a complete stop before attempting to board.
5. Students are to be seated immediately upon boarding the bus and are to remain seated until they arrive at their destination, and the bus comes to a full stop.
6. Students are to sit in seats assigned by the driver.
7. Students are not to touch the outside of the bus and are not to hang heads, arms, legs, bodies, or hands out the windows of the bus.
8. Students may not leave the bus on its way to or from school.
9. Loud talking and other noises are not permitted on the bus.
10. Students are not to molest or bother other students in any way, either at the bus stop or on the bus.
11. Vulgar language and obscene gestures are prohibited on the bus.
12. Students are not to throw objects while on the bus.
13. No beverages or food may be consumed on the bus.
14. Students will assist in keeping the interior of the bus clean.

15. Students will board the bus and leave the bus and bus stop according to the driver's instructions. Students in Kindergarten and 1<sup>st</sup> Grade must have an adult or older sibling at the bus stop at departure.
16. Smoking/vaping and/or possession or use of any tobacco product is prohibited on the bus and at the bus stop.
17. Possession of, consumption of, or being under the influence of drugs and/or alcohol on the bus and at the bus stop is prohibited.
18. Students may not ride outside the bus.
19. Students are not to fight or "tussle" on the bus or at the bus stop.
20. Possession of deadly weapons or realistic weapon replicas is prohibited on the bus and at the bus stop.
21. Students are prohibited from engaging in any conduct that creates a risk or hazard to the health or safety of themselves, another student, the bus driver, or any other person on or adjacent to the streets and highways upon which the bus travels.

#### **PENALTIES**

1. Any student who fights or "tussles," who possesses a deadly weapon or realistic weapon replica, who possesses, consumes, and/or is under the influence of drugs, alcohol, and/or tobacco products, or who engages in any conduct that creates a risk or hazard to the health or safety of himself, another student, the bus driver, or any other person on or adjacent to the streets and highways upon which the bus travels, is subject to immediate discipline in accordance with the severity of the offense, including withdrawal of the privilege of bus transportation for the remainder of the school year.
2. Violation of any school bus regulation other than those identified in paragraph 1 above may result in punishment as follows:

**First Offense** – Warning

**Second Offense** – Suspension from the privilege of bus transportation for three (3) days

**Third Offense** – Suspension from the privilege of bus transportation for five (5) days

**Fourth Offense** – Suspension from the privilege of bus transportation for ten (10) days

**Fifth Offense** – Suspension from the privilege of bus transportation for fifteen (15) days

**Sixth offense** – Suspension from the privilege of bus transportation for remainder of the school year

3. In addition to the penalties prescribed above, students may be subject to further discipline as appropriate, under other GSD policies.
4. Students and their parents or guardians will be held financially responsible for damage, including damage to seats, caused by their actions.
5. Students will be notified in writing of penalties imposed for violation of school bus regulations.

#### **APPEAL FROM PENALTIES**

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

If a student who normally rides a bus home is NOT to ride the bus on a particular day, the parent is required to send a note to the teacher explaining this transportation change; otherwise, the child will most likely ride the bus.

**Students can ride ONLY the bus that they are eligible to ride based on their residence address. There are no exceptions to this rule.** Also, only students who live a mile or more from the school are permitted to ride a bus. **Students who are not eligible for bus transportation cannot be given permission to ride a bus to a friend's or relative's house.**

#### **TRESPASSING**

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

## VALUABLES

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

## VANDALISM

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

## VIRTUAL PROGRAM

The Gulfport School District will offer a virtual learning program for students in grades K-10. Full-time virtual students will receive 330 minutes of daily instruction through a combination of synchronous and asynchronous instruction using the Gulfport School District's current curriculum.

Schools will notify parents about the program and application process each year. Applications for the upcoming school year will be accepted through June 1<sup>st</sup>. Applicants' historical records (i.e. academic, behavior, attendance, teacher/administrator recommendations, etc.) will be reviewed to determine if virtual learning may be a good option for the student. The student and parent will be interviewed to assess if the home environment supports virtual learning.

Virtual students will be enrolled in a home school based on their residency. Students enrolled in the virtual program must follow the home school's handbook. Virtual students will be provided with the same opportunities as in person students at their respective home school (i.e. courses offered, extracurricular activities, clubs, etc.). Core coursework and electives will be offered virtually; optional electives and student opportunities may require in person attendance.

## VISITORS

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

## WEAPONS

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

## WITHDRAWALS

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

# APPENDIX



## **ANNISTON AVENUE ELEMENTARY**

**2314 Jones Street**

**Gulfport, Mississippi 39507**

**Office: 228-896-6309 Fax: 228-896-3124**

**Dr. Rachel Gibson, Instructional Leader**  
**Email: Rachel.gibson@gulfportschools.org**

**Ms. Crystal Wade, Assistant Principal**  
**Email: crystal.wade@gulfportschools.org**

### ***"Every Second Counts"***

#### **ABSENCES**

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

#### **DAILY SCHEDULE**

- 7:00 a.m.** The earliest time students may arrive on campus is 7:00 a.m. Breakfast is served from 7:00 a.m. until 7:25 a.m. Students who arrive between 7:00 a.m. and 7:25 a.m. must report to the classroom or the cafeteria (if eating breakfast). Any students arriving on campus between 7:25 – 7:30 a.m. must report to the classroom.
- 7:30 a.m.** Classes begin at 7:30 a.m. Students are considered tardy if they are not inside the classroom by 7:30 a.m. Students arriving tardy must report to the office and have an adult sign them in before being admitted to class.
- 2:25 p.m.** Bus students are dismissed. **60% day ends at 11:30 a.m.**
- 2:30 p.m.** Car riders will be dismissed. Walkers will be escorted off campus, once the car riders have been picked up. Parents are not to congregate on the campus and are asked to wait off campus. The school will not assume responsibility for children on the school grounds before 7:00 a.m. Students not picked up by 3:00 p.m. will be sent to the after-school program. A fee of \$7.00 will be charged to the parents for daycare services. Our main concern is for the safety of your child; therefore, parents must make arrangements for the proper arrival and departure times of their children. Students on campus prior to the opening of school will be unsupervised. Please do not bring or send your child to school prior to 7:00 a.m.

#### **EVACUATION**

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

#### **LIBRARY**

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

Books are checked out for two weeks with an option to renew. There are no overdue fines for elementary students. Students are not allowed to check out a book until overdue books are accounted for or returned to the

library. Overdue notices are run periodically as a reminder to each user. If more time is needed to locate a misplaced book, please visit, write, or call the school so your child may continue to check out books until the missing book is located. Students are responsible for the condition of the books they check out and must pay for any lost or damaged book(s).

#### **MAKE-UP WORK**

When your child is ill, please contact the office or email/text the teacher to pick up work. Make-up work can be picked up in the office after 2:30 p.m. Arrangements can also be made with the teacher to have assignments posted to Google Classroom.

#### **PARENT HANDBOOK**

You will receive a parent handbook at the beginning of the school year with other pertinent information.

#### **PARKING LOT**

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

#### **PARTIES AND INVITATIONS**

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

#### **SAFETY – GOING TO AND FROM SCHOOL**

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

1. Crossing on Jones Street and Anniston Avenue is allowed **ONLY AT THE CROSSWALK**.
2. Students must obey the teachers on duty at all times.
3. Once students have crossed the street after dismissal, they are to immediately leave the area and go home. Students are not to loiter around the crossing area waiting for other students, etc. This creates a tremendous safety hazard.
4. Students walking or riding bikes to school are expected to **STAY OUT OF THE STREET**.
5. If bad weather, including rain, exists at 2:25 p.m. when dismissal begins, students will not be allowed to walk home. Parents will be notified if there is a rainy day dismissal.

#### **TRAFFIC-FLOW PLAN**

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

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



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

**Mrs. Tess Lawrence, Instructional Leader**  
Email: [tess.lawrence@gulfportschools.org](mailto:tess.lawrence@gulfportschools.org)

**Mrs. Christine Salminen, Assistant Principal**  
Email: [christine.salminen@gulfportschools.org](mailto:christine.salminen@gulfportschools.org)

**"Striving to Be the Best We Can Be"**

#### **BOOKBAGS**

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

#### **DAILY SCHEDULE**

**7:00 a.m.** The earliest time students may arrive on campus is 7:00 a.m. Students who arrive between 7:00 a.m. and 7:20 a.m. must report to the classroom or the cafeteria (if eating breakfast). Breakfast will be served in the cafeteria from 7:00 a.m. – 7:20 a.m. Any students arriving on campus between 7:20 – 7:30 a.m. must report to the classroom.

**7:30 a.m.** Classes begin at 7:30 a.m. Students are considered tardy if they are not inside the classroom by 7:30 a.m. Students arriving tardy must report to the office and have an adult sign them in before being admitted to class.

**2:25 p.m.** Kindergarten, first grade, and bus students are dismissed. **60% day ends at 11:30 a.m.**

**2:30 p.m.** All remaining students are dismissed.

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

#### **EVACUATION**

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

#### **PARTIES AND INVITATIONS**

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

#### **SCHOOL PLUS**

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

### **STUDENT DROP OFF AND PICK UP**

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

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

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

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

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

**Dr. LaWanda Thornton, Instructional Leader**  
Email: lawanda.thornton@gulfportschools.org

**Mrs. Deirdre Stevens, Assistant Principal**  
Email: deirdre.stevens@gulfportschools.org

**The vision of Central Elementary School is “All students will be character-driven individuals who are motivated to achieve academic potential for middle-school and beyond.”**

**AFTER-SCHOOL DAY CARE PROGRAM**

The after-school program begins at dismissal time and is open until 5:45 p.m. each day. There is a \$15 registration fee per child. The program costs \$35.00 per week. Aftercare is closed on early dismissal days. A \$1 per minute charge will be required of parents arriving late. Students with excessive misbehavior (2 referrals) will be removed from the program. When the enrollment is at its maximum level, a waiting list will be provided. Applications are available in the school office.

**ARRIVAL AND DEPARTURE**

Our main concern is the safety of your child; therefore, parents must make arrangements for the proper arrival and departure times of their children. Students on campus prior to the opening of school will be unsupervised. Please do not bring or send your child to school prior to 7:00 a.m. The school will not assume responsibility for children on the school grounds before 7:00 a.m. Students not picked up by 3:00 p.m. will be sent to the afterschool program. A fee of \$10.00 will be charged to the parents for daycare services. We ask that parents follow the arrival and dismissal procedures established by the administration of Central Elementary. The procedures are outlined in your registration packet.

**CAR-RIDER INFORMATION**

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

**DAILY SCHEDULE**

<b>7.00 a.m. – 7:25 a.m.</b>	Breakfast is served. Students who do not eat breakfast should report directly to their homerooms.
<b>7:30 a.m.</b>	Tardy bell rings. Announcements are made. Instruction begins.
<b>7:30 a.m.</b>	Students who arrive after 7:30 a.m. must be escorted and signed in by a parent to obtain a tardy slip before going to class.
<b>2:25 p.m.</b>	Bus/walkers are dismissed.
<b>2:30 p.m.</b>	Car riders are dismissed. <b>60% day ends at 11:30 a.m.</b>

**EVACUATION**

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

### **HOMEWORK**

Students in 1<sup>st</sup> – 5<sup>th</sup> grades will have homework each week. Teachers will communicate with parents via School Status, or Take-Home Folder, or Online Lesson Plan found on the Central Elementary's website. We ask our parents to be aware of the teacher's communication method and assist with homework assignments.

### **PARTIES AND INVITATIONS**

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

### **WALKER INFORMATION**

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

## PASS ROAD ELEMENTARY

37 Pass Road

Gulfport, Mississippi 39507

Office: 228-865-4659 Fax: 228-863-1549

Mrs. Simone Travis, Instructional Leader

Email: [simone.fairley@gulfportschools.org](mailto:simone.fairley@gulfportschools.org)

Dr. Josh Bressler, Assistant Principal

Email: [josh.bressler@gulfportschools.org](mailto:josh.bressler@gulfportschools.org)

**"PRIDE, RESPECT & EXCELLENCE"**

### AFTER-SCHOOL CHILDCARE

The intent of this service is to offer a structured, monitored program for children of working parents. After-school childcare will be available on school days from dismissal until 5:45 p.m. There is a \$15.00 registration fee. The program cost is \$35.00 per week. A \$1.00 per minute charge will be required of parents arriving late. Students with excessive misbehavior (3 referrals) will be removed from the program. After-care is closed on 60% days. Other information regarding this program is available in the office.

### ARRIVAL AND DEPARTURE TIMES

Because our main concern is for the safety of your child, please do not bring or send your child to school before 7:00 a.m. We have staff on duty from 7:00 a.m. until 2:30 p.m. each school day. Students who arrive on campus prior to the opening of school will be unsupervised; therefore, the school is not responsible for students on campus before 7:00 a.m. Students who are not picked up by 2:45 p.m. will be sent to after-school care, where there will be a \$7.00 fee for each occurrence.

### BOOKBAGS

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

### DAILY SCHEDULE

<b>7:00 a.m. – 7:25 a.m.</b>	Breakfast will be served in the cafeteria.
<b>7:15 a.m.</b>	Students report to their class.
<b>7:30 a.m.</b>	Instructional day begins. <i>Students arriving after this time must report to the attendance office and have an adult sign them in before reporting to class.</i>
<b>2:25 p.m.</b>	Bus riders and walkers are dismissed. <b>60% day ends at 11:30 a.m.</b>
<b>2:30 p.m.</b>	All remaining students are dismissed.

### CAR RIDERS

When dropping off your child in the morning or picking them up in the afternoon, only enter the car rider line from the west entrance on Maples Drive.

### OUTSIDE LUNCHES

If you bring in a lunch from an outside restaurant, like McDonald's, Wendy's, etc., you must have all food in plain bags or wrappings, so it does not conflict with national FDA guidelines.

### PARTIES AND INVITATIONS

All seasonal parties will be coordinated by the classroom teacher. Balloons and flowers are not to be delivered to school. Party invitations cannot be handed out at school unless all students in the class or either all the boys or all the girls are invited. Each class is permitted two parties per year – Christmas and Valentine's Day. Birthday parties

and other celebrations are not permitted; however, with prior approval from the teacher, parents may send a healthy snack for the class to share on a child's birthday. The snacks will be distributed during a non-instructional break.

#### **SAFETY RULES FOR WALKERS**

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

#### **SCHOOL EVACUATION**

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

#### **TRAFFIC-FLOW PATTERN**

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

#### **TRANSPORTATION CHANGES**

For your child's safety, any transportation change must be done prior to 1:00 p.m., where the parent is required to send a note to the teacher explaining this transportation change.

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

#### **VISITORS**

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

#### **DISMISSAL**

For the safety of your children, if you have a kindergarten or 1st grade student, they will not be allowed to walk home alone or get off the bus alone. A parent/guardian must be present, unless an older sibling is with the younger sibling. You may also give permission for another adult to be present.

#### **ATTENDANCE AND TARDINESS**

Please make sure your child is in school daily no later than 7:30 a.m. Excessive absences/tardies affect learning and will be reported to the school attendance officer. Late students miss important instructional time, disturb those students already at work, and prevent children from receiving perfect attendance awards. When your child is absent, please contact the school to inform us of your child's absence and to request assignments. Assignments are available after 2:30 p.m. Teachers have 24 hours to provide the assignments requested. Tardies and early check-outs are not excused. For a check-in or check-out to be excused, please provide a doctor's excuse. There are no student check-outs after 2:00 p.m.

## TWENTY-EIGHTH STREET ELEMENTARY

3034 – 46<sup>TH</sup> Avenue  
Gulfport, Mississippi 39501  
Office: 228-867-2140 Fax: 228-865-2148

Mrs. Robin Auringer, Instructional Leader  
Email: robin.auringer@gulfportschools.org

Mrs. Kasey Kelley, Assistant Principal  
Email: kasey.kelley@gulfportschools.org

*"Anchored in Excellence!"*

### AFTER-SCHOOL CHILDCARE

After-school childcare is available on school days from dismissal until 5:30 p.m. There is a \$15.00 registration fee and a \$35.00 weekly fee. A \$1 per minute charge will be required of parents arriving late. Aftercare is closed on early dismissal days. All kindergarten – fifth grade students are eligible to apply; however, excessive behavior concerns, late pick-ups, and/or failure to make payments on time are grounds for dismissal from the after-school program. Students with 3 behavior referrals will be removed from the program. Applications are available in the school office.

### ARRIVAL AND DEPARTURE TIMES

Our main concern is the safety of your child; therefore, students are not to arrive on campus before 7:00 a.m. The school is not responsible for students on campus before 7:00 a.m. Students on campus prior to the opening of the school will be unsupervised. Staff report for duty at 7:00 a.m. Students not picked up by 2:45 p.m. will be sent to the after-school program. A fee of \$7 will be charged to the parents for aftercare services.

### ATTENDANCE AND TARDINESS

Please make sure your child is in school daily no later than 7:30 a.m. Excessive absences/tardies affect learning and will be reported to the school attendance officer. Late students miss important instructional time, disturb those students already at work and prevent children from receiving attendance awards. Please contact the school to inform us of your child's absence and to request assignments for pickup. Tardies and early check-outs are not excused. There are no student check-outs or transportation changes after 2:00 p.m.

### DAILY SCHEDULE

<b>7:00 a.m. – 7:25 a.m.</b>	Students arrive and breakfast is served.
<b>7:25 a.m.</b>	Students report to class; breakfast is closed.
<b>7:30 a.m.</b>	Instructional day begins. <i>Students who arrive after 7:30 a.m. are tardy and must be signed in by an adult.</i>
<b>2:25 p.m.</b>	Bus riders dismissed. <b>60% day ends at 11:30 a.m.</b>
<b>2:30 p.m.</b>	All other students are dismissed.

### EVACUATION

In the event that Twenty-Eighth Street Elementary has to be evacuated, students will be taken to the Central Elementary Gym at 1043 Pass Road and dismissed from that location. For the safety of all children, please do not attempt to pick up students until they have arrived. School personnel must make sure every child is accounted for before the children are placed in the parent's care. Proper identification will be required.

### HOMEWORK

Students in Kindergarten – 5<sup>th</sup> grade will have homework Monday – Thursday of each week. Parents are asked to actively participate in homework activities to support learning. Homework aligns with academic goals and reinforces grade level skills.

#### **OUTSIDE LUNCHES**

If you bring in a lunch from an outside restaurant like McDonald's, Wendy's, etc., you must have all food in plain bags or wrappings so it does not conflict with national FDA guidelines.

#### **PARENT COMMUNICATION**

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

#### **PARTIES AND INVITATIONS**

All seasonal parties will be coordinated by the classroom teacher. Each class is permitted two parties per year – Christmas and Valentine's Day. Birthday parties and other celebrations are not permitted; however, with prior approval from the teacher, parents may send a healthy snack for the class to share on a child's birthday. The snacks will be distributed during a non-instructional break. Balloons and flowers are not to be delivered to school. Party invitations cannot be handed out at school unless all students in the class or either all the boys/all the girls are invited.

#### **TRANSPORTATION**

**BUS RIDERS:** Riding the bus is a privilege, and student conduct at the bus stop and on the bus will be strongly enforced for the safety of all students. In the event a child is suspended from the school bus, parents will be responsible for transportation and notifying the office in regards to who is picking up the child. There are no student check-outs after 2:00 p.m. Suspended bus riders will not be allowed to walk or ride a bike without a note from a parent or guardian. **Students may ride ONLY the bus that they are eligible to ride based on their registered place of residency. There are no exceptions to this rule.**

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

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

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

#### **VISITORS**

All visitors must park in a designated parking space and enter through the main entrance. Please do not park in the car rider lane. Visitors must sign in at the lobby window area. Entrance doors to hallways will remain locked until permission is granted for entrance. Visitors are expected to wear passes in a visible area and sign out upon exiting. All visitors are asked to silence their cell phones prior to entering a classroom to avoid interruption. Only parents and adults listed on checkout cards will be allowed to visit classrooms, unless arrangements were made with the teacher or school administration in advance. These visitations must be scheduled in advance with the teacher. This is an opportunity to observe or volunteer to assist the teacher; please refrain from interrupting instructional time. Call and schedule a conference if there are any concerns.



**WEST ELEMENTARY**  
**4051 – 15<sup>th</sup> Street**  
**Gulfport, Mississippi 39501**  
**Office: 228-870-1025 Fax: 228-870-1032**

**Dr. Heather Chesman, Instructional Leader**  
**Email: [heather.chesman@gulfportschools.org](mailto:heather.chesman@gulfportschools.org)**

**Dr. LaQuita Gresham, Assistant Principal**  
**Email: [laquita.gresham@gulfportschools.org](mailto:laquita.gresham@gulfportschools.org)**

*“...Lighting the Way to Success”*

**AFTER-SCHOOL DAYCARE PROGRAM**

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

**ARRIVAL AND DEPARTURE TIMES**

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

**DAILY SCHEDULE**

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

**EVACUATION PROCEDURES**

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

**PARTIES AND INVITATIONS**

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

### **TRAFFIC FLOW**

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

#### **MORNING:**

All Car Riders: Drop-off will be at the front door of the school. Cars will line up at Milner stadium prior to 7 AM.

All cars are **PROHIBITED** from dropping off students in the bus-loading zone on the east side of the school closest to Milner stadium.

#### **AFTERNOON:**

Grades Pre-K-1 Car Riders: Pick-up will be at the front door of the school. Cars will line up in a straight line in Milner Stadium parking lot.

Grades 2-5 Car Riders: Pick-up will be on the east side of the school. Cars will line up zig-zagged in the Milner Stadium parking lot. NOTE: Students in K-1 with older siblings will wait at the designated area of the older sibling.

For your child's safety, any transportation changes must be made prior to 12 noon. Also, there are no check-outs after 2:00 PM.

### **WALKERS/BIKE RIDERS**

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

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

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

- (1) The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal or other designated school official a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. (34 CFR § 99.10)
- (2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal or other designated school official, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. (34 CFR §§ 99.21, and 99.22)
- (3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (34 CFR §§ 99.30 and 99.31)
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The address of the office that administers FERPA is:

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

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

- (1) On the Gulfport School District's website – The website 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 the news organizations and others who receive approval from the Gulfport School District – Student Directory Information Denial Form is available from each school's office or from the Parent's Page or Publication's Page of the Gulfport School District's website.

### **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 more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED).

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

*Receive notice and an opportunity to opt a student out of*

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

*Inspect upon request and before administration or use*

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

Gulfport School District (the District) will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents and eligible students of these policies at least annually at the start of each

school year and after any substantive changes. The District will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

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

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

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

### **PPRA Notice and Consent/Opt-Out for Specific Activities**

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

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

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

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

### **NOTES:**

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## Gulfport School District

### Elementary Handbook Acknowledgement of Receipt

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

School: \_\_\_\_\_ School Year: 2023 - 2024

Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Teacher: \_\_\_\_\_

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

Parent/Guardian Signature: \_\_\_\_\_

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



