

## **FOREWORD**

It is the responsibility of parents and students to familiarize themselves with this Student Handbook, approved by the School Board, including official district policies with which you should be acquainted.

The handbook has been prepared by the staff of the Biloxi Public Schools as a guideline to procedures, policies, and practices governing the operation of our schools and the behavior of our students. Biloxi administrators and instructional staff members believe that it will help both parents and students to be properly informed about matters that concern all of us. Academic and extracurricular opportunities, routine day-to-day events and activities, disciplinary rules and consequences of misbehavior, accreditation requirements and special programs and services – all are part of this handbook, together with many other concerns which are clearly explained in the publication.

The School Board and the administration of the Biloxi Public School District work closely together to establish sound and reasonable goals for our schools, to anticipate district needs, and to provide an environment conducive to learning. The primary purpose of providing this handbook is to help make your school experiences in this environment more satisfying, because it will tell you what you need to know and what you need to do in order to make this year both pleasant and successful.

### **Biloxi Public Schools Strategic Plan “Excellence from all, for all.”**

- Goal 1: Ensure an understanding of and commitment to the Biloxi Public Schools vision of excellence.
- Goal 2: Provide consistent, quality instruction
- Goal 3: Communicate openly and honestly.
- Goal 4: Increase parental involvement in educational issues
- Goal 5: Provide permanent school facilities that support optimal student learning and development.

## SPECIAL NOTES

### A Letter to Parents/Guardians

The Biloxi Public School District has and intends to continue a zero tolerance policy for weapons and drugs on campus. This policy has been very effective in curtailing inappropriate behavior on campus and maintaining a safe atmosphere. In order that you may understand how serious the District is about this issue, this letter is being written to all parents/guardians to be discussed with their children.

"Zero tolerance" means that any child with a weapon will be recommended by the principal for expulsion by the School Board. A weapon is any item which can inflict harm, no matter how minor. Therefore, it does not matter that the knife is small or that it can inflict harm only with force. The word weapon may also include fake guns, toy guns, or knives, because fear of injury in a school is simply unacceptable. "Zero Tolerance" also applies to drugs as covered in pages 38-39 in the student handbook. (See "Student Conduct.")

Zero tolerance applies to everyone. It does not matter that your child is in elementary school or has other special circumstances. It does not matter that the weapon was mistakenly brought to school or something the child found on the way to school. It does not matter that it was never intended to do harm. This policy is very important to your child's education. Therefore, if you suspect that your child is unable to understand this rule, then you should check his/her book bags and pockets before leaving for school.

The Biloxi School District is proud of its students and their behavior; however, it believes that even one referral for a weapon is one too many. We know that with your help we can continue to provide an excellent and safe environment for all children in this district.

Prevention of School Violence Act - Copies of the Prevention of School Violence Act of 1994 are included in this handbook. The Act provides for penalties as specified related to weapons, assaults, drugs, and other matters of particular concern to parents, students, school employees, or other persons. Parents and students are responsible for compliance with the law and for familiarizing themselves with the consequences of violation of the law.

Students and News Media - The school district will publish the name and/or picture of a student in school publications or school-related articles or include students in other school-related news media programs unless prior requests have been made by a student's parent/guardian for exclusion of his/her child's name or picture from such publications or news media programs.

Emergency Operations - Because there are a number of school districts in Harrison County, parents and students need to be aware that announcements related to the dismissal or closing of the Biloxi Public Schools should not be confused with announcements related to the Harrison County Schools, which are in a separate district. Parents should listen to the local radio or television stations for announcements from the superintendent's office.

Absences/Tardies - It is extremely important for every student and parent to read the district's policies related to absences (see "Attendance" policy and "Tardies," pages 11 - 13). Students should make every effort to be present every day and not to be tardy to school or to class. Any questions related to absences or tardies should be referred to the principal immediately following enrollment. Excessive absences, tardies, and early check-outs will be reported to the school attendance officer.

Harassment - Harassment of or by employees or students, in person or through written, telephone, or other communications, including but not limited to those acts which are sexual in nature, attempts to intimidate or harangue employees or students, abusive, vulgar, or profane language directed toward an employee or student, physical threat or assault, etc., will not be tolerated by the Biloxi Public School District. In the event that such harassment occurs, the district will take appropriate action, including but not limited to filing of official complaints, seeking legal and law enforcement assistance, pursuing prosecution to the fullest extent permissible under the law, and termination of employment. This policy similarly applies to non-employee volunteers who work subject to the control of school authorities. Further, inappropriate relationships between employees and students are prohibited whether consensual or nonconsensual. Inappropriate relationships between employees and students as defined by legal code shall be prosecuted to the full extent of the law.

Bullying – The discipline policies and procedures must recognize the fundamental right of every student to take “reasonable actions” as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassing. Furthermore, the Biloxi School District defines “reasonable action” as promptly reporting the behavior to a teacher, principal, counselor, or other school employee when subjected to bullying or harassing behavior. Ref: SB1015; Miss. Code Ann. § 37-7-301 (e)

### ANNUAL REPORT TO ALL PARENTS

The Federal Environmental Protection Agency (EPA) requires that on an annual basis each school district notify every parent and employee of the status of any asbestos in the school.

The Biloxi Public Schools completed the required re-inspection report. There was no major change in the report. A copy of this report is on file in the school administration office and is available to the public for review. This report will serve as the annual notification by the Biloxi Public School District.

## BILOXI SCHOOL BOARD

Allison Buchanan	President
Keith Anderson	Vice-President
Loyce Searight	Secretary
Kenny Holloway	Member
Gavin Schmidt	Member
Gerry Cross	KAFB Liaison

## SUPERINTENDENT OF EDUCATION

Arthur McMillan

## DIRECTORY OF SCHOOLS

School	Address	Phone
<b><i>Grade Levels K-5</i></b>		
Gorenflo	771 Elder Street	436-5145
Jeff Davis	340 St. Mary Blvd.	436-5110
North Bay	1825 Popp's Ferry Road	435-6166
Popp's Ferry	364 Nelson Road	436-5135
<b><i>Grade Levels 6-8</i></b>		
Biloxi Junior High	1424 Father Ryan Avenue	435-1421
Pupil Accounting		435-2751
<b><i>Grade Levels 9-12</i></b>		
Biloxi High	1845 Richard Drive	435-6105
Pupil Accounting		435-6176
Athletic Department		435-6310
Career Technology Center		435-6318
<b>Alternative Education Grade Levels K-12</b>		
Lopez School	140 St. John Avenue	432-7783

### ***Administration Office***

160 St. Peters Avenue  
Biloxi, MS 39530  
Phone: 374-1810  
Fax: 435-6289

### ***DuKate Building***

1445 Father Ryan Avenue  
Biloxi, MS 39530  
Phone: 436-5126  
Fax: 435-6327

Biloxi Schools Website:  
<http://www.biloxischools.net>

## GENERAL INFORMATION

TERM I	August 6 – October 4
TERM II	October 7 - December 20
TERM III	January 7 - March 14
TERM IV	March 17- May 23
Labor Day	September 2
Columbus Day	October 14
Professional Development	October 15 (No Students)
Thanksgiving	November 25 - 29
Christmas	December 20 (end of school day) – January 7 (resume classes)
Martin Luther King Jr. Day	January 20
Mardi Gras	March 3 - 5
Professional Development	April 11 (No Students)
Spring Break	April 14 - 18

<u>Schools</u>	<u>Begin the School Day</u>	<u>End the School Day</u>
Biloxi High	7:10 a.m.	2:15 p.m.
Biloxi Junior High	7:45 a.m.	3:07 p.m.
Gorenflo Elementary	7:25 a.m.	2:25 p.m.
Jeff Davis Elementary	8:30 a.m.	3:30 p.m.
Lopez School (Alternative Education)	8:00 a.m.	2:15 p.m.
North Bay Elementary	8:30 a.m.	3:30 p.m.
Popp's Ferry Elementary	7:25 a.m.	2:25 p.m.

## INFORMATION NOW(INOW)

Information NOW allows you to go online at any time and track your child's grades, attendance, and disciplinary history on a daily basis.

### Login

To Obtain a login and the Web site to access your child's information, contact your child's school. When you have the login information:

- Open a Web browser window.
- Go the web site URL given by the school.
- Enter the User Name and Password. If you forgot your password, click the **Forgot your password?** link and follow instructions provided.
- Click **Login**.

The first time you log in, you may need to reset your password for security purposes. If so, enter the old password. Then enter the new password and retype it in the space provided. Click **OK** to save the changes.

## STUDENT ARRIVAL AND DEPARTURE TIME

Students are not to arrive on the school campus prior to 30 minutes before the beginning of the school day, when teachers report for duty. The school will not assume responsibility for any students arriving on school grounds prior to stated time unless they are transported by school bus. Continuous disregard for this procedure may be reported to the Biloxi Police Department. Students are to leave the school campus at the end of the school day unless they are participating in a supervised school activity and are under the direct supervision of a teacher. The school will not assume responsibility for any child remaining on campus after the end of the school day without approval.

## VISITORS

1. Visitors are always welcome but must first show ID at the front gate prior to entering the campus.
2. Visitors who fail to secure a visitor's pass from the receptionist and show ID to be on campus may be referred to police officials.
3. Students shall not bring small children to school, and small children shall not be brought to school during classroom observation.
4. Appropriate attire is required.
5. Please disengage or mute all electronic devices, including cellular phones and pagers, in school buildings.
6. BHS doors are locked at 3:00 p.m. No visitor is to enter after 3:00 without prior arrangement and a staff escort.
7. For the safety of all, visitors may not make unannounced visits to teachers' classrooms or staff offices before, during or after school.

## PARENT CONFERENCES

Parent-teacher conferences must be arranged by appointment for the time set aside each day following the close of school or during the teacher's consultation period.

## LEAVING THE CAMPUS

A student who leaves the school campus at any time must obtain permission from the principal or his/her designee and meet the requirements established under the check-out policy. Students who leave without permission may be reported to the local police department.

Biloxi High School is a closed campus. Students may not leave the campus for lunch unless signed out by parents or legal guardians on a daily basis.

## ADMISSIONS

1. In accordance with the laws of the State of Mississippi, in order to be admitted to kindergarten, students must be 5 years of age on or before September 1 of the current school year. First grade students must be 6 years of age on or before September 1 of the current school year. Certificates of Immunization and Vaccination are required upon entering school. (See Section on Immunizations and Vaccinations.) This affects all students in grades K-12.

"Compulsory-school-age child" means a child who has attained or will attain the age of six (6) years on or before September 1 of the calendar year and who has not attained the age of seventeen (17) years on or before September 1 of the calendar year; and shall include any child who has attained or will attain the age of five (5) years on or before September 1 and has enrolled in a full-day public school kindergarten program. Provided, however, that the parent or guardian of any child enrolled in a full-day public school kindergarten program shall be allowed to disenroll the child from the program on a one-time basis, and such child shall not be deemed a compulsory-school-age child until the child attains the age of six (6) years.

2. Kindergarten students must be potty trained before entering unless medical documentation is presented.
3. **A certified birth certificate** or documentation as permitted by law must be presented upon admission. The birth certificate must be from the Bureau of Vital Statistics or from the State Department for students born overseas. Hospital records, baptismal records, etc., will not be acceptable. The principal or his/her designee must verify the birth certificate. Telephone calls are not acceptable.

The principal shall require that a U.S. postal money order to the Bureau of Vital Statistics in the required amount be deposited for students who are unable to present a certified birth certificate upon admission, and the student will be enrolled on a temporary basis until the certified birth certificate is received by the school. Temporary enrollment will preclude official recording or release of grades.

4. Student must present an up-to-date immunization record. (See statement about Immunizations and Vaccinations following.)
5. If a student is transferring into a Biloxi school from a school accredited by a state or regional accrediting agency, an official transcript mailed directly from the office of the school previously attended will be required. A report card or transfer papers from the previous school attended may be used for temporary class placement.
6. Students transferring into a Biloxi school from a non-accredited school or home schooling must be given appropriate placement tests (grades K-8) and term tests (grades 9 - 12) as determined by school officials. (See "Awarding of Academic Credit.")
7. The student's Social Security number is required.
8. Upon completion of the registration process, the student may begin attendance the following day. (Note: Students are not permitted to register for school two days prior to the first day of school nor the very first day of school.)
9. Students moving into Biloxi who have already completed the current school year at another school will not be permitted to enroll for the remainder of Biloxi's current school year.
10. Students will not be permitted to enroll in the Biloxi Public Schools during the last ten (10) days of school.
11. In accordance with Section 63-1-10, Mississippi Code of 1972, as amended, any applicant for a driver's license less than eighteen years of age must submit with his or her license application documentation from the appropriate school authority that the applicant is a full-time student in the Biloxi Schools. These forms can be obtained in the attendance office. The student should fill out the top of the form, Name, Address, Date of Birth, Age, Social Security Number, and the Name of School being attended. This must be printed in ink. The form will then be verified for school attendance, signed by the principal's designee and notarized.
12. The administration reserves the right to suspend driving privileges within the Biloxi Public Schools in regard to excessive absences and/or tardies.

#### TESTING OF STUDENTS ENTERING BILOXI PUBLIC SCHOOLS FROM NON-ACCREDITED PLACEMENT/HOME SCHOOLING

Students in grades 1-8 will be evaluated for placement with the Mini-Battery of Achievement (Woodstock-McGraw – Werder).

Testing of students in grades 9-12 will utilize online testing option for subjects that are available. The content of such testing is in line with national standards and removes any test bias which may occur with teacher-constructed tests in Biloxi Public Schools.

Courses for which there is no online test fall into one of two categories: (a) the class is offered at Biloxi High School but there is no online test available; and (b) the class is not offered at Biloxi High School and there is no online test available.

Students desiring to test for credit on classes offered at Biloxi High School, for which no test is available, will take the four nine-week term tests that Biloxi High School (grades 9-12) students take in that course. Therefore, it is necessary for Biloxi High School to have copies of such term tests and answer keys for these tests on file to administer to entering students.

If there is no online test available and the class/course is not offered at Biloxi High School, the student will not earn credit for that class/course which the student took at another non/accredited school.

Parents of students entering Biloxi Public Schools from an unaccredited placement, i.e., placement not accredited by a state accrediting agency or by the Southern Association of Colleges and Schools (AdvancED), should contact the Director of Student Services, who is responsible for testing such students.

After all testing is completed, the student will see the principal/counselor to construct his/her schedule. No student will be scheduled or attend class until all testing for credit has been completed.

Because the number of tests the student must take is based on the number of credits the student is attempting to earn, the testing process may take several days to complete.

Questions on this topic may be directed to the Director of Student Services, Biloxi Public Schools (228) 374-1810.

#### VERIFICATION OF RESIDENCE -- REQUIREMENTS

As a result of the Residency Verification Procedure adopted as a policy of the Mississippi 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. Two forms of verification of residency are required. No post office box address will be acceptable. These items must reflect a street address or designated road address. All documents must be for present residence only; documents for rental or other commercial property will not be acceptable. Motel/hotel addresses will not be acceptable.
  - a. Current Driver's License
  - b. Apartment or home lease agreement
  - c. Mortgage documents or property deed
  - d. Affidavit of residence/home visit required
  - e. Current Voter Identification/address required
  - f. Keesler Air Force Base Housing assignment
  - g. Current Utility bills
  - h. Automobile Registration

All documents must be for current residence only. Your child may not attend school until your residence has been verified.

**Should the school district receive a complaint regarding the residence of the student, it may take further steps to verify your resident including, but not limited to, follow up visits by school officials or the school attendance officer.**

2. If you are the legal guardian/custodian of the student, you must also provide a document titled "Letters of Guardianship" or a custodial court order issued by a judge appointing you as guardian.

NOTE: Any legal guardianship formed for the purpose of establishing residency for school district purposes shall not be recognized by the Board. (Legal reference: Mississippi Code Ann. Section 37-15-31.)

3. If you fail to provide the necessary documentation, your children will not be allowed to attend schools in the Biloxi Public School District. If you cannot meet the requirements for residency, you must meet with the superintendent or his designee to determine whether your children will be eligible for enrollment. No temporary enrollment will be processed.
4. If the Biloxi Public School District receives a complaint regarding the residence of a student, the district is required to take action to further verify residence, including but not limited to follow-up visits to the resident's address by school officials.

### CONTACTING PARENTS

It is the parent's/guardian's responsibility to provide accurate and current telephone numbers which will permit school personnel to reach a responsible adult at all times. The school must be informed of any changes in telephone numbers and addresses. Parents/guardians are advised that if a responsible adult cannot be reached after good faith efforts by school personnel, Harrison County Social Services and/or the District's Security Officer will be contacted.

Parents with primary custody shall complete the student locator card. In the event that the parent with primary custody and those on the locator card cannot be found in any emergency, the District may call the non-custodial parent.

### IMMUNIZATIONS AND VACCINATIONS

It is unlawful for any child to attend school without first meeting the State of Mississippi's vaccination requirements for diphtheria, whooping cough, tetanus, measles, mumps, rubella, polio, hepatitis B and varicella and completing the entire series within ninety (90) days. Every student in Kindergarten through Grade 12 must present a certificate of immunization compliance from his/her doctor or from the health department. This certificate of compliance must be presented in order to attend school, even though all shot records are now up-to-date on school records.

In order to secure this certificate of compliance, it will be necessary for the student to go to the Harrison County Health Department, the office of his/her family physician, or Keesler Hospital (for military dependents), taking with him/her all official shot records. Before a child can register, the CERTIFICATE OF COMPLIANCE must be presented. The validation of this certificate will become a permanent part of the student's records and will be valid through grade 12. REMEMBER: No student may register or attend school until this certificate of compliance has been received by the school. If the doctor signs the certificate indicating that other doses are necessary, the student will be given ninety (90) days to complete the required immunizations; if they are not completed at the end of ninety (90) days, the child by law must be suspended until compliance is achieved (suspension will begin immediately after the 90-day period).

## MS SCHOOL ENTRY IMMUNIZATION REQUIREMENTS 2009-2010<sup>a</sup>

The list of immunizations required is specified by the State Health Officer and is promulgated at least annually as directed by state statute. All vaccines are to be given at the appropriate age and intervals according to ACIP recommendations. The required vaccines are listed below.

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

- a – All children entering a Mississippi school (any grade) for the first time will be required to have the above listed immunizations. (This includes Pre-K 4 – 12<sup>th</sup> grade.)
- b – Children entering a Mississippi school after their 7<sup>th</sup> birthday not meeting the above DTaP requirements will need at least three (3) total doses of diphtheria/tetanus containing vaccine (Td). Tdap should be used as one of the three (3) diphtheria/tetanus containing vaccines, preferably as the first of the three (3) doses for children age ten (10) years and older.
- c – If the 4<sup>th</sup> dose is received on or after the 4<sup>th</sup> birthday, a 5<sup>th</sup> dose is not required.
- d – If the 3<sup>rd</sup> dose is given on or after the 4<sup>th</sup> birthday, a 4<sup>th</sup> dose is not required.
- e – With documented physician’s diagnosis of previous infection with measles, mumps and rubella disease or serological confirmation of immunity to measles, mumps and rubella, the vaccine is not required.
- f – Beginning 2009-2010 school year, all children entering school for the first time will be required to have two (2) doses of the varicella-containing vaccine or a history of typical varicella. If there is a history of chickenpox, the vaccine is not required.

### COMMUNICABLE DISEASES

<u>DISEASE</u>	<u>EXCLUSION FROM SCHOOL</u>
Chicken Pox	7 days after eruption appears or until vesicles become dry
German Measles	4 days after onset of rash
Red Measles	7 to 10 days after onset of rash
Mumps	9 days after glands swell
Hepatitis	Clearance by Physician
Mononucleosis	Clearance by Physician
Conjunctivitis (Pink eye)	Until under proper treatment
Impetigo	Until under proper treatment
Pediculosis (Lice)	Until nits are gone
Ringworm	Until under proper treatment
Scabies	Until under proper treatment

*NOTE: The principal may require a written note from the student's family doctor or public health department for a student returning to school after having a communicable or infectious disease.*

ATTENDANCE  
SECONDARY (Grades 9-12)

Consequences of Excessive Absences

Three (3) days---Letter to Parents

Five (5) days---Letter to State Attendance Officer/Parent

Six (6) days – Administrative Review

Seven (7) days---50 (F) in all classes missed/semester

Twelve (12) days---Parent/guardian can be charged

(Please see explanations below.)

1. The Biloxi Public School District supports the philosophy that the instructional program is the most vital part of formal education. Experience has shown that a high quality of work is virtually impossible with irregular attendance; therefore, students are expected to attend school at all times when school is in session.
2. If a compulsory-school-age child has not been enrolled in a school within fifteen (15) calendar days after the first day of the school year of the school which such child is eligible to attend or if a compulsory-school-age child has accumulated five (5) absences during the school year, the principal or superintendent is required to report such absences to the Mississippi Office of Compulsory School Attendance and Enforcement.
3. Parents of a compulsory-school-age child who has not been enrolled in school within thirty (30) calendar days after the first day of the school year of the public school which such child is eligible to attend are subject to prosecution under the Mississippi Compulsory School Attendance Law.
4. The parents/legal guardians must contact the school (435-6176) before 9:00 a.m. on each day the student is absent from class.
5. In cases of unreported absences, the pupil accounting office will attempt to contact the parent, or the student will bring a note to pupil accounting by 7:10 a.m. from his/her parent/guardian on the day the student returns to school. The parent's note verifies and excuses the student's absence. Only three notes covering one day each per semester are allowed. Anything beyond that will be unexcused. The parent's note must be provided within five (5) school days of the absence and include: student's name (printed), date of the absence, parent/guardian's name, phone number, reason for absence, and parents/guardian's signature. **IF THE NOTE IS NOT RECEIVED WITHIN FIVE (5) DAYS OF THE ABSENCE, THE ABSENCE WILL BE CONSIDERED UNEXCUSED.**
6. A student shall receive a grade of 50 in any class in which the student has more than six (6) unexcused absences in a semester. Administrative review of absences after the fifth absence in a semester is provided for students with chronic or unexpected, legitimate excused reasons for absences. It shall be the parent's/guardian's responsibility to provide documentation. A student's absences can be monitored through the District's INOW.
7. When claiming the death of a family member as an excused absence, the family member must be a close family member. Close family would be father, mother, sister, brother, legal guardian, legal foster parent, grandfather, grandmother, stepfather, stepmother.

8. The following reasons for absences are permitted by law: medical appointments, documented legal reason, death or serious illness in the immediate family, observance of religious event, injury or physical illness, and authorized school activity. Acceptable documentation by a doctor, school nurse, dentist, court official, or clergy will be required and must be written on that individual's stationery. An obituary documenting the death of a close family member is acceptable. (See #7 above.) **State statutes identify "excused absences" as "lawful absences" and "unexcused absences" as "unlawful absences."**
9. When students are sent home by the school nurse, the absence is considered excused for that day.
10. After the third unexcused absence per class period in a semester, a letter will be sent to parents/guardians to inform them of the student's absences.
11. School districts are required by law to report excessive absences to the State Attendance Officer. On the fifth (5th) unexcused absence per class period in a semester, parents will be informed. Out-of-school suspensions will be reported to the school attendance officer.
12. Twelve (12) unexcused absences in a school year can result in charges being filed against a parent/guardian for educational neglect and/or truancy charges against the student.
13. A student shall not be allowed more than six (6) unexcused absences per class period during a semester.
14. A student will receive a zero (0) on classroom work, other graded work, or tests not made up. Make-up work must begin at a time arranged by the teacher.
15. Students under the age of seventeen (17) and students who turn seventeen on or after September 1 are required to attend school on a regular basis under the Mississippi Compulsory Attendance Law.
16. Biloxi Public School District does not recognize or condone "skip days." Parents of students who are absent during a skip day may be contacted, and skip-day-related absences will be in violation of School Board policy on attendance.
17. In order to be counted present, a student must be in attendance 63% of his or her instructional day. In order to participate in any extracurricular function, students must attend school a minimum of four (4) periods on the day of the activity.
18. Student absences resulting from officially approved school business will not be counted; however, accreditation standards must be adhered to in regard to student activities.
19. A parent/guardian who fails to attend a conference on absences or provide proof of lawful absences shall be reported to the Mississippi Office of Compulsory School Attendance and Enforcement.
20. Two (2) college days will be granted for visits to colleges in a student's senior year. A letter from the college registrar/student admissions will be required to verify the visit. A copy of the invitation to attend will not be accepted as verification of attendance.
21. Appeal Committee for Excused Absences - The duties of this district-level committee will be to review requests made in regards to school absences for specific events related to scholarships, academics, and leadership. Parents/guardians will be required to present information to the committee that justifies this request. If the request qualifies, documentation must be submitted after the event for final approval.

22. An absence is excused when it results from the attendance of a compulsory-school-age child participating in official organized events approved by the superintendent or his designee. The official organized event must be provided in writing to the superintendent or his designee prior to the event for approval. Contact school principal for official organized event list.
23. An "unlawful absence" is an absence for an entire school day or during part of a school day by a compulsory-school-age child, which absence is not due to a valid excuse for temporary nonattendance. 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, as fixed by the school board for the school at which the compulsory-school-age child is enrolled, the child must be considered absent the entire school day. Days missed from school due to disciplinary suspension shall not be considered an "excused" absence under this section.

### TARDIES

The practice of being prompt is considered by Biloxi Public Schools to be an acquired habit which enhances students' ability to succeed in adult life. Students who are not in the classroom and involved in the instructional process cannot achieve at the same level as the student who is present and involved. In addition, students who are tardy disrupt the instructional process for all other students in the class. Tardiness, both to school in the morning and to classes, will be considered as harmful to the instructional process. Each incident (as determined under the cumulative record kept by the attendance office for each term) will result in a negative consequence as listed below.

#### Tardy Policy (Per Nine-Week Term)

Excessive absences, tardies, and early check-outs will be reported to the attendance officer for referral to Family Court.

First Tardy	-	Warning to student
Second Tardy	-	Contact Parent
Third Tardy	-	Detention (If the student does not report for detention, he/she will automatically be placed on Step 3 of the Discipline Ladder.)
Fourth Tardy and All succeeding tardies	-	Loss of driving privileges for the remainder of the term and/or placement on Step 4 of the Discipline Ladder.

### HOMEBOUND PROGRAM -- PROCEDURES FOR PLACEMENT

The Homebound Program is an instructional program for students who because of severe disabilities or chronic illnesses are unable to attend school for extended, long-term periods or for other reasons as approved by the Board of Trustees for the education of students not in the normal academic program. Only the superintendent, his/her designee, or the Board of Trustees may determine the student's eligibility for homebound services. No principal or teacher or any other staff person shall have the authority to place a student in the Homebound Program. For application and information on homebound services, contact Student Services (228-374-1810).

## LATE ENTRANCE

A student residing in the Biloxi Public School District at the beginning of the school year who is not attending another school and who enrolls after the first day of the school year in the Biloxi Public Schools must make up all work missed because of late enrollment. If a student resides in the Biloxi Public School District and enrolls after the beginning date of the school year, days missed because of late enrollment will be counted as absences. Failure to make up work missed will be cause for withholding credit for the term's work. All make-up work due to late enrollment must be completed by the end of the current term.

## STUDENT CHECK-OUT POLICY Grades 9-12

In order to provide for the best welfare of each student and the school, the following check-out policy has been adopted:

When a student becomes ill or an emergency arises during the regular school day which may warrant early dismissal, the student must report to the pupil accounting office. Before the student will be allowed to leave school, the student's parent or legal guardian must be contacted by telephone or the parent, legal guardian, or person authorized by the parent must come to the school to sign the student out. Those individuals that are authorized to pick up the student will be the only ones allowed to do so and they will be asked for picture identification. A picture ID is required for all checkouts. The pupil accounting director and/or the school administration will reserve the option to release a student from school if the student's parents cannot be contacted.

A student may be released for a doctor's appointment, dental appointment, or other just reason when the parent, legal guardian, or person authorized by the parent comes to the school and signs the student out (grades 6-8) or sends a note to the pupil accounting office stating the reason for check-out (grades 9-12). This note must include the check-out time and a telephone number where the parent can be contacted and should be on file no later than 7:05 a.m. on the day of check-out. If the note cannot be verified, the school reserves the right to refuse release of the student. In grades 6-9, no pre-check notes will be accepted on term test days

## TRANSFERS, CHANGES OF ADDRESS

1. The principal may release Biloxi Public Schools education reports or records when an official written request is received from the school district to which the student is transferred.
2. A parent or legal guardian has the right to review his/her child's school records.
3. A student leaving the Biloxi system may obtain a record of the student's work to date for the current term. Reports may be held if the student has any indebtedness to the school (lunchroom, workbooks, library, textbooks, damages, etc.).
4. In-District: A student who moves from one school zone to another in the Biloxi Public School District shall not be permitted to continue attendance in his/her present school after the semester ends.
5. Out-of-District: All students enrolled in the Biloxi Public Schools after the beginning of the school session who move outside the district at any time during the school year must withdraw from the Biloxi Public Schools immediately or apply for tuition status. Under some circumstances, tuition status may not be granted.
6. Any student who moves during the school year must record the change of address with the principal in the main office. Any change of telephone number must be corrected in the same manner. **In order to be able to contact or locate parents/guardians in a timely manner, it is the responsibility of the parent/guardian to be sure that addresses and telephone numbers on student locator cards are accurate and up-to-date.** (Also see page 9, "Contacting Parents.")

## WITHDRAWALS

In grades K-12, if a student withdraws during the last two weeks of the school year and moves out of the district, the student will receive grades in progress to be presented to his/her new school. The school to which the student is transferring will have the option of accepting the grades in progress as the student's final grade or--for students in grades 9-12--requesting examinations from the Biloxi schools. The examinations may be mailed to the student's new school upon written request of the school to which the student is transferring. Examinations, when completed, will be checked by Biloxi school personnel and credit will be given by the Biloxi Public Schools. **No examinations will be given ahead of time.** School officials should be notified one school day prior to the withdrawal of any student. A parent must come to the principal's office and officially withdraw the student. All books and fines must be cleared before official withdrawal is completed and the academic record is cleared.

## COMPLIANCE POLICIES

The Biloxi Public School District is in compliance with Title VI of the Civil Rights Act of 1962, including regulations in vocational education, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Family Educational Rights and Privacy Act of 1974.

District's policy assures that no one shall, on the grounds of race, color, age, religion, national origin, sex, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the school. The vocational department encourages males and females to enroll in nontraditional classes and to train for nontraditional jobs. Copies of the Title IX policy of the Educational Amendments of 1972 and the Family Educational Rights and Privacy Act of 1974 are available in the principal's office in each school building upon request. The name and address of the local Title IX Coordinator is Mr. Eddy Pierce, P.O. Box 168, 160 St. Peters Avenue, Biloxi, MS 39533; telephone 374-1810.

It is the policy of the Biloxi Public School District not to discriminate against any otherwise qualified individual with disability, solely by reason of his/her disability, in admission or access to, or treatment or employment in, any program or activity sponsored by this school corporation.

Inquiries regarding compliance with this policy should be directed to the Section 504/ADA Coordinator or to the Office for Civil Rights, U.S. Department of Education, Washington, D.C.

The name and address of the Coordinator of Section 504 of the Rehabilitation Act of 1973 is Mr. Steve Huckaby, P.O. Box 168, 160 St. Peters Avenue, Biloxi, MS 39533; telephone 435-4600.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT NOTIFICATION OF RIGHTS UNDER FERPA

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

- (1) The right to inspect and review the student's education records within forty-five (45) days of the day the school principal receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school principal will make arrangements for access and notify the parent or eligible student of the time and place where the record may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. 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 the school is notified of the request for a hearing.
- (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 education 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 education 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 in which a student seeks or intends to enroll.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school system to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

#### DIRECTORY INFORMATION NOTICE

The school may disclose certain information, known as directory information, in its discretion without consent. Directory information is generally not considered harmful or an invasion of privacy if released. Directory information may be disclosed to entities such as outside organizations that manufacture class rings or publish yearbooks. In addition, two federal laws require schools receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings – unless the parents or students have advised the school that they do not want the student's information disclosed without their prior written consent.

Parents or eligible student may refuse to let the school release any or all of this information. If you do not want this information released, you must send written notice annually to the principal within thirty (30) days of the first official school day of the year. If a student registers after the first official school day, the notice must be sent within thirty (30) days of the student's

registration. The following information regarding students is considered directory information: (1) name, (2) photo, (3) e-mail address, (4) home address, (5) telephone number, (6) date and place of birth, (7) major field of study, (8) participation in officially recognized activities and sports, (9) weight and height of members of athletic teams, (10) dates of attendance, (11) degrees and awards received, and (12) the most recent previous education agency or institution attended by the student.

In the event you have a question or concern about student records or the law, please contact the Special Education office at 435-4600.

#### TRANSCRIPTS

A graduating senior will be furnished two transcripts of his/her credits without cost at the time of graduation. Additional transcripts will be furnished for a fee of \$3.00 each. If transcripts must be mailed by the school, an additional fee of \$1.00 per copy will be charged.

#### CUSTODIAL PARENTS

If you are the legal guardian of the student through the courts, you must provide documentation officially appointing you guardian/primary physical custodian or a copy of your most recent divorce decree for examination by school officials. The Biloxi Public Schools will be responsible for issuing report cards, progress reports, and other necessary reports only to the custodial parent (defined as the parent with whom the student resides during the school year). Copies of report cards will be given to non-custodial parents upon written request to the principal, accompanied by a self-addressed envelope.

#### FREE SPEECH

The District recognizes a student's right to free speech provided it is exercised in a manner which is not prohibited by law nor disrupts the educational process.

#### CAFETERIA

Breakfasts and lunches are served each day in all Biloxi schools. Prices for breakfasts and lunches will be subject to change during the school year.

Free and reduced price breakfasts and lunches are available for those who apply and qualify.

Milk may be purchased by any student in the cafeteria.

All students must remain at school during the lunch period unless signed out by parents or legal guardians on a daily basis. There will be no pre-checks accepted for the purpose of leaving for lunch.

Students will not be permitted to take food out of the designated eating areas. Students who bring their lunches to school may eat in the cafeteria or in other approved areas.

Please note that glass containers are not permitted on the school campus.

No credit will be extended for breakfasts or lunches by the Food Service Department.

The system used in identifying student meal status will be the number system. The concept of the number system requires that all students be assigned a certain coded number for the school year enabling each student to eat breakfast and lunch in the school cafeteria.

Students may pay in advance for daily meals at a place and at times designated by the principal for this purpose. Students may also pay in advance on a weekly, bi-weekly, and monthly basis.

In accordance with federal regulations, the "Offer vs. Serve" policy is in effect for all students. This policy allows students to select three different food items of the five food items offered on the menu. Students may choose to select three, four or five of the items offered. Students must choose at least three different items of the five food items offered. Selecting fewer than the five items offered does not relieve the student from paying the full price of the meal.

In compliance with federal regulations and State Board of Education rulings and the Biloxi Public School District's Wellness Program, efforts will be made to aid students in developing healthy nutritional habits, assure that sanitary food practices are maintained, and support a sound financial status in the school feeding program. The following regulations will be observed.

No food items will be sold on campus one hour before the beginning of any meal service period and until the end of the last meal service period.

No food deliveries from fast food commercial establishments will be received or consumed in the cafeteria dining room during serving periods.

Food items offered for extra food sales by the Child Nutrition Program shall be only those foods which are components of the federally approved meal patterns. The only exceptions to this regulation are milk products.

With the exception of milk products, a student may purchase individual meal components (extras) only after the full meal unit has been purchased.

Foods of minimal nutritional value are not allowed in the cafeteria during meal service periods. These foods include, but are not limited to, carbonated drinks and frozen desserts that contain less than 50% full strength fruit juice.

Vending machines are allowed on school campuses at the discretion of the school principal, provided the contents of the machines are not in competition with the Child Nutrition Program and are operating in compliance with federal, state, local regulations and the District's Wellness policy. Student vending machines shall be used only after school. At no time are students permitted to use vending machines in teachers' workroom.

## APPEARANCE OF BUILDINGS AND CAMPUS

Taking pride in one's surroundings is good training in citizenship. The school buildings and the campus can be kept attractive with the cooperation of students and all school personnel. Trash and empty paper cups should be deposited in containers, and rest rooms should be kept clean.

## PURCHASES

All purchases for school district purposes will observe the purchase order process. Before a purchase order can be issued, prior approval must be secured by means of a requisition being signed by the principal/supervisor and the appropriate administrator designated by the Superintendent. Only authorized (budgeted) staff members may originate requisitions for school purchases.

A purchase order signed by the purchasing agent will be issued once requisitions have completed the approval process. A copy will be sent to the vendor, the district warehouse, the accounts payable department and the purchasing department. All purchases will be received through the warehouse. Purchases made without an approved purchase order or purchases received without processing through the warehouse will become the personal obligation of the purchaser.

## LEAVING CLASS - TELEPHONE

At no time during class hours are students to be in halls without hall passes. Students will be called from class only in cases of emergency as determined by school officials. School telephones are for school business only, and students will not be permitted to use school telephones except in cases of illness or emergency.

Telephone messages shall be delivered to students in classrooms in emergency situations only, as determined by the administration. Parents must make transportation arrangements with students prior to the beginning of the school day.

## PARENT-TEACHER ASSOCIATIONS/PARENT-TEACHER ORGANIZATIONS

Close cooperation between home and school is fostered by the Parent-Teacher Associations which are active in every Biloxi school. Parents are encouraged to join the P.T.A./P.T.O. and to attend meetings.

## PARENTAL INVOLVEMENT COORDINATOR

The Parental Involvement Coordinator's focus is to increase parental involvement and engage the community in the District's educational endeavors. The Parental Involvement Coordinator is Ms. Susan Hunt. She can be reached at 228-435-7698 ([susan.hunt@biloxischools.net](mailto:susan.hunt@biloxischools.net)).

## FLORAL DELIVERIES/GIFTS, ETC.

If floral arrangements or other gifts for students are delivered to the school, they will not be accepted.

# INSTRUCTIONAL PROGRAM

## ACCREDITATION

Biloxi schools hold advanced accreditation by the Mississippi Commission on School Accreditation. The Biloxi Public School District is a member in good standing of the Southern Association of Colleges and Schools (AdvancED), an international accrediting commission. Biloxi High School holds membership in the National College Boards.

### MISSISSIPPI CURRICULUM CONTENT ASSESSMENT SYSTEM

- I K - 2 Assessment
  - Informal, developmentally-appropriate diagnostic assessments
  - Individually administered by classroom teacher
  
- II Grade Level Testing Program (GLTP)
  - Mississippi Curriculum Test (MCT-2)
    - Grades 3 - 8
    - Criterion-referenced tests
    - Language Arts, and mathematics
    - Science assessments in grades 5 and 8
  
- III Subject Area Testing Program (SATP)
  - Algebra I, Biology I, U.S. History from 1877, and English II multiple choice
  - All students entering the 9th grade for the first time must pass all four tests in order to earn a regular high school diploma.
  
- IV Mississippi Career Planning and Assessment System (MS-CPAS)
  - Vocational testing
  - Workplace readiness (ACT WorkKeys)
  - Occupation-specific
  
- V National Assessment of Educational Progress (NAEP)
  - Required every two years for Title I funding
  - Assessment for grades 4, 8, and 12 in reading, mathematics, science, and foreign language.
  - School sampling

## TEXTBOOKS - 9-12

Textbooks are supplied by the school to the student on a loan basis. The school district will purchase a classroom set of textbooks for most classes in grades 6-12. The textbooks assigned to students will remain at the student's home for use during the school year, to be returned upon withdrawal or at the end of the school year. It will no longer be necessary for students to bring books to school or to take them home. If textbooks are not returned or paid for, grades will be withheld, and students may not be allowed to register for attendance during the coming school year.

In cases where books are lost or damaged to a degree that will prevent further use, the student will be charged as established under district policy.

### END-OF-YEAR RESPONSIBILITIES

It is imperative that every student meet all end-of-the-school-year responsibilities, including all classroom assignments and return of all textbooks.

In addition, the student must also ensure that his/her record is clear of any deficiencies. Library, cafeteria, and textbook fines must be paid, and all funds raised by students participating in school support groups, including PTO fundraisers, must be turned in. Failure to clear the student's record will result in his/her not being permitted to take final examinations, receive report cards, or have his/her records processed for promotion or registration for the coming year.

### GRADES

A	90 - 100
B	80 - 89
C	70 - 79
D	69 - 65
F	BELOW 65
I	Incomplete

In grades 6-12, a minimum of three (3) grades per subject per term will be required. All three (3) grades must reflect performance in major units/projects/unit tests, etc. An activity grade will not count as one of the required three (3) major grades. A minimum of five (5) activity grades must be recorded each term in all subject areas

### COMMON TERM ASSESSMENTS (CTAs)

At the end of each term, Common Term Assessments (CTAs) are administered. CTAs are comprehensive exams that cover the objectives taught that particular term. CTAs count as 10% of the overall grade for students in grades 6-12 and 5% for students in 1<sup>st</sup> through 5<sup>th</sup> grades.

## TEACHER SUPPORT TEAMS

The Biloxi Public School District shall require an instructional model designed to meet the needs of every student. The model shall consist of three tiers of instruction.

- Tier 1: Quality classroom instruction based on MS Curriculum Frameworks.
- Tier 2: Focused supplemental instruction
- Tier 3: Intensive interventions specifically designed to meet the individual needs of students

Teachers should use progress monitoring information to (a) determine if students are making adequate progress, (b) identify students as soon as they begin to fall behind, and (c) modify instruction early enough to ensure each and every student gains essential skills. Monitoring of student progress is an ongoing process that may be measured through informal classroom assessment, benchmark assessment instruments and large-scale assessments.

If strategies at Tiers 1 and 2 are unsuccessful, the students must be referred to the Teacher Support Team (TST). The TST is the problem-solving unit responsible for interventions developed at Tier 3. Each school must have a Teacher Support Team implemented in accordance with the process developed by the Mississippi Department of Education. The chairperson of the TST shall be the school principal as the school's instructional leader or the principal's designee. The designee may not be an individual whose primary responsibility is special education. Interventions will be:

- Designed to address the deficit areas;
- Research-based;
- Implemented as designed by the TST;
- Supported by data regarding the effectiveness of interventions.

After a referral is made, the TST must develop and begin implementation of an intervention(s) within two weeks. No later than eight weeks after implementation of the intervention(s) the TST must conduct a documented review of the intervention(s) to determine success of the intervention(s). No later than 16 weeks after implementation of the intervention(s), a second review must be conducted to determine whether the intervention(s) is successful. If the intervention(s) is determined to be unsuccessful, then the student will be referred for a comprehensive assessment.

In addition to failure to make adequate progress following Tiers 1 and 2, students will be referred to the TST for interventions as specified in guidelines developed by Mississippi Department of Education if any of the following events occur.

- A. Grades 1-3: A student has failed one (1) grade;
- B. Grades 4-12: A student has failed two (2) grades;
- C. A student failed either of the preceding two grades and has been suspended or expelled for more than twenty (20) days in the current school year, OR
- D. A student scores at the Minimal level on any part of the Grade 3 or Grade 7 Mississippi Curriculum Test.

Referrals to the Teacher Support Team must be made within the first twenty (20) school days of a school year if the student meets any of the criteria A-D stated above.

## PROGRESS REPORTS

At mid-term during each nine-week term the teacher or team will inform the parents of the academic work of all students. This is done by way of a progress report. In addition, if a student is later identified as a possible or probable failure, the parent will be informed through a second progress report at least one week prior to term tests. Students in all schools will sign for the progress report and it will be their responsibility to discuss the report with their parents. Teachers in grades 9-12, at their discretion, may require the progress reports to be signed by a parent and returned. Parents who wish to receive progress reports more frequently may access INOW. (See INOW, page 6.)

## REPORT CARDS/ACADEMIC CREDIT

Report cards will be issued following the end of each nine-week term. Grades will be recorded for academic work, and written comments will be made about school behavior. Grades will be awarded on the basis of student performance.

- A. The Biloxi Public Schools will accept transfer students and award credit for grades earned during the school year if the student is enrolled in the Biloxi schools for at least twenty (20) school days. A student enrolled in a Biloxi school for less than twenty (20) school days will receive an Incomplete grade, except for those students transferring into the Biloxi school system whose grades in progress at a previous school are sent to the principal's office. Grades in progress will be averaged with grades received while in attendance in the Biloxi Public Schools.
- B. A student shall not be permitted to enroll in the Biloxi Public Schools during the last ten (10) school days of the school year.
- C. A student shall receive a grade of 50 in any class in which the student has more than six (6) unexcused absences in a semester. Administrative review of absences after the fifth absence in a semester is provided for students with chronic or unexpected, legitimate excused reasons for absences. It shall be the parent's or guardian's responsibility to provide documentation within five (5) days of the end of the grading period in order to use the administrative review process.
- D. When claiming the death of a family member as a lawful absence, the family member must be a close family member. Close family would be father, mother, sister, brother, legal guardian, legal foster parent, grandfather, grandmother, stepfather, stepmother.
- E. Students with excessive absences who do not pass administrative review will not receive credit for the course in which excessive absences occurred.
- F. A student withdrawing from school prior to the last day of the grading period will not receive a final grade, but will receive grades in progress for that term. (See "Withdrawals.")
- G. Examinations will not be administered prior to the regularly scheduled time
- H. Nine-week term examinations account for 10% of a student's term grade.
- I. In order for students to receive term, semester, or yearly grades, all course or grade level requirements must be met.

- J. Parents should be aware of dates when report cards will be issued. Parents should expect students to have their report cards on dates as noted in the school calendar (on the back of this handbook).
- K. Students will be encouraged to take report cards home and to have parents/legal guardians sign the report cards.

#### GRADING ENGLISH LANGUAGE LEARNERS (ELL)

In order to ensure consistency and accountability within the Biloxi School District for K-12<sup>th</sup> grade students, the procedure below will be followed when assigning grades to English Language Learners (ELLs).

No failing grades may be given during an ELL's progress from Level 1 – 'Entering' through Level 3 – 'Developing Language Proficiency'.

1. Levels 1-3 (Entering, Beginning, and Developing)
  - a. 65 – 100 % Passing (S= Satisfactory)
  - b. 50-64 % (N= Needs Improvement)
  - c. Below 50% (U= Unsatisfactory)
2. Level 4-5 (Expanding and Bridging)
  - a. General report card
  - b. "ELL" noted on the report card
3. Level 6 (Reaching)
  - a. General report card
  - b. "ELL" noted on the report card

#### AWARDING OF ACADEMIC CREDIT

1. Academic credit for courses taken by students in the Biloxi Public Schools shall be awarded upon successful completion of courses.
2. Credit for high school courses will be awarded in half-units, full units, or multiple units as approved by the Commission on School Accreditation, State Department of Education.
3. In grades 8-12, the student must complete both semesters for a full-year (two-semester) course receiving Carnegie unit of credit with a yearly passing average of 65 or higher in order to receive any credit for that course, subject to the following guidelines:
  - a) If a student fails either first or second semester and does not have a high enough average to result in a yearly average of 65 or higher, he/she must complete the failed semester in summer school or through a correspondence course or he/she will have to repeat the full course during the following school year.
  - b) A semester of a different course cannot be substituted, whether through the regular program or through summer school or correspondence.
  - c) A student will not be eligible to receive yearly average if either semester is failed due to excessive absences, subject to administrative review, if granted.
4. No student may receive a score higher than 100 or lower than his/her actual average on his/her report card. Grades in accelerated and AP classes are weighted and these calculated grades are taken into account for class rank purposes only. (See "Class Rankings/Scholastic Averages.")

5. A student who does not complete a class in its entirety will receive a fifty (50) F. A grade recorded as NC (No Credit) will be counted as 50 in computing scholastic averages and class rank.
6. Once credit has been awarded based on yearly average for one (1) or two (2) unit courses or final semester averages for half-unit courses, the course cannot be repeated simply to raise scholastic averages or class ranks through changing the original grade. If such a course is repeated, both the original grade and the grade for the repeated course will be included in academic records and in determining class rank or scholastic average.
7. The Biloxi Public Schools will recognize and honor courses taken at other accredited schools if courses are recorded on the permanent record or transcript, but in the matter of required courses, students shall meet all regulations governing graduation requirements for Biloxi High School.
8. Students transferring into a Biloxi school from a non-accredited school and/or home schooling must be given achievement tests and/or four (4) term tests in each subject for which a Carnegie unit of credit is awarded.
9. Students who transfer to a Biloxi school who have previously received credit in a course and who are required to enroll in the class in Biloxi for No Credit will be listed in computer programs and in academic records as "Audit," with such "Audit" courses not to be included in determining scholastic averages or class rank.
10. In order to receive a diploma from Biloxi High School, a student must have attended Biloxi High for a minimum of one (1) full semester, be enrolled in the required number of classes, must meet all grade and graduation requirements as specified in district policy, and must earn at least two (2) of the last four (4) units of credit in residence at Biloxi High School. Two (2) units of credit is interpreted as a semester of work. Attendance in summer school will not be counted toward this requirement.
11. Eighth graders who successfully complete Technology Foundations, foreign language and/or Pre-Algebra, Transition to Algebra, or Algebra I will receive one (1) Carnegie unit of credit for each course, and grades in these subjects will be included in computing scholastic averages and class rankings.
12. In order to graduate with honors from Biloxi High School, a transfer student must have attended Biloxi High School for his/her entire senior year and must be enrolled in the required number of subjects and meet GPA and course requirements.
13. On-line Instruction for Credit – Students enrolled at Biloxi High School may be permitted to earn credits for courses (not passed previously) through web-based on-line instruction. The district contracts for such on-line instruction, and credits earned will apply toward the number of credits required for graduation. The district reserves the right to charge a reasonable fee for such on-line instruction; furthermore, the district retains the option to discontinue this program in the event of insufficient enrollment or results.
14. Each student is responsible for completing required work without unauthorized assistance. The integrity of the grading and testing procedures must not be compromised, and any student who is determined to be guilty of cheating will receive a zero on graded work and will receive appropriate counseling and/or disciplinary action.

15. A student will be allowed to retest within 10 days of receiving his or her test grade. Students must be given the opportunity to retest on major/unit tests provided by the teacher. Term tests will not be retested. Students will be required to meet with teachers before or after school or during designated times throughout the school day. The meeting times will be left to the discretion of the classroom teacher. Students must complete tutorial sessions that cover skill assignments within that 10-day period. The number of times a student is permitted to retest will be limited in order to avoid complacency about studying/paying attention the first time. Students that fall into tier/Sped/504 categories would be an exception.

### ON-LINE CREDIT RECOVERY

The purpose of credit recovery is to permit those students in grades 9 - 12 enrolled at Biloxi High School who are significantly behind in their accumulation of credits the opportunity to recover credits through on-line instruction.

Credit recovery is defined as the successful completion of coursework not completed the previous semester, for which the student received an "incomplete," offered through on-line instruction over the Internet. Classes are scheduled through the Career Center teacher after written permission for credit recovery has been obtained from the student's counselor and the school principal.

Note: Because of state assessment requirements, Biology I, Algebra I, U.S. History from 1877, and English II are not offered through the credit recovery program.

Students must be enrolled in Biloxi High School before they will be permitted to recover credit. Only one course (semester) may be taken at a time; that is, before the student may enroll for a second credit recovery course (semester), the first credit recovery course (semester) must have been completed.

All testing associated with on-line instruction is conducted in the presence of instructional personnel designated by the school principal. Biloxi Public Schools uses the PLATO Learning Environment as its credit recovery program. PLATO is a web-based curriculum program aligned to national standards and approved by the Mississippi Department of Education for credit recovery opportunities. Courses taken for the purpose of credit recovery must be successfully completed by May 1st of the current school year. Credit recovery, at the discretion of the administration, may be available during summer school.

There is a fee of fifty dollars (\$50.00) per semester of instruction for credit recovery courses. Refunds are not permitted once the student begins on-line instruction. Payment in full is required before the student may begin instruction.

## TRANSFER GRADES

Students transferring to Biloxi schools with only letter grades will be assigned the following numerical grades:

A	–	95
B	–	85
C	–	75
D	–	67
F	–	Below 65 (not to be assigned below 50)

Letter grades may be converted to number grades as recorded by the transfer student's previous school if an official notice regarding the grades is received by the school within six weeks after enrollment.

## ACCELERATED AND ADVANCED PLACEMENT CLASSES

Students enrolled in AP courses may elect to take the Advanced Placement test and must do so at their own expense. Those who do not take the AP examinations will not receive weighted credit.

If the student requests to be removed from the class it must be in writing and prior to the designated date set annually to change a schedule/class. (Also see Class Rankings below.)

## HONOR ROLL - GRADES 7-12

To qualify for term or semester honor roll, a student must have an average of 85 on his/her report card for each subject in which he/she is enrolled for either one-half or one full credit. To qualify for term or semester special honor roll, a student must have an average of 90 in each subject in which he/she is enrolled for either one-half or one full credit. See Program of Studies for details on graduation pathways.

## CLASS RANKINGS - GRADES 9-12

Senior class rankings will be computed to determine students graduating with honors, and all other matters requiring the listing of class standing, including scholarship applications, college applications, etc. Computation of scholastic averages will include all courses in which the student was enrolled in grades nine through twelve for both one-half credit and one full credit per course. Carnegie units of credit earned in grade 8 are included in determining class rankings. Please refer to the Program of Studies for requirements regarding class rankings/diplomas.

The procedure for determining class rank is as follows:

1. Scholastic averages are computed for grades 9-12, with each semester grade being counted once.
2. All grades are averaged based upon the following pattern:
  - a. Three-period classes are counted three times per semester.
  - b. Two-period classes are counted two times each semester.
  - c. One-period classes are counted one time each semester.

- d. Grades for students enrolled in selected Accelerated and Advanced Placement classes will be weighted under the following formula: 3% will be added to selected Accelerated grades and 5% to Advanced Placement grades.

Actual numerical grades will not be changed on permanent records; only class rank will be affected. Example: Accelerated grade of 86 x 1.03 = 88.5800; AP grade of 86 x 1.05 = 90.3000.

\*See Program of Studies for more information about Accelerated and Advanced Placement classes.

- e. Students enrolled in AP courses who elect to take the Advanced Placement test must do so at their own expense.
- All grades are averaged and carried out four decimal points (example: 78.0001).
  - Students graduating with honors must have a 90 or above and must be on the honors pathway. Honors students are listed by rank, with the remaining class members to be listed alphabetically.
  - Class rankings and scholastic averages will be computed based on grades when credit is awarded as determined by final yearly averages for one (1), two (2), and two and one-half (2-1/2) unit courses and final semester averages for one-half unit courses.
  - For scholarship or college applications, etc., students who request class ranks or scholastic averages at any time prior to computation of official rankings and scholastic averages at the end of the senior year may be given a "rank/scholastic average in progress." Such rank or scholastic average will be subject to change when credit is awarded and official rankings and scholastic averages are completed.
  - To be included in the list of students ranked for scholastic honors and scholastic recognition, a student must attend Biloxi High School for his/her entire senior year and must be enrolled in seven (7) subjects. Students whose course grades are recorded only as "Pass/Fail" for more than one school year in grades 8-12 shall not be included in computing class rankings. **Graduating seniors assigned to Lopez School (Alternative Education) at the time of graduation shall not be eligible to graduate with honors.**
  - In computing scholastic averages and class rankings, a grade recorded as NC (No Credit) will be counted as 50.

### SUMMER SCHOOL (6-12)

Summer school for grades 6-12 will be offered if funds are available, teachers can be secured and a need is determined by the administration.

When offered, summer school usually begins in the first or second week after graduation.

A fee for each unit (course) is charged. Only one (1) Carnegie unit (course) may be earned in summer school. If necessary, a student may enroll for only one semester. Summer school is for credit recovery.

Rules and procedures for summer school are set by the administration.

### CORRESPONDENCE COURSES

See Program of Studies, Grades 9-12.

## FIELD TRIPS

As a part of the educational service of the school, students may be taken on field trips. Such trips are made only with the permission of the parent. When such trips are being planned, permission slips will be sent home to be signed by the parent. All field trips must be approved by the district administration and must be supervised by classroom teachers. No field trip will be conducted for the weeks of term tests, and all field trips must be concluded five (5) days prior to the week of term examinations. No field trip that requires school bus transportation will be conducted during the last ten (10) school days of the school year. Parents who volunteer to chaperone are not permitted to bring other children on field trips. Chaperones must be approved by the principal.

Field trip requests that require Board approval must be in the superintendent's office at least ten (10) days prior to the regular Board meeting.

## MEDIA CENTER/LIBRARY

1. All pupils in the school are entitled to use the media center and check out books. Students should be prepared to show identification if asked.
2. Reference books, such as encyclopedias and dictionaries, are to be used only in the media center.
3. Books on reserve may be borrowed for one period or after school, in which case they must be returned the next morning before school starts.
4. Other books may be checked out for a period of two weeks.
5. Ten cents per day is charged for each overdue book.
6. When a reserve book is not returned, the fine is one dollar (\$1.00) per day.
7. Students will pay for lost books and will pay fines on books that have been damaged.
8. No book may be taken from the media center unless it is checked out to the borrower.
9. The media center is open each school day before and after school and at times set by the building principal. Students are urged to use the media center regularly and to comply with the above regulations.
10. Students in the media center are subject to book check.
11. School assignments may be printed from the printers in the media center. Students will be charged ten cents per page for black and white copies and twenty-five cents for color copies from printers or copiers in the media center.

## INTERNET SAFETY (CIPA)

The Biloxi Public School District will ensure that it's CIPA-required Internet safety policies provide for the education of students regarding appropriate online behavior including interacting with other individuals on social networking websites and in chatrooms, and regarding cyberbullying awareness and response.

In Biloxi Public Schools, we encourage Internet safety throughout the district. At elementary schools, the importance of Internet safety is taught in the computer lab and within the classroom. At the secondary level, the importance of Internet safety is reinforced in technology classes and within the classroom.

### INTERNET APPROPRIATE USE POLICY

The Biloxi Public School District provides access to the Internet for students. Parents who do not wish their child to have Internet access must notify the school principal in writing. The use of the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges and/or disciplinary actions by the District. A student's use of the Internet must be in support of education and research, and consistent with the educational objectives of the Biloxi Public School District. In addition, the student accessing the Internet from a school site is responsible for all online activities that take place through the use of his or her account.

This network is a public network provided by the Mississippi Department of Education. This network is fully compliant with the Children's Internet Protection Act (CIPA) and Child Online Protection Act (COPA) regulations.

#### **Personal**

- Users will not disclose, use, disseminate or divulge personal and/or private information about himself/herself, minors or any others including personal identification information, etc.
- Biloxi Public School District will not disclose personal information about students on websites – such as their full name, home or e-mail address, telephone number, and Social Security number.
- Users will immediately report to (School District) authorities any attempt by other Internet users to engage in inappropriate conversations or personal contact.

#### **Illegal and /or Unacceptable Usage**

- User agrees not to access, transmit or retransmit any material(s) in furtherance of any illegal act or conspiracy to commit any illegal act in violation of local, state or federal law or regulations and/or school district policy.
- User shall not access, transmit, or retransmit: threatening, harassing, or obscene material, pornographic material, or material protected by trade secret, and/or any other material that is inappropriate to minors. User shall not transmit or retransmit copyrighted materials unless authorized. User shall not plagiarize copyrighted materials. (COPPA)
- User shall not access, transmit, or retransmit any material that promotes violence or the destruction of persons or property by devices including, but not limited to, the use of firearms, explosives, fireworks, smoke bombs, incendiary devices, or other similar materials.
- User shall not use the network for any illegal activity including, but not limited to, unauthorized access including hacking.
- User shall not access, transmit, or retransmit language that may be considered offensive, defamatory, or abusive.

- User shall not access, transmit or retransmit information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
- User shall not access, transmit or retransmit information that harasses another person or causes distress to another person.

### **System Resource Limits**

- User shall use the Biloxi Public School District's system only for educational and career development activities and limited, high quality self-discovery activities as approved by Biloxi Public Schools faculty for a limited amount of time per week.
- User agrees not to download large files unless it is absolutely necessary. If absolutely necessary to download large files, user agrees to download the file at a time when the system is not being heavily used.
- User agrees not to post chain letters or engage in "spamming" (that is, sending an annoying or unnecessary message to large numbers of people).
- User agrees to immediately notify his/her teacher or other school administrator should user access inappropriate information. This will assist in protecting user against a claim of intentional violation of this policy.

### **User Rights**

- User shall have the responsibility to use computer resources for academic purposes only. Therefore, as mandated by CIPA, filtering will be utilized on all computers accessing the Internet. The only exception will be for academic research by a staff member with the approval of school administration.
- The Biloxi Public School District will fully cooperate with local, state or federal officials in any investigation related to illegal activities conducted through the user's Internet account.
- Under no conditions should a user provide his/her password to another person or use another person's password.
- User should not expect files stored on a school-based computer to remain private. Authorized staff will periodically inspect folders and logs of network usage will be kept at all times. Routine review and maintenance of the system may indicate that user has violated this policy, school codes, municipal law, state law or federal law. Parents of minor users shall have the right to inspect the contents of user's files.
- Individual schools within the district may create additional guidelines and procedures consistent with this policy. Such guidelines and procedures will be appropriate for the electronic information resources being used and the students served at the school.
- Use of the Internet is a privilege, not a right. Unacceptable and/or illegal use may result in denial, revocation, suspension and/or cancellation of the user's privileges, as well as disciplinary action imposed by school officials. The school district may include a process for the student to appeal the decision to deny, suspend, revoke or cancel Internet privileges.

### **Consequences for Failure to follow Terms and Conditions of AUP**

There will be consequences for any user who fails to follow Biloxi Public School District and school guidelines and policies.

The consequences may include paying for damages, denial of access to technology, detention, suspension, expulsion or other remedies applicable under the school disciplinary policy, and state or federal law. At the discretion of Biloxi Public School District, law enforcement authorities may be involved and any violations of state and/or federal law may result in criminal or civil prosecution.

### GENERAL POLICIES REGARDING SELECTION OF SUBJECTS

The policies listed below will be followed by students, parents, and counselors in setting up the students' programs:

1. Students will be permitted to receive through the regular day program the maximum number of units of credit toward graduation within any one school year (36 weeks).
2. All students attending Biloxi High School, other than those who are in vocational courses which offer two (2), two and one-half (2-1/2), or three (3) units of credit, must schedule the required number of subjects each school year, with the exception of seniors as determined by the administration.
3. A student can complete the full two-year vocational course beginning in the eleventh grade; seniors are not accepted for only one year of an Industrial Vocational Trades program.
4. A maximum of one (1) unit of credit may be earned or accrued during one (1) summer session.
5. Arrangements may be made for each student to meet with a guidance counselor/advisor to set up his/her program of studies and sign the Biloxi Public Schools scheduling form, which is to be taken home for parent approval and signature.
6. The Program of Studies explains in detail the requirements and opportunities for Biloxi students as they make their educational plans and career choices. It is important that all students make proper subject selections in the spring. Computer scheduling is completed during the summer, and the only schedule changes which shall be made in the fall are those resulting from clerical error.

### EXEMPTIONS – Grades 9 –12

Exemption is a privilege, not a right. Only students who meet the following requirements may be exempt from fourth term tests:

- Students who score Advanced or Proficient on all previous spring Subject Area Test(s) may be exempt from all term tests except Algebra , Biology I, US History and English II.
  - The student maintains an 85 average with no rounding (or above) in all seven subjects for end-of-year exemption.
  - The student has no more than four (4) tardies in a term.
  - The student has no more than twelve (12) unexcused absences.
1. Students will not be counted absent under the attendance policy from classes in which they are exempt.
  2. Fourth term report card grades for students who are exempt under this policy will be the daily average.
  3. Final examinations shall not be given early. A student who leaves school prior to taking his/her final examinations for term or semester shall be given grades in progress.
  4. Students are not eligible for exemptions if they have been placed on Steps 4, 5, 6, or 7 of the Discipline Ladder.

5. To be exempt, a student shall not have any outstanding deficiencies, such as textbook or library fines, or fines from any teacher.
6. Any student not exempt will be required to take the fourth term exam in all subjects.
7. Any student who cannot provide written documentation regarding his/her absence from a regularly scheduled nine-week term examination will receive a zero (0) for that exam.

## HOMEWORK

The Board of Trustees recognizes the value of purposeful, well-planned, and properly motivated home assignments that are (1) appropriate to the grade level, age, and abilities of the student; (2) designed to stimulate initiative and independence or to reinforce and enrich classroom instruction; (3) in complete accord with the goals established for the development of the school curriculum; (4) carefully planned so that home assignments are not so lengthy as to be self-defeating nor so complicated as to require assistance or resource materials not available to the student; and (5) an extension of class work that has already been introduced.

As in the assignment of in-school work, homework assignments must be left to the sound professional judgment of the teacher, who will be expected to interpret the needs and assess the abilities and interests of each student.

## CLASSIFICATION/PROMOTION/RETENTION POLICY (Grades 9-12)

To be classified as a sophomore, one must have earned six (6) units of credit by the end of grade nine (9); to be classified as a junior, one must have eleven (11) units of credit; and to be classified as a senior, one must have eighteen (18) units of credit.

No student shall be given a Carnegie unit of credit for any course in which the student has not achieved objectives as outlined by the State Board of Education in state curricula and adopted by the School Board of the Biloxi Public School District. (See "Academic Credit," pages 23-25, regarding guidelines governing yearly averages.)

Students must pass all required Subject Area Tests in US History from 1877, English II, Biology I and Algebra I even if they take the course(s) prior to their 9th grade year.

A student with a passing grade of 65 or higher in the Technology Foundations class in grade 8 will meet the computer proficiency/competency state requirements and will receive one Carnegie unit of credit toward graduation requirements. Evidence of proficiency in Keyboarding and Computer Applications is accepted in lieu of the required courses if the student earns one unit in any of the courses listed in the Business Technology curriculum area that have a strong computer component.

An 8th grade student enrolled in Technology Foundations, foreign language, Pre-Algebra, Transition to Algebra, or Algebra I who passes the course with a grade of 65 or higher will receive one Carnegie unit of credit toward graduation.

College-bound students should enroll in Algebra I, Geometry, and Algebra II.

Fifth-year seniors will meet all subject requirements of their 9th grade entry year.

## PROGRAMS AND SERVICES

- SPECIAL EDUCATION FOR CHILDREN WITH DISABILITIES** – A variety of programs in special education may be offered based on identified and approved student needs. Classes are provided for children with disabilities who have been evaluated and determined eligible for placement in a program. Students moving into the district should contact the Program Developer for Special Education for school assignment. These classes are provided in the Biloxi Public Schools under the direction of trained and certified teachers of exceptional children. Telephone 435-4600 for further information.
- GIFTED EDUCATION** – Classes are provided for gifted students who meet eligibility requirements for placement in the Gifted/Talented program in grades 2-6.
- CHILD FIND PROGRAM** – An ongoing project to locate, identify, evaluate, and appropriately place children with disabilities. Contact the Program Developer for Special Education for additional information.
- SPECIAL EDUCATION TESTING** – Educational evaluations are provided for students at no expense to the parent(s), to determine the student's eligibility for placement in special education in the Biloxi Public School District. Referrals must be made through certified school personnel.
- GUIDANCE SERVICES** – Provided as part of the Biloxi Public Schools testing, counseling, and placement program.
- GED OPTION PROGRAM** – Enrollment is permitted in accordance with General Educational Development guidelines as administered by the state and with administrative approval. Call 435-6105 for additional information.
- SCHOOL NURSES** – Assigned to all schools on a less than full-time basis, offering health information and special health services for students who need them.
- HOMEBOUND PROGRAM** – For students who are required because of illness or accident to miss school for extended, long-term periods, as approved by the homebound coordinator, or for other reasons as approved by the Board of Trustees for the education of students not in the normal academic program. For information contact Student Services (228-374-1810).
- ENGLISH LANGUAGE LEARNERS (ELL) PROGRAM** – Ongoing program offered in grades K-12, to locate, identify, and assist eligible students.
- CAREER TECHNOLOGY PROGRAMS** – Offered in Biloxi High School in the vocational complex on the high school campus; on-the-job training programs; vocational programs, special vocational counseling and testing programs.
- SUMMER SCHOOL PROGRAM** – Offered if funds are available and teachers can be secured and a need is determined by the administration.
- ACCELERATED PROGRAM** – A program for academically promising students in grades 9-12. See Program of Studies.
- ADVANCED PLACEMENT** – Courses offering advanced placement for grades 9-12 are identified in the Program of Studies, with enrollment permitted only after individual counseling. Students are required to take AP exam if they enroll in the class.
- PARTNERS IN EDUCATION** – Businesses and schools join to form a partnership for support and excellence.
- PROJECT READ** – Project Read/Language Circle is a mainstream language arts program that includes reading decoding, reading comprehension, and written expression.
- DRUG PREVENTION EDUCATION PROGRAM** – A prevention program for students in grades K-12, funded by a grant through the Drug Free Schools Act of 1986 and supervised by the State Department of Education.

**MENTORING PROGRAM** – Volunteers are matched with designated students in grades K-12 to serve as mentors.

**CRISIS INTERVENTION** – Counseling and consultative services provided to a school or classroom in times of extreme emotional stress.

**TEACHER SUPPORT TEAMS** – Committee of teachers working cooperatively to construct interventions for students experiencing significant academic or behavioral problems.

## DUAL ENROLLMENT

Dual enrollment and dual academic/vocational credit are available at Biloxi High School. The student must bear all costs of the program. Please see a counselor if you have questions.

To be considered, a student must:

- meet all requirements for a dually enrolled high school student (have a 3.00 overall GPA, 14 core credits, and recommendation from school counselor)
- have personal transportation
- be enrolled in a community college class and have proof of enrollment (a paid receipt for tuition to be presented to counselor no later than two weeks after our school term begins)
- present a grade report at the completion of the class (to prove attendance)
- One dual enrollment course may be substituted for an AP class or an honors level course provided the student has not already taken the course as an AP course in high school.

If the student does not prove that he/she is enrolled in a college class within two weeks after the beginning of our school term, the privilege will be revoked and the student will be scheduled into available elective classes immediately. Additionally, if a student signs up for dual enrollment and does not complete the class, any later request for dual enrollment will be denied.

Every attempt will be made to accommodate the student's request to attend community college classes during the school day. However, we cannot guarantee that all students who make this request will be able to be scheduled in this way. Our first priority is to ensure that all students meet our district graduation requirements, and if a required class is scheduled during a time when it would not be possible to arrange the schedule for dual enrollment during the school day, the request will be denied.

## INSURANCE

School insurance is available at the beginning of each school year at a nominal cost to the student. Several plans are available at the option of the parent and student. All students participating in athletics or enrolled in welding, metal trades, auto-mechanics, building trades, body and fender shop, marine biology, and chemistry are required to have proof of insurance. Failure to provide proof of insurance or failure to sign the waiver form will require the removal of the student from the program or activity. The school district does not assume any responsibility for costs in connection with student accident or injury. Parents are encouraged to have or to purchase student insurance.

## FIRST AID

The school attempts to provide an environment in which the child will be safe from accidents. If an accident occurs, first aid will be administered.

**Home telephone numbers, business telephone numbers, and emergency telephone numbers must be furnished to the school. If the parent/guardian cannot be reached, school officials will act prudently to safeguard the student's welfare. Parents/guardians are responsible for notifying the school in writing of any changes in contact information.**

Trained faculty and staff first aid specialists are available in each school.

## MEDICATION

**No student will be allowed to bring medicine to school.**

The preference of the Biloxi Schools is never to administer a prescription medication to a student; but we understand that at times there are needs that justify dispensing prescription drugs.

Medication prescribed by a licensed doctor/nurse practitioner can be administered to students at school if necessary. No over-the-counter or narcotic medication will be administered at school. If a student is ill and taking over-the-counter medication, he/she should remain at home, or the parent may come to the school to give the medication.

When a doctor prescribes a medication, the parent must arrange with a doctor for the child to receive the medication at times other than during school hours. If the doctor feels it is necessary for the medication to be given at school, the parent must adhere to the following procedure:

1. No student will be allowed to bring any medicine to school and take it without school office personnel supervision; all medication must be brought to the school by the parent/guardian, with the exception of number 5 below.
2. In the event a medication is brought to the school by a student, the medicine will be immediately confiscated, and the student may be referred to the building administrator for disciplinary action, with the exception of number 5 below.
3. The parent must bring the medication to the school in the original prescription bottle, which must be labeled as prescribed by law. Only prescription medication will be dispensed at school.
4. The written consent form must be signed by **the parent and the physician** and returned to the school before any medication will be dispensed to the child.
5. A student may carry an inhaler for asthma if a licensed medical physician or licensed nurse practitioner provides written documentation on the proper school form. The parent and the physician must complete an asthma action plan and return it to the school nurse.

6. It is the parent's responsibility to transport medication to the in-school suspension location should his/her child be assigned to in-school suspension as a result of a disciplinary infraction.
7. A student may carry auto-injectable epinephrine if ordered by their physician or nurse practitioner. Written permission signed by the physician/provider and parent must be documented on the district form, Anaphylaxis Action Plan.

Notes:

1. All medication dispensed must be done by approved school office personnel, with the exception of the asthma inhaler.
2. It is the responsibility of the student taking medication to keep up with his/her medication time.

### EMERGENCY ACTION BY SCHOOL STAFF

School staff members faced with an emergency affecting the health and welfare of a student will exercise their best judgments as to procedures for handling the emergency, following established policy and procedural guidelines in every case insofar as possible. In the event that the parent or guardian cannot be reached, the school officials will act to safeguard the student in every reasonable way.

### EMERGENCY OPERATIONS

Because there are a number of school districts in Harrison County, parents and students need to be aware that announcements related to the dismissal or closing of the Biloxi Public Schools should not be confused with announcements related to the Harrison County Schools, which are in a separate district. Parents should listen to the local radio or television stations for announcements from the superintendent's office or visit the District's web site, [www.biloxischools.net](http://www.biloxischools.net).

Schools are sometimes faced with emergencies which require the total cooperation of staff members and students. The Biloxi schools have made detailed plans for operating the schools under such emergency conditions as fire, tornado, flood, severe weather, explosions, and other disasters.

Fire drills and other disaster preparedness measures are a regular part of each school's program. Students are expected to learn the procedures to be followed under emergency conditions and to cooperate fully with the supervising teacher.

In the event of a school lock down, students will not be released nor will anyone be allowed in the building.

Detailed instructions for emergency operations will be outlined to all students at their respective schools.

## STUDENT CONDUCT

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

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

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

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

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

No student attending school at any attendance center in the Biloxi Public School District shall be permitted to use or to carry upon his or her person or in any other manner or to have in his or her possession in any way any knife, razor, razor blade, ice pick, brass or metallic knuckles, pistol, or other weapon, whether the same be manufactured or homemade, BB gun, cap pistol, plastic or toy gun, laser items or ammunition or any dynamite, firecrackers, caps, or other fireworks of any nature, kind, or description, or other instrument or paraphernalia which could cause fear, bodily harm, injury, or death to any person. Students who are in violation of this policy will be subject to immediate arrest.

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

## DRUG TESTING

All students enrolled in grades seven through twelve shall be subject to random and/or reasonable suspicion drug and alcohol testing to the extent and in the manner provided in district policy. Students who wish to participate in extracurricular activities or co-curricular activities, operate machinery, enroll in a lab-based class, or seek a privilege for which a school permit is required (e.g., operating a motor vehicle on campus) may not illegally use or consume alcohol, tobacco products, mood altering substances or drugs at any time, including school hours and non-school hours, school days and non-school days, twelve months a year. If the school administration determines that the student who is participating in an activity or enjoys a privilege stated above, or seeks to participate in any activity or privilege stated above, is engaged in the illegal use of alcohol, tobacco, or drugs, the student may be subject to consequences in accordance with the Biloxi Public School District Drug Policy. Prior to making this determination and imposing any exclusionary consequence, the administration shall give the student the right to explain his or her conduct.

Parents or guardians of a child who does not participate in or enjoy any privilege stated above may request that their child be included in the Substance Abuse Testing Policy. Procedures and consequences are the same for all participating students.

All Biloxi students enrolled in grades seven through twelve subject to drug and alcohol testing provided in district policy must sign a "Participants Pledge" and the Policy Consent/Release Form as a precondition to his or her participation or privilege. The student's signature on the Pledge/Consent Form signifies the commitment to abide by the conditions of the Biloxi Public School District Substance Abuse Testing Policy and to remain free from alcohol, tobacco, and illegal substances. The parent's signature signifies that the parent has read and understands the Biloxi Public School District Substance Abuse Testing Policy.

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

Any student violating any of the provisions of these policies of the Board of Education, in the sole and absolute discretion of the principal of the attendance center wherein such offense is committed, and the Superintendent of Education of the Biloxi Public School District, or in his absence, his designee, shall be suspended for a period to be determined by the school administrator and may be expelled in the sole and absolute discretion of the Board of Education of this school district. Appropriate referrals will be made to juvenile authorities as required under state law.

## SEARCHES OF STUDENT

Circumstances will arise where searches of students' persons, possessions, lockers, desks and vehicles will be necessary. Administrators have the authority and obligation to exercise discretion in the implementation of this policy, balancing the District's responsibility to maintain discipline, order, and a safe environment conducive to education with the students' legitimate expectations of privacy. Searches permitted are as follows: a) Persons, possessions, lockers, b) desks, other school property, c) vehicles, d) canine searches, and e) group searches.

# Prevention of School Violence

SECTION 1. Section 97-37-17, Mississippi Code of 1972, is amended as follows:  
97-37-17

(1) The following definitions apply to this section:

(a) "Educational property" shall mean any public or private school building or bus, public or private school campus, grounds, recreational area, athletic field, or other property owned, used or operated by any local school board, school, college or university board of trustees, or directors for the administration of any public or private educational institution or during a school related activity; provided however, that the term "educational property" shall not include any sixteenth section school land or lieu land on which is not located a school building, school campus, recreational area or athletic field.

(b) "Student" shall mean a person enrolled in a public or private school, college or university, or a person who has been suspended or expelled within the last five (5) years from a public or private school, college or university, whether the person is an adult or a minor.

(c) "Switchblade knife" shall mean a knife containing a blade or blades which open automatically by the release of a spring or a similar contrivance.

(d) "Weapon" shall mean any device enumerated in subsection (2) or (4) of this section.

(2) It shall be a felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive on educational property. However, this subsection does not apply to a BB gun, air rifle or air pistol. Any person violating this subsection shall be guilty of a felony and, upon conviction thereof, shall be fined not more than Five Thousand Dollars (\$5,000.00), or committed to the custody of the State Department of Corrections for not more than three (3) years, or both.

(3) It shall be a felony for any person to cause, encourage or aid a minor who is less than eighteen (18) years old to possess or carry, whether openly or concealed, any gun, rifle, pistol or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive on educational property. However, this subsection does not apply to a BB gun, air rifle or air pistol. Any person violating this subsection shall be guilty of a felony and, upon conviction thereof, shall be fined not more than Five Thousand Dollars (\$5,000.00), or committed to the custody of the State Department of Corrections for not more than three (3) years, or both.

(4) It shall be a misdemeanor for any person to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance on educational property. Any person violating this subsection shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than One Thousand Dollars (\$1,000.00), or be imprisoned not exceeding six (6) months, or both.

(5) It shall be a misdemeanor for any person to cause, encourage or aid a minor who is less than eighteen (18) years old to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade, knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving) and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance on educational property. Any person violating this subsection shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than One Thousand Dollars (\$1,000.00), or be imprisoned not exceeding six (6) months, or both.

(6) It shall not be a violation of this section for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol or other firearm of any kind on educational property if:

(a) The person is not a student attending school on any educational property;

(b) The firearm is within a motor vehicle; and

(c) The person does not brandish, exhibit or display the firearm in any careless, angry or threatening manner.

(7) This section shall not apply to:

(a) A weapon used solely for educational or school-sanctioned ceremonial purposes, or used in a school-approved program conducted under the supervision of an adult whose supervision has been approved by the school authority;

(b) Armed forces personnel of the United States, officers and soldiers of the militia and National Guard, law enforcement personnel, any private police employed by an educational institution, State Militia or Emergency Management Corps and any guard or patrolman in a state or municipal institution, when acting in the discharge of their official duties;

(c) Home schools as defined in the compulsory school attendance law, Section 37-13-91, Mississippi Code of 1972;

(d) Competitors while participating in organized shooting events;

(e) Any person as authorized in Section 97-37-7 while in the performance of his official duties;

(f) Any mail carrier while in the performance of his official duties; or

(g) Any weapon not prescribed by Section 97-37-1 which is in a motor vehicle under the control of a parent, guardian or custodian, as defined in Section 43-21-105, which is used to bring or pick up a student at a school building, school property or school function.

(8) All schools shall post in public view a copy of the provisions of this section.

## SEXUAL HARASSMENT/ASSAULT

The Board of Trustees will not tolerate sexual harassment or assault of or by students. Students who are guilty of threatening or sexually harassing or assaulting other students shall be subject to appropriate disciplinary action as specified. Parents of all students involved must meet with the school administration. The accused student(s) may be removed from school until investigation is complete. If a student is guilty of sexual harassment/assault and is assigned to sexual harassment classes, the student must successfully complete the classes in the time designated in order to continue enrollment in the Biloxi schools.

## FIGHTING

Students who are involved in assaults, who engage in fighting or who are responsible in any way for fighting while under the jurisdiction of the school will be subject to arrest, removal and/or expulsion from school in accordance with state statutes and/or district policy. This includes fighting while on a bus, at bus stops, or at any activity/event sponsored by the Biloxi Public Schools.

## GANG ACTIVITY OR ASSOCIATION

Gangs which initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger and is prohibited. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur.

Incidents involving initiations, hazings, intimidations, and/or related activities of such group affiliations that are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

The School District shall enforce the above rule and attempt to ensure that any student wearing, carrying, or displaying gang paraphernalia or exhibiting behavior or gestures which symbolize gang membership and/or participating in activities which intimidate or affect the attendance of another student shall be subject to appropriate disciplinary action, in accordance with the disciplinary ladder.

## OTHER PROHIBITED ORGANIZATIONS

No student shall actively participate or wear clothing or other indications of membership in an organization which advocates violence or hatred toward any group of students and other individuals, or an organization which either intends to or does disrupt the educational process through its purpose or actions.

## SORORITIES, FRATERNITIES, AND SECRET ORGANIZATIONS

State laws specifically prohibit the existence of any sorority, fraternity, or secret society as a part of any high school in Mississippi. The Biloxi Public School District expressly prohibits use of Biloxi schools as a part of the name of any of these groups, raising funds in the name of Biloxi schools, conducting any part of their initiation at Biloxi schools (including wearing of unusual dress, signs, and directions or instructions given to initiates by members), and the use of any school facility—grounds or buildings—for the purpose of meeting or holding any type of program or exhibition.

The above regulations are not inclusive; other conduct in connection with these groups is forbidden at or in the schools. Students who violate the position of the Biloxi Public School District in this matter will be subject to suspension, with a parental conference required before student reinstatement.

## VANDALISM

The school district will not tolerate students' writing on or otherwise defacing school buildings, furniture, or other school property. Students guilty of this offense will be placed on the disciplinary ladder according to school policy, and restitution will be required from the students and/or their parents/guardians.

## TRESPASSING

The administration and the School Board recognize that a problem exists with students who are on the school campus at night or on weekends for purposes of vandalism or other misbehavior. Students who are found on the school grounds at unauthorized times will be placed on the school discipline ladder under school policy and will be subject to arrest. In all instances of such vandalism, restitution will be the responsibility of the students and their parents. Students who are assigned to out-of-school suspension, recommended for expulsion, or expelled but are on campus unaccompanied by a parent/guardian will be considered to be trespassing.

## DISCIPLINE - GENERAL INFORMATION

The basic objectives of discipline within the school may be described as four-fold:

1. To establish conditions under which no student will be permitted to prevent any teacher from teaching or any student from learning.
2. To establish and maintain study conditions that are conducive to learning.
3. To develop, on the part of each student, the habits and skills that make him/her self-directive and to help him/her realize that he/she is responsible for his/her own behavior.
4. To guide students in learning how to make better behavioral choices based on decision-making skills that enable them to become self-disciplined.

Conferences, reprimands, detention, suspension or expulsion may follow student failure to conform to accepted standards of behavior in the school.

DETENTION is a supervised consequence for handling student misbehavior. When a teacher requires a student to report before or after school for disciplinary reasons, that student must do so unless arrangements are made with the teacher. Students will be given a minimum of one day's written notice prior to detention. The written notice will serve as parent notification.

CORPORAL PUNISHMENT is an option in the disciplinary program of the Biloxi Public Schools and will be administered in accordance with the policy of the Biloxi Public School District.

The district has established procedures under which a parent/legal guardian will indicate whether he/she gives permission for his/her child to receive corporal punishment as appropriate under the assertive discipline plan outlined in the student handbook and in accordance with district policy. Alternative disciplinary actions will be required for students whose parents/legal guardians have not checked and signed the required Corporal Punishment Permission statement.

Disciplinary action in lieu of or in addition to corporal punishment may include suspension from school, referral to social services officials, or other appropriate disciplinary measures, including a requirement that the parent or legal guardian attend classes with the child or attend parenting sessions provided by the school district to help parents or guardians develop the skills necessary to facilitate the child's continuing enrollment in the regular school program and successful participation in classroom activities.

SUSPENSION (both in-school and out-of-school suspension) is a forfeiture of participation in regularly scheduled school activities (including extracurricular activities) for the time designated during suspension. Graded work missed during the time of suspension may be made up at a time designated by school officials. Students may be assigned to either in-school or out-of-school suspension. In all cases, parents must have a conference with the designated school administrator before the child will be allowed to return to classes and resume participation in school activities (including extracurricular activities). Telephone calls will not be acceptable. In-school suspension requires that a student complete all assignments during the period of suspension. Additional time in ISS may be given for failure to complete assignments in the ISS program. A student who disrupts the ISS program will be referred to the appropriate building administrator and the student will complete the assigned suspension out-of-school; he/she will not be allowed to return to regular classes until suspension is completed in its entirety. A student withdrawing from school while under suspension will be required to complete the suspension before being permitted to return to class.

For in-school suspensions and out-of-school suspensions for nine (9) days or less, the student may appeal to the principal and then to the Student Services administrator for a hearing. For out-of-school suspensions of ten (10) days or more, the student may appeal to the superintendent. The student may petition the Board of Education to review the decision made by the superintendent. The Board, at its discretion, may elect to review the record, to affirm or reverse the superintendent's decision, or to hold a hearing on the matter.

EXPULSION is the total exclusion of the student from participation in or attendance at any school-related activity. Appeals may be made to the Board of Education. A student who has been expelled from the Biloxi Public Schools must apply in writing to the Board of Education for possible readmission.

Repeated patterns of misbehavior may require counseling and parental involvement and assistance to the extent that the parent may be requested to come to school and attend classes with the student in order to identify and correct such behavioral patterns.

Under the Mississippi School Safety Act of 2001, a student who is deemed habitually disruptive as defined by law shall be subject to automatic expulsion. (See specific references in district policy manual.)

#### EXPELLED STUDENTS - STUDENTS NOT ATTENDING SCHOOLS - EXCLUSION FROM SCHOOL PROPERTY

Students who have been expelled from this or other school districts or former students who are not attending school(s) in this or other school districts shall not be on any campus of the Biloxi Public School District or enter any school property except on school business which is specifically authorized by the building administrator, with the individual required to report to the school office for written permission. Such students are specifically prohibited from having any unauthorized contact with members of the school staff or students attending the Biloxi schools, using abusive, obscene, or profane language, and/or violating any local and state prohibition in regard to drug or alcohol possession or use, possession of weapons, or other misbehavior. If these students or former students are found on the campus of any Biloxi school, police will be called and charges will be filed.

#### VIDEO SURVEILLANCE

The Board authorizes the use of surveillance cameras on district property, on school buses and in classrooms, and on district campuses.

Because of the Family Educational Rights and Privacy Act and confidentiality, only authorized school personnel or law enforcement officials shall be permitted to view surveillance records.

Video cameras may be used in locations as deemed appropriate by the administration.

The school is not responsible for loss of valuables or personal items that students may bring to school. Should a loss occur, administrative time will not be used to investigate video records.

#### ASSERTIVE DISCIPLINE PROGRAM

The discipline program which will govern student behavior includes the following list of disruptions of the instructional program, together with the consequences which will follow. The student who engages in the type of misbehavior listed under disruptions will be placed on the appropriate step in the discipline ladder, with the consequences clearly listed.

All disruptions/discipline problems and consequences shall be applicable to all students during all periods of time they are under and subject to the jurisdiction of the Board of Education of this school district as defined by the laws of the State of Mississippi and/or while they are participating in or going to or from any activity sponsored by this school district and/or while under the supervision and direction of any teacher, principal, or other authority of this school district.

DISRUPTIONS/DISCIPLINE PROBLEMS	CONSEQUENCES
<u>Discipline Ladder (37-11-55)</u>	
1. Possession of a weapon as defined in Student Conduct (Reported to Police) (37-11-18)	1. Step 7
2. Bomb threat (Reported to Police) (97-37-21)	2. Step 7
3. Use, sale, possession, or distribution of drugs, drug paraphernalia, or being "under the influence" (Reported to Police) (37-11-18)	3. Step 6-7
4. Fighting/Other physical assault (Reported to Police)	4. Step 4-7
5. Use, sale, possession, or distribution of alcohol or alcohol-related products (Reported to Police) (67-1-81)	5. Step 6-7
6. Harassment, intimidation, or threatening of other students or staff (97-3-85)	6. Step 4-7
7. Lying to authorities	7. Step 4-6
8. Use or possession of laser items	8. Step 2-6
9. Sexual harassment/assault	9. Step 4-7
10. Trespassing	10. Step 4-6
11. Use, sale, possession, or distribution of tobacco or tobacco-related products including e-cigarettes (May be reported to Police)	11. Step 4-6 City Court**
12. Using forged or altered documents (report cards, progress reports, parental notes, hall passes, other students' lunch numbers, etc.) (97-32-9)	12. Step 4-6
13. Gang activity, association	13. Step 3-7
14. Stealing (to include restitution)	14. Step 4-6
15. Leaving campus without authorization (May be reported to the Police Department)	15. Step 3-5
16. Profanity or vulgarity (to include acts, gestures, or symbols directed at another person) (97-29-47)	16. Step 4-6
17. Biting	17. Step 4-7
18. Gambling, possession, or distribution of gambling devices	18. Step 3-5
19. Use, possession, or distribution of dangerous objects	19. Step 2-7
20. Use or possession of fireworks	20. Step 5-7
21. Defiance of authority	21. Step 3-6
22. Improper behavior in the cafeteria or on the campus	22. Step 2-5
23. Improper behavior at assemblies or other school activities (subject to be removed from program)	23. Step 2-5
24. Refusal to identify oneself properly when requested to do so by a faculty or staff member	24. Step 4-5
25. Misbehavior on the school bus	25. Step 2-5
26. Failure to serve assigned detention	26. Step 1-4
27. Other misbehavior as determined by the administration	27. Step 2-7
28. Defacing or otherwise injuring property that belongs to the school district (to include writing on school walls, inside or outside) (to include restitution for damages) (37-11-19)	28. Step 3-6
29. Unauthorized fund raising, including sale of candy	29. Step 1-4
30. Disrespectful behavior to staff members	30. Step 2-5
31. Cutting classes/truancy	31. Step 3-5
32. Public display of affection	32. Step 2-7
33. Disrupting instructional time	33. Step 2-7
34. Failure to report to office immediately	34. Step 4-6
35. Campus disturbance	35. Step 4-6
36. Gum on campus	36. Step 1-3
37. Leaving class without permission	37. Step 1-4
38. Driving violation (with possible loss of driving privileges) - Grades 9-12 only	38. Step 1-3
39. Dress code violations	39. Step 1-4
40. Use, possession, or distribution of medicine	40. Step 3-7
41. Tardies	41. Step 2-4

Consequences for excessive tardies and unlawful absences are noted in the Attendance section.

*\* Numbers in parenthesis refers to laws of MS Code of 1972*

*\*\* In accordance with Mississippi Code 97-32-29, a citation will be issued and a fine will be assessed by the City Court.*

Any discipline problem resulting in the student's placement on Steps 4-7 may be reported to police if appropriate.

Cumulative misbehavior, singularly inappropriate misbehavior or misbehavior which occurs after placement on Step 5 or 6 of the Discipline Ladder may result in placement on Step 7 of the Ladder.

### DISCIPLINE LADDER

- Step 1
  - 1. Contact parent or legal guardian (phone or visit).
  - 2. Student conference.
  - 3. Removal from ladder if not referred to office for five (5) school days from entry onto ladder.
  
- Step 2
  - 1. Contact parent or legal guardian (phone or visit).
  - 2. School detention (1 or 2 days) or corporal punishment.
  - 3. Failure to report to detention will result in the student's being placed on Step 4 of the Discipline Ladder.
  - 4. Any student who is disruptive or uncooperative in school detention will be referred to an administrator for further discipline.
  - 5. Removal from ladder if not referred to office for ten (10) school days from date of entry onto the ladder.
  
- Step 3
  - 1. Contact parent or legal guardian.
  - 2. Parent and student conference. Detention, corporal punishment or in-school suspension (ISS).
  - 3. Loss of all privileges during time of ISS and a loss of the right to privileges and/or the right to participate in extracurricular activities.
  - 4. Removal from ladder if not referred to office for fifteen (15) days from date of consequence.
  
- Step 4
  - 1. Contact parent or legal guardian (personal visit with building administrator before student is allowed to return to class).
  - 2. In-school suspension, three (3) days.
  - 3. Loss of all privileges during time of suspension and a loss of the right to privileges and/or the right to participate in extracurricular activities.
  - 4. Parent may be required to attend classes with student during time to be determined by administrator.
  - 5. Removal from ladder if not referred to office for twenty (20) school days from date of return to school after suspension.
  
- Step 5
  - 1. Contact parent or legal guardian (personal visit with building administrator before student is allowed to return to class).
  - 2. Out-of-school suspension, three (3) to five (5) days or in-school suspension for three (3) to five (5) days.
  - 3. Referral to central office and intervention as determined by administration.
  - 4. Loss of all privileges during time of suspension and a loss of the right to privileges and/or the right to participate in extracurricular activities.

5. Parent may be required to attend classes with student during time to be determined by administrator.
  6. Removal from ladder if not referred to office for twenty-five (25) school days from date of return to school after suspension.
- Step 6
1. Contact parent or legal guardian (personal visit with building administrator before student is allowed to return to class).
  2. Out-of-school suspension for five (5) to ten (10) days.
  3. Referral to and meeting with designated central office administrator.
  4. Loss of all privileges during time of suspension and a loss of the right to privileges and/or the right to participate in extracurricular activities.
  5. Parent may be required to attend classes with student during time to be determined by administration.
  6. Removal from ladder if not referred to office for thirty (30) school days from date of return to school after suspension.
- Step 7
1. Contact parent/legal guardian (personal visit or letter).
  2. Ten (10) days out-of-school suspension. Recommendation for expulsion. A copy of Due Process/Hearing Procedures Policy JCAA will be given to the student and parent.
  3. A student may be recommended for expulsion at any time the administrator feels that the student's actions warrant such recommendation.
  4. Loss of all privileges during time of suspension and a loss of the right to privileges and/or the right to participate in extracurricular activities.
  5. If a student returns to school, probation for thirty-five (35) days; removal from ladder if not referred to office for thirty-five (35) school days from date of return to school after suspension and/or determination by the School Board.

**IMPORTANT NOTE: STUDENTS MAY BE ESCALATED TO NEXT HIGHER STEP AFTER SECOND PLACEMENT ON ANY ONE STEP.**

A student may be recommended for expulsion at any time if the administration feels that the student's actions warrant such recommendation.

- A. Incentive is provided for the student to improve his/her behavior through provisions of a probationary period that allows a student to remove himself/herself from the discipline ladder by improved conduct.
- B. A parent/guardian conference with an administrator is required before a student can return to school after a suspension. (Steps 3, 4, 5, or 6)
- C. A student may enter the Discipline Ladder at any step, depending upon the nature of the offense.
- D. Failure to complete the punishment as designated may result in escalation to the next step in the ladder.
- E. Return to the office during the probationary period prescribed in the Discipline Step may result in escalation to the next step.
- F. Loss of privileges means that during the time stated the student cannot participate in assemblies or any school function designated as an extra activity, including athletic events, dances, plays, extracurricular programs, field trips, school-sponsored activities, etc.
- G. A student may be suspended from riding to and from school on the school bus as a result of misbehavior on the bus.
- H. In all disciplinary matters, a student will be accorded due process under the district policy JCAA governing student rights.

- I. All disciplinary actions are subject to administrative options as to placement on the disciplinary ladder in keeping with the severity of the student misbehavior.
- J. A student may be placed in the Lopez School (Alternative Education) either through action by the Board of Trustees or through Administrative Placement.

### REQUIRED PARENT CONFERENCES

Any parent, guardian or custodian of a compulsory-school-age child who (a) fails to attend a discipline conference to which such parent, guardian or custodian has been summoned under the provisions of this section, or (b) refuses or willfully fails to perform any other duties imposed upon him or her under the provisions of this section, shall be given the opportunity to enroll in a series of parenting classes consisting of not less than twenty (20) hours of instruction as developed by the M.P.A.C. Program Coordinator and appropriate to the age of the parents' child. If the parent does not attend the series of classes, he shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed Two Hundred Fifty Dollars (\$250.00). MS Code Section 37-11-53

### SCHOOL SAFETY ACT

In accordance with the Mississippi School Safety Act of 2001 (Section 37-11-53, MS Code of 1972, amended), the following policies shall be in effect in the Biloxi Public School District:

- (a) A parent, guardian or custodian of a compulsory-school-age child enrolled in the school district shall be responsible financially for his/her minor child's destructive acts against school property or persons; (b) a parent, guardian or custodian of a compulsory-school-age child enrolled in the district may be requested to appear at school by the school attendance officer or an appropriate school official for a conference regarding acts of the child specified in (a) above or for any other discipline conference regarding the acts of the child; (c) any parent, guardian or custodian of a compulsory-school-age child enrolled in a school district who refuses or willfully fails to attend such discipline conference specified in (b) above may be summoned by proper notification by the Superintendent of Schools or the school attendance officer and be required to attend such discipline conferences.
- Any parent, guardian or custodian of a compulsory-school-age child who (a) fails to attend a discipline conference to which such parent, guardian or custodian has been summoned under the provisions of this section, or (b) refuses or willfully fails to perform any other duties imposed upon him or her under the provisions of this section, shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed Two Hundred Fifty Dollars (\$250.00).
- The School District shall be entitled to recover damages in an amount not to exceed Twenty Thousand Dollars (\$20,000.00), plus necessary court costs, from the parents of any minor under the age of eighteen (18) years and over the age of six (6) years who maliciously and willfully damages or destroys property belonging to the school district. The action authorized in this section shall be in addition to all other actions which the school district is entitled to maintain and nothing in this section shall preclude recovery in a greater amount from the minor or from a person, including the parents, for damages to which such minor or other person would otherwise be liable.

- The School District's discipline plan may provide that as an alternative to suspension, a student may remain in school by having the parent, guardian or custodian, with the consent of the student's teacher or teachers, attend class with the student for a period of time specifically agreed upon by the reporting teacher and school principal. If the parent, guardian or custodian does not agree to attend class with the student or fails to attend class with the student, the student shall be suspended in accordance with the code of student conduct and discipline policies of the school district.

The teacher is the authority in classroom matters and his/her decisions which are in compliance with the written discipline code of conduct shall be supported by the administration. The teacher shall have the right to remove from the classroom any student who, in the professional judgment of the teacher, is disrupting the learning environment, and send him/her to the office of the principal or assistant principal.

#### Children 13 and Older

The school principal, reporting teacher and student's parent/guardian shall create a written behavior modification plan for any child who for the second time causes a disruption in the classroom which seriously interferes with the teacher's ability to communicate with the students in a classroom, with students' ability to learn, or with the operation of a school or school-related activity. The creation of this plan is not required for disruptions which are violations of law or offenses which amount to a Step 6-7 offense. If the child fails to follow the behavior modification plan, he/she may be deemed "habitually disruptive" and recommended for expulsion. The superintendent of schools and the principal of a school shall have the power to suspend a pupil for good cause, including misconduct in the school or on school property, as defined in Section 37-11-29, on the road to and from school, or at any school-related activity or event, or for conduct occurring on property other than school property or other than a school-related activity or event when such conduct by a pupil, in the determination of the superintendent or principal, renders that pupil's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole, or for any reason for which such pupil might be suspended, dismissed or expelled by the school board under state or federal law or any rule, regulation or policy of the local school district.

#### SCHOOL BUS DISCIPLINE

The privilege of riding a school bus carries with it some responsibilities on the part of the student. Drivers are expected to keep order and discipline on the bus, but their major responsibility has to be driving the bus. Therefore, students are expected to cooperate with the following regulations:

1. Students must be at assigned stops at loading time.
2. At no time are students to touch the outside of the bus nor hang heads, arms, legs, bodies, or hands out the windows of the bus.
3. Immediately upon entering the bus, students are to be seated and are to remain seated until they arrive at their destination—school in the morning and bus debarkation station in the afternoon.
4. Students will board the bus and leave the bus according to the instructions of the bus driver. Students are to obey all instructions of the bus driver.
5. Students may not leave the bus on its way to or from the school except at their designated stop.

6. Students are not to throw or in any way sail/shoot/pitch objects.
7. Students must sit in the seat assigned by the driver. Drivers have the option of delegating students to an assigned seat.
8. The bus must come to a complete stop before students try to enter or exit the bus.
9. Loud talking and other loud noises are not permitted on the bus.
10. Students are not to damage any part of the school bus. Students will be held financially responsible for any damage done.
11. No beverages or food may be consumed on the school bus.
12. Chewing gum is prohibited on the bus.
13. Intentional littering of the bus is prohibited.
14. Students must identify themselves properly when requested to do so by school bus personnel.
15. Vulgar language is prohibited on the school bus.
16. Students are not to molest or bother in any way (harass, intimidate, or threaten) other students while waiting for or while riding on a school bus.
17. Students will not fight on the bus or at the bus stop. (Reported to Police.)
18. Use or possession of dangerous objects on the school bus or at the bus stop is forbidden. (Reported to Police.)
19. Students will not use, sell, or possess drugs or alcohol on the school bus or at the bus stop. (Reported to Police.)
20. Stealing is prohibited.
21. Smoking is prohibited while on the school bus or at the bus stop. Tobacco products are not permitted on the bus.
22. Open defiance or open displays of disrespect or insolence toward a bus driver will not be condoned.
23. Other misbehavior as determined by the administration, including a pattern of repeated bus misbehavior, will not be permitted.
24. Weapons on the school bus or at bus stops are forbidden. (Reported to Police.)

In addition to placement on the Bus Discipline Ladder noted below for any offense listed in bus regulations, a student's failure to follow bus regulations may also result in assignment to the School Discipline Ladder.

#### BUS DISCIPLINE LADDER

First Offense - Warning and parent notification.

Second Offense - Not allowed to ride bus for 3 school days.

Third Offense - Not allowed to ride bus for 5 school days.

Fourth Offense - Not allowed to ride bus for 10 school days

and a conference with a district administrator must be held prior to student's being permitted to ride the bus. Telephone 374-1810 for an appointment with the Director of Student Services.

Fifth Offense/Severe Incidents – May be subject to removal from school bus for the remainder of the school year.

After the fourth offense, the student will not be allowed to ride the bus for ten (10) school days and must have a conference with district administrator.

School buses and bus stops are assigned to qualifying students. No bus passes are given to deviate from the assignments (Transportation Director telephone 436-5140).

Any act which places the safety of the students on the bus at risk will be referred to the principal for appropriate action.

Student behavior may be monitored on a random basis through video recording equipment installed on district buses. Students found to be continually disruptive or threatening to the safety of other students will be immediately removed from the bus and will be suspended from bus transportation.

### INTERFERENCE WITH SCHOOL BUSES

It is unlawful for any individual other than a member of the public school administration or faculty or a law enforcement official to interfere in any way with the operation of a school bus. State law prohibits unauthorized boarding of school buses or interference with passenger boarding or leaving, under penalties of fine and/or imprisonment.

### NATHAN'S LAW, SENATE BILL 2472

Nathan's Law increases penalties for driving illegally past a stopped school bus. The legislation was named for Nathan Key, a 5-year-old who was killed in December 2009 when a vehicle illegally passed his school bus as he was unloading.

The first conviction for illegally passing a stopped school bus shall result in a fine of at least \$350 and as much as \$750 or a jail sentence of up to one year. The fine for a second offense, occurring within a five-year window, increases to between \$750 and \$1,500, another jail sentence of up to a year and loss of driving privileges for 90 days. The latter penalty also applies to any motorists convicted of injuring a child while illegally passing a stopped school bus.

Nathan's Law also carries with it a charge of felony assault and a prison sentence of up to 20 years for motorists convicted of illegally passing a school bus that, in the process, results in injury or death.

- Motorists must stop at least 10 feet from a school bus when the bus is loading or unloading children, and motorists must not proceed until all children have crossed the street to or from the school bus and the flashing red lights are no longer activated and the stop sign on the side of the bus is retracted.
- Motorists must stop for school buses loading and unloading students on highways of four lanes or more, regardless if there is a center median or turn lane.
- School bus drivers are prohibited from using cell phones, wireless communication devices, vehicle navigation systems or "personal digital assistants" while operating the bus, except in an emergency.

### STAFF PROTECTION

A person guilty of simple assault, as defined by statute, upon a superintendent, principal, teacher or other instructional personnel, school attendance officer, school bus driver, or other individuals specified in state law while these individuals are acting within the scope of their duty, office, or employment shall be punished by a fine of not more than one-thousand dollars (\$1,000) or by imprisonment for not more than five (5) years or both. (Section 97-3-7, Mississippi Code, amended)

A person guilty of aggravated assault, as defined by statute, upon an individual named above shall be punished by a fine of not more than five-thousand dollars (\$5,000) or by imprisonment for not more than thirty (30) years or both. (Section 97-3-7, Mississippi Code, amended)

### LOCKERS

Lockers are not provided by the school.

### BACK PACKS/BOOK BAGS 7-12

Book bags/back packs are permitted.

### POSSESSION/USE OF LASER ITEMS

No student attending any school in the Biloxi Public School District shall be permitted to use or carry upon his/her person or in any other manner laser pointers, laser key chains, or any other laser items. Failure to comply will result in the student's being placed on the discipline ladder.

### ITEMS CONFISCATED

Cell phones or any other items recovered during a criminal investigation will be retained as evidence by law enforcement and held until the appropriate courts render a decision.

### POSSESSION OR USE OF CELL PHONES AND/OR ELECTRONIC DEVICES

To avoid interruptions to the instructional program, it is the policy of this school district that no cell phones or other electronic devices shall be brought into the school building, with the exception of district cell phones/pagers permitted to be used by district personnel in accordance with policy. Electronic devices, (such as laptops, Kindles, iPads, e-readers) if approved by the administration, may be brought on campus for instructional purposes.

Such items brought into the school building in violation of this policy will be secured by the administration until released to the student's parent/guardian by a school administrator. Failure to comply will result in the student's placement on the discipline ladder in addition to confiscating cell phones. There shall be no exceptions (Policy JGJ).

We acknowledge the potential seriousness of "sexting" and forbid any use of devices such as cell phones that could cause a distraction in the school environment.

If a cell phone, i-pod, or any other electronic device is found in the possession of a student, the following action will be taken:

**First Offense:** The cell phone, i-pod, or any other electronic device will be secured and kept by the school administrator for a three (3) week period. At the end of the three (3) week period, the parent/guardian will conference at school with an administrator to review the policy and sign for the device.

**Next Offense:** The cell phone, i-pod, or any other electronic device will be secured and kept by the school administrator until released to the parent/guardian at the end of the school year.

Students at Lopez School will be required to follow the cell phone policy adopted by the district for the appropriate age and grade level.

## POSSESSION OR USE OF TOBACCO

Possession or use of tobacco in any form is prohibited within the school buildings, on the school campus, going to or from school, at school-sponsored activities, or in the general vicinity of the school campus. Students possessing or using tobacco in any form including non-tobacco "E-cigarettes" at school will be issued a citation and assessed a fine by the City Court system.

State law mandates that no person under eighteen (18) years of age shall purchase any tobacco product. No student of any high school, junior high school or elementary school shall possess tobacco on any educational property as defined by state law.

## PARKING REGULATIONS (faculty, staff and students, grades 9-12)

There will be NO assigned parking numbers for faculty. All faculty and staff in grades 9-12 must secure a parking decal. The decal will cost \$5.00. Insurance, driver's license, and registration papers are required to obtain a current decal.

Senior parking will be on the south side of the activities building in the parking lot designated for Senior parking. Underclassmen will park west of Senior parking in the parking lot designated student parking. Vehicles parked in other than designated areas will be towed at the owner's expense.

Students must register their vehicles with the proper school authority and secure a school parking decal to be placed on the bottom of the driver's side of the windshield. All students are required to have school parking identification on ANY vehicle brought to school. A student entering the campus without a parking decal will surrender his/her driver's license to the school authority. It may be picked up in the office before you leave school.

Junior high school students are not permitted to drive motorized vehicles to school.

No student will loiter about, tamper with or in any way damage any vehicle. A student who does so will be held liable for damages. Students are not permitted to sit in parked cars. Students may not go to their cars during school hours.

Motorized vehicles that are driven to school must have proper tags, and student drivers must have drivers' licenses and must purchase school parking decals.

## DRESS AND GROOMING CODE - PHILOSOPHY

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

## SCHOOL DRESS CODE – K-12

**Biloxi students must wear clothing that is comfortable, clean, in good repair, and school appropriate. Clothing and other items that students wear to school must not disrupt the educational process nor create any form of school disturbance. At all times on campus, students are required to carry their ID badges and must show it when asked. Replacement badges cost \$5.00. In addition, but not limited to the list below, the student must follow these guidelines:**

- Students will be required to wear clothing as garments are intended to be worn.
- Length of shorts, skirts and dresses must come to fingertips when arms are held at one's side.
- Leggings/tights may be worn with shorts, skirts, or tops that come to the fingertips when arms are held at one's side.
- Safe and appropriate footwear must be worn at all times.
- A neat well-trimmed moustache and/or beard/goatee is permitted.
- Hairstyle fads and hair color fads are prohibited. Hair color choice may be any color that is a natural hair color.
- Earrings must be worn in ears only. For student safety, no other body piercing with rings or other jewelry is permitted.
- Because of student safety, no tongue studs or mouth jewelry will be allowed.
- Appropriate undergarments must be worn and not seen.
- Boys are to wear pants at the waist with a belt, properly fastened.
- Girls, if wearing "low rise" pants, are to wear tops that cover their midriff while standing, sitting, or when hands are raised above their heads.

### **Inappropriate items include:**

- Any items symbolic of gang attire.
- Clothing with logos or wording promoting/referring to alcohol, tobacco, or drugs.
- Clothing containing slogans or logos depicting vandalism, bigotry, violence, sexual connotations, suicide, fraternities, sororities, secret organizations, or those with double meaning.
- Any top that is revealing. Examples are tank tops, cut-off tops, tube tops, halter tops, racer-back tops, bathing suits, sports bras, or midriffs, muscle shirts, low cut tops, spaghetti straps, etc.
- Spiked accessories, chains including those attached to wallets, belt loops, jewelry, or other accessories/items; tails attached to clothing or book bags.
- Clothing with holes, cuts, or tears revealing inappropriate areas of the body.
- Hats, caps, bandannas, do-rags, visors, sunglasses, "hoodies," or other headwear.
- Pajamas, house slippers, bathrobes, blankets, etc.

In all instances, the appropriateness or inappropriateness of school dress or appearance will be determined by school administrators, considering the style or manner in which the clothing is worn or its fit.

**Students who are dressed inappropriately will be required to call parents to bring a change of clothes that conforms to the dress code.**

### REQUIRED UNIFORM (Lopez School)

The Biloxi Public School District will institute a uniform policy for any and all students that attend Lopez School.

## **STUDENT ACTIVITIES**

When required, students participating in extra- and co-curricular activities must have on file at the school written parent consent and liability waiver forms. In order to participate in any extra- or co-curricular activity, the student must attend school for at least four class periods on the day of the scheduled activity.

In determining eligibility for tryouts and participation in student activities requiring at least minimum grade averages for semesters and terms, grades will be weighted in accordance with the formula explained under "Class Rankings."

No student in the Biloxi Public School District shall be retained at any grade level for the purpose of extending eligibility for participating in athletics or any other school activity.

## **UNIFORMS**

Any student attending the Biloxi Public Schools who shall be required to wear or who shall choose to wear a uniform or other type of dress because of his/her participation in a school activity, which dress is clearly and readily identifiable with the Biloxi Public School District, whether the uniform or other type dress is provided to the student by the school system or whether the student provides the uniform shall be expected to conduct himself/herself while in such uniform, at all times, in a manner acceptable to the school system.

This behavior is required whether or not the student is under the direct supervision of the school and/or its personnel and whether or not the student is on school premises or at an official school function.

It is the intent of the administration to inform such student that his/her participation in activities may be denied, terminated, or restricted as a result of behavior determined to be unbecoming or unacceptable to the school administration and/or Board of Education while the student is wearing a uniform identifiable with the Biloxi Public School District.

Uniforms provided for school activities shall be maintained in good condition and returned clean and will remain the property of the school district. Such uniforms which are damaged shall be paid for in full by the student's parent/guardian.

## **ACTIVITY SCHEDULE**

On designated school days the school will operate an activity period schedule. The activity period will be used for club, class, and homeroom meetings and for assemblies. Announcement of meetings at the activity period will be made in advance.

## **FUND RAISING**

An organization must receive prior approval from the principal and the superintendent before beginning any fund raising project. No student representing groups outside school will be permitted to conduct fund raising activities in the school. Students possessing candy or other items at school for sale to other students, other than for school-sponsored and approved activities, will be subject to placement on the discipline ladder.

## ACTIVITY FUND

School clubs and organizations will deposit all money and make requests for withdrawals through the office of the principal.

## PARTIES

No parties are permitted in the secondary schools during the school day. All evening parties and dances shall be scheduled with the administration in accordance with district policy JHD.

## ATHLETICS/ELIGIBILITY

All students participating in athletics will be required to have on file written parent consent, proof of insurance, liability waiver, and medical screening by a licensed physician.

Eligibility for competitive activities is determined by the athletic director according to the rules of the Mississippi High School Activities Association. Students must meet all requirements established by the MHSAA.

## PARTICIPATION IN INTERSCHOLASTIC ATHLETIC/EXTRACURRICULAR ACTIVITIES

Tuition students are not eligible for participation in athletic and other interscholastic activities until the student has been enrolled for one school year.

All students must meet eligibility requirements for inter-school activities governed by regulations of the Mississippi High School Activities Association.

## Children First Act of 2009 (Section 2)

A student who is enrolled in any grade higher than grade 6 in a school district in this state must be suspended from participation in any extracurricular or athletic activity sponsored or sanctioned by the school district after a semester in which the student's cumulative grade point average is below a 2.0 on a 4.0 scale. The suspension from participation in extracurricular or athletic activities may not be removed until the student's cumulative grade point average in a succeeding semester is 2.0 or higher on a 4.0 scale. A student with a cumulative grade point average below a 2.0 on a 4.0 scale at the semester of an academic school year shall be suspended from participation in extracurricular or athletic activities in the succeeding academic school year until the student's cumulative grade point average is 2.0 on a 4.0 scale.

## SPORTS - 9-12

The Biloxi Senior High School athletic program includes the following major sports: football, basketball, track, baseball, tennis, golf, volleyball, softball, cross-country track, swimming, and soccer.

Biloxi High School participates in District, South Mississippi, and State tournaments.

## Mississippi High School Activities Association (MHSAA)

Pupils who are bona fide residents of Biloxi who attended a private or parochial school during the preceding school session are eligible to try out. They may also try out if they are coming into the 7th or 9th grade since they establish their eligibility at these levels for junior high and high school. In addition, the MHSAA considers individual cases that may fall under a "hardship rule."

Students should refer to the Athletics Handbook for regulations governing athletics.

### INTRODUCTION TO CHEERLEADER, DRUM MAJOR, COLOR GUARD MEMBER, DANCE TEAM TRY-OUTS, SHOW CHOIR MEMBER, and STUDENT BODY, STUDENT COUNCIL, and CLASS OFFICER ELECTIONS

The selection and participation in the extracurricular activities of cheerleader, drum major, color guard member, dance team member, student body officer, Student Council officer or representative, and class officer are privileges rather than rights afforded to individual students. It is the administration's intent to apply stringent rules upon those who may be eligible for try-outs and elections as well as to apply those rules during the period of continued participation of such students. With privileges goes responsibility. Those who are selected are representatives of the entire student body and are expected to conduct themselves at all times to reflect favorably upon the Biloxi school system.

The following requirements for try-outs and elections, as well as the standards set for continuation as cheerleader, drum major, color guard member, dance team member, show choir member, student body officer, Student Council officer and representative, and class officer, shall apply equally to conduct during participation in school activities as well as all times outside and beyond the high school activity so long as the student may be identified as a representative of a student body of the Biloxi Public Schools.

The school principal and/or athletic director shall be the sole authority in determining whether the alleged act or acts of misconduct reflect adversely upon students of the public school district to the extent of resulting in disqualification for try-outs or for election or for continuation of eligibility.

In order to be eligible for try-outs or for election as cheerleader, drum major, color guard member, dance team member, show choir member, student body officer, Student Council officer or representative, or class officer, the student must meet all requirements established under policies specifically related to each activity in addition to being subject to the regulatory principles set forth above.

Students who reside in the Biloxi Public School District are eligible to try out for or participate as cheerleader, drum major, dance team member, show choir member, or color guard member if they meet the requirements of this policy; and tuition students are eligible if they meet the requirements of the Mississippi High School Activities Association (MHSAA).

## REQUIREMENTS FOR CHEERLEADER TRY-OUTS and ELIGIBILITY FOR CONTINUATION AS A CHEERLEADER

Cheerleaders must meet the following requirements to be eligible for try-outs, and all requirements must be maintained to be eligible for continuation as a cheerleader.

1. Must maintain a cumulative 70 average for the semester preceding the try-outs. Grade averages will be calculated by the guidance office with data available from cumulative records and carried out four decimal places. Grades will not be rounded. Grades will be monitored by sponsors. Cheerleaders whose average goes below a 70 will be subject to probation. Continuation of grade probation will result in dismissal from squad.
2. Must not be or have been placed on Step 5, 6, or 7 of the disciplinary ladder during the previous and current semesters.
3. Must not have received unsatisfactory conduct marks on the report card from three (3) or more teachers during the current school year.

A parent or legal guardian and the prospective cheerleader must sign the "Participation Clearance" form before the try-outs, complete the application by the deadline, and attend a mandatory parent meeting.

Eighth grade students who reside in the Biloxi Public School District are eligible to try out for high school cheerleader or dancer provided they meet all other requirements of this policy. Tuition students are eligible if they meet the requirements of the Mississippi High School Activities Association.

No alternate cheerleaders will be selected.

### SELECTION PROCEDURE

Cheerleaders will be selected by an adult committee composed of people who live outside the Biloxi Public School District. All decisions of the judges will be final.

## REQUIREMENTS FOR DANCE TEAM TRYOUTS and ELIGIBILITY FOR CONTINUATION AS A DANCE TEAM MEMBER - 9-12

Dance team members must meet the following requirements to be eligible for try-outs, and all requirements must be maintained to be eligible for continuation as a dance team member.

1. Must maintain a cumulative 70 average for the semester preceding the try-outs. Grade averages will be calculated by the guidance office with data available from cumulative records and carried out four decimal places. Grades will not be rounded. Grades will be monitored by sponsors. Dance team members whose average goes below a 70 will be subject to probation. Continuation of grade probation will result in dismissal from squad.
2. Must not be or have been placed on Step 5, 6, or 7 of the disciplinary ladder for the current school year for tryouts and during the time they serve as members of the dance team.
3. Must not have received unsatisfactory citizenship marks from three or more teachers during the current school year.

A parent or legal guardian and the prospective dance team member must sign the "Dance Team Qualification and Responsibilities" form before the try-outs, complete the application by the deadline, and attend a mandatory parent meeting.

Eighth grade students who live in the Biloxi Public School District may try out for the ninth through twelfth grade dance team provided that they have met all other requirements of this policy. Tuition students are eligible if they meet the requirements of the Mississippi High School Activities Association.

No alternate dance team members will be selected.

SELECTION PROCEDURE

Dance team members will be selected by an adult committee composed of people who live outside the Biloxi Public School District. All decisions of the judges will be final.

REQUIREMENTS for COLOR GUARD TRY-OUTS  
and ELIGIBILITY for CONTINUATION AS COLOR GUARD MEMBER

Color guard members must meet the following requirements to be eligible for try-outs, and all requirements must be maintained to be eligible for continuation as a color guard member.

1. Must be a member of the School Band.
2. Must maintain an over-all 70 average for the semester preceding the try-outs or activity. Grade averages will be calculated by the guidance office with data available from cumulative records and carried out four decimal places. Grades will not be rounded.
3. Must not be or have been placed on Step 5, 6, or 7 of the disciplinary ladder for the current school year for tryouts and during the time they serve as members of the color guard.
4. Must not have received unsatisfactory citizenship marks from three or more teachers during the current school year.

SELECTION PROCEDURE

Color guard members will be selected by an adult committee composed of people who live outside the Biloxi Public School District. All decisions of the judges will be final.

REQUIREMENTS for DRUM MAJOR TRY-OUTS and  
ELIGIBILITY for CONTINUATION AS A DRUM MAJOR

Drum major(s) must meet the following requirements to be eligible for try-outs, and all requirements must be maintained to be eligible for continuation as a drum major.

1. Must maintain an over-all 70 average for the semester preceding the try-outs or activity. Grade averages will be calculated by the guidance office with data available from cumulative records and carried out four decimal places. Grades will not be rounded.
2. Must not be or have been placed on Step 5, 6, or 7 of the disciplinary ladder for the current school year for tryouts and during the time he/she serves as drum major.
3. Must not have received unsatisfactory citizenship marks from three or more teachers during the current school year.

SELECTION PROCEDURE

Drum Major(s) will be selected by an adult committee composed of people who live outside the Biloxi Public School District. All decisions of the judges will be final.

## REQUIREMENTS FOR SHOW CHOIR TRY-OUTS AND ELIGIBILITY FOR CONTINUATION AS A SHOW CHOIR TEAM MEMBER

Show choir members must meet the following requirements to be eligible for try-outs, and all requirements must be maintained to be eligible for continuation as a show choir member.

1. Must not have failed the previous year and must maintain an over-all 70 average for the semester preceding the try-outs. Grade averages will be calculated by the guidance office with data available from cumulative records and carried out four decimal places. Grades will not be rounded.
2. Must not be or have been placed on step 5, 6, or 7 of the disciplinary ladder for the previous school year for try-outs and during the time he/she serves as a member of the show choir.
3. Must not have received unsatisfactory citizenship marks from three or more teachers during the previous year.

A parent or legal guardian and the prospective show choir member must sign the "Show Choir Rules/Student Participation" form before the try-outs.

Eighth grade students who live in the Biloxi Public School District may try out for the ninth through twelfth grade show choir team provided that they have met all other requirements of this policy.

### SELECTION PROCEDURE

Show choir members will be selected by an adult committee composed of qualified people from outside the Biloxi Public School District. All decisions of the judges will be final.

## REQUIREMENTS FOR STUDENT CONDUCTOR TRY-OUTS AND ELIGIBILITY FOR CONTINUATION AS A STUDENT CONDUCTOR

Student conductor(s) must meet the following requirements to be eligible for try-outs, and all requirements must be maintained to be eligible for continuation as a student conductor.

1. Must be a member of the Biloxi High School Concert Choir (Biloxians).
2. Must maintain an overall 70 average for the semester preceding the try-outs or activity. Grade averages will be calculated by the guidance office with data available from the cumulative records and carried out four decimal places. Grades will not be rounded.
3. Must not have been placed on Step 5, 6, or 7 of the disciplinary ladder for the previous school year for tryouts and during the time he/she serves as student conductor.
4. Must not have received unsatisfactory citizenship marks from three or more teachers during the previous or current year.

## STUDENT BODY, STUDENT COUNCIL, and CLASS OFFICERS GRADES 9-12

Student body officers, classified as juniors, elected by the current juniors, sophomores, and freshmen of the student body at large in the second semester of the current school year, include the president and vice-president, who shall serve in these capacities on the Student Council.

Current junior, sophomore, and freshman classes will each vote during the second semester of the school year for next year's senior, junior, and sophomore class officers. The four (4) class officers are president, vice-president, secretary, and treasurer. Class officers serve on the Student Council as class representatives. They may not hold any other office on the Student Council.

The incoming freshman officers for the next school year will be elected during the first term of the new school year. The four (4) class officers are president, vice-president, secretary, and treasurer. Class officers serve on the Student Council as class representatives. They may not hold any other office on the Student Council.

### QUALIFICATIONS for ANY CLASS OFFICER or ANY POSITION on the STUDENT COUNCIL and ELIGIBILITY for CONTINUATION as a CLASS OFFICER or OFFICER of the STUDENT COUNCIL - GRADES 7-12

Students must meet and maintain the following qualifications to be eligible as a candidate to run for any class office or position on the Student Council, and all requirements must be maintained to be eligible for continuation as a class officer or for any position on the Student Council.

1. Must maintain an over-all average during the semester preceding elections for the positions as listed below (grade averages will be calculated by the guidance office with data available from cumulative records and carried out four decimal places and will not be rounded):
  - A. Student Body President and Student Body Vice President -- 80
  - B. Class officers and Student Council Officers -- 80
  - C. Student Council Representatives -- 75
2. Must not be or have been placed on Step 5, 6, or 7 of the disciplinary ladder for the current school year to run for office and also during the time they serve as class officer or Student Council officer or representative.
3. Must not have received unsatisfactory citizenship marks from three or more teachers during the current school year.
4. Must not have been declared inactive from Student Council membership the previous year or current year as a result of lack of attendance at Student Council meetings or activities or as a result of violation(s) of the Student Council Constitution.

### GRADES 9-12 Only

5. Any student running for the office of Student Body President or Student Body Vice President must have served at least one year in good standing on the Biloxi High School Student Council.
6. A student must meet the requirements and qualifications for any class office, student body office, Student Council office or position as set forth in the by-laws and constitution of the Biloxi High School Student Council. Copies of the Student Council constitution and by-laws are available in the office of the principal.
7. No late or incomplete applications will be considered.

## PROCEDURES FOR CAMPAIGNING - GRADES 9-12

All candidates eligible for office may use campaign flyers and stickers approved by the principal or his/her designated representative before dispensing. Students campaigning for any office should make an effort to keep expenses to a minimum. Campaign signs are permitted in the cafeteria only, with specific days designated for campaigning. All political materials of an informative nature, intentions, and campaign materials must be approved by the principal. There shall be no promotional items given to other students as part of the campaign. Students are responsible for the removal of all campaign materials from the school building and campus by the end of the campaigning time.

### STUDENT BODY PRESIDENT AND VICE-PRESIDENT - GRADES 9-12

The election of the student body officers is held during the third term. In order to become a candidate, a student must be classified as a junior and have served as a member in good standing for at least one year on the Biloxi High School Student Council. The student must also turn in to the principal or his/her designated representative a completed application. The student must also submit an essay with the application, explaining his/her personal attributes as a positive influence on the student body, his/her leadership experience and goals which he/she hopes to achieve if elected. The application also includes endorsements from two (2) of his/her current teachers and the Student Council advisor. If the student is currently a class officer, one of the three endorsements must be from his/her class sponsor. Students failing to submit this endorsement with the completed application by the designated deadline will not qualify for the office. A candidate's speech is required to be presented to the student body. A candidate's speech must be in the office and certified by the principal two (2) days before speeches are given. The speech must be delivered as previously written and approved, with no additional or ad-lib remarks. Candidates who alter their approved speeches will be declared ineligible and removed from the ballot.

### SOPHOMORE, JUNIOR AND SENIOR CLASS OFFICERS - GRADES 10-12

The junior, sophomore, and freshman classes of the current year will elect by secret ballot during the second semester the following officers: president, vice-president, secretary, and treasurer. Students must also have endorsements from three of their current teachers. If currently a class officer, one of the three endorsements must be from his/her class sponsor. If a current Student Council member, one of the three endorsements must be from the Student Council advisor. Students failing to submit this endorsement with the completed application by the designated deadline will not qualify for the office. A speech by a candidate for class president is required and must also be turned in with the completed application.

The candidate will be required to present the speech to the student body. A copy of the speech must be in the principal's office and certified by the principal two (2) days before speeches are given. The speech must be delivered as previously written and approved, with no additional or ad-lib remarks. Candidates who alter their approved speeches will be declared ineligible and removed from the ballot.

In order to be qualified as a candidate, the student must have sufficient credits to be classified as a member of the class he/she wishes to represent.

## FRESHMAN CLASS OFFICERS - GRADE 9

The procedure to elect freshman class officers will be the same as for sophomore, junior and senior class officers, except for the following changes: The freshmen will elect class officers by secret ballot during the first term of the new school year. The candidates for class officers must have teacher endorsements from any three (3) of their current teachers. Since they are new to the high school, it is not necessary to get the class sponsor or the Student Council advisor endorsements.

## STUDENT COUNCIL REPRESENTATIVES - GRADES 9-12

Current junior, sophomore, and freshman classes will elect Student Council representatives during the second semester of the school year for the next year's senior, junior, and sophomore class representatives from a ballot of candidates who have submitted a completed application. Students must also have endorsements from three (3) of their current teachers. If the candidate is also currently on the Student Council, one of the three endorsements must be from the Student Council advisor. Students failing to submit these endorsements and the completed application by the designated deadline will not qualify for the office.

New freshman class representatives will be elected during the first term of the new school year following the same procedure as is used with the elections in the second semester, except for the following change: Students must have endorsements from three of their current teachers. They are not required to get the Student Council advisor's signature.

## ELECTION OF OFFICERS - GRADES 9-12

All officers are elected by secret electronic ballot. In case of a tie, the election will be decided by the vote of the Student Council.

## ELECTION OF REPRESENTATIVES - GRADES 9-12

Each class involved in the election will vote by secret ballot for ten (10) of the class representative positions.

## COUNTING OF THE VOTES - GRADES 9-12

All voting is online and will be verified by the Student Council advisors and designated faculty member.

## STUDENT COUNCIL MEMBERSHIP -- TRANSFER STUDENTS - GRADES 9-12

Any transfer student in Biloxi High School who was a Council member at his/her previous school will receive honorary membership in the Biloxi High School Student Council upon request.

## WHO'S WHO - GRADES 10-12

Students pick up applications for Who's Who Contest in the front office. Student must completely fill in information on application and follow specific guidelines on application to qualify for Who's Who Contest. Student must not have been placed on Step 5, 6, or 7 of the discipline ladder. Student must have endorsement of 10% of respective class to qualify for contest. Only students classified as seniors with a minimum of eighteen (18) credits are eligible for Who's Who titles. Students must be classified in the grade level for which they are applying. A student may receive only one title; and in case he/she receives two or more, the student is given his/her choice. Class favorites are elected by freshmen, sophomores and juniors. All rules and regulations must be followed. Applications will not be accepted after the deadline. Each class votes for its respective candidates. The female student with the highest number of votes for a specific title will be recognized and the male student with the highest number of votes for a specific title will be recognized. In the Miss BHS and Mr. BHS category only, the top four females with the highest number of votes and the top four males with the highest number of votes will be placed on the ballot to determine Mr. and Miss BHS. Freshmen, sophomores, juniors, and seniors vote for Mr. and Miss BHS only. The female student with the highest number of votes will be Miss BHS. The male student with the highest number of votes will be Mr. BHS. Students must present a picture ID in order to vote. Voting will take place on computer in designated areas under administrative direction or in the presence of an assigned proctor.

## HOMEcomings ELECTIONS AND CLASS MAIDS - GRADES 9-12

Students pick up applications for homecoming court contest in front office. Completely fill in information on application and follow specific guidelines on application to qualify for homecoming court contest. Students must have endorsement of 10% of respective class to qualify for homecoming court contest ballot and must not have been placed on Steps 5, 6, or 7 of the discipline ladder. All rules and regulations must be followed. Applications will not be accepted after specified deadline. The freshman with the highest number of votes in the contest will be the freshman homecoming court maid.

Two sophomores with highest number of votes in the contest will be sophomore homecoming court maids; three juniors with highest number of votes in the contest will be junior homecoming court maids; and nine seniors with highest number of votes in the contest will be senior homecoming court maids. After nine senior homecoming court maids are selected, a separate contest will be held to select the homecoming queen by all students. The senior receiving the highest number of votes will be the homecoming court queen. The senior with the second highest number of votes will be the homecoming maid of honor. Grand Marshal and crown bearers will be selected by the principal or his/her designee.

## STUDENT PUBLICATIONS - GRADES 9-12

Students of Biloxi High School publish the Hi-Tide, school newspaper; the Indian Echo, school yearbook; and Indian Etchings, literary magazine.

The Board specifically prohibits publication in school papers, magazines, yearbooks, and other school-sponsored publications of any item which may libel any person, items with anonymous writers or sources, materials which are considered by teacher advisors/sponsors or by the principal to be obscene or in poor taste, materials which might result in any possibility of violence, or items which might damage or hurt any person.

## CLUBS/ORGANIZATIONS - GRADES-12

Every student is encouraged to participate in at least one school club.

Charters for school clubs are issued by the Student Council for one year. Application for charter should be addressed to the principal via the Student Council, should state the purpose of the club, and should contain the sponsor's signature and the signature of at least ten prospective members who pledge themselves to participate actively in the activities of the club.

School clubs will meet at assigned activity periods, before school in the morning, or after school in the evening, with the club sponsor.

The secretary of each school club is required to write the minutes of each meeting (signed by the president and faculty sponsor) in club minutes book and to submit minutes to the principal as requested.

A brief description of school clubs and organizations can be found in the District's Program of Studies.

## BAND - GRADES 9-12

Membership in the band is based on the current musical requirements (see band director), and by the recommendation of the junior high director or previous high school director. Participation is also based on good behavior. Students who fail to show maturity through a lack of discipline will not be allowed to enroll in the band class. The band program includes a jazz band.

Band camp is held for two weeks during the summer and is a prerequisite for participation.

Students must attend all scheduled rehearsals and performances. Students are required to meet with the director prior to enrolling in the class, where they will receive a complete list of obligations for band participation.

## DRAMA AND CHOIR - GRADES 9-12

Members of the Biloxi High School Choral and Drama Departments entertain at many school and community activities.

Members of the concert choir and drama competition teams are selected by audition by the director. Choir members are furnished a choir uniform by the school for the use of each choir member.

There is a costume fee for drama competition team members. Choir and drama competition students will rehearse in class and after school. Students may be required to pay some or all of competition costs.

Members of the select ensembles, madrigals, and show choir are selected by audition by the director or outside committee and may be asked to purchase their own uniforms, which will remain in their possession.

Competition drama and choir students must attend all scheduled rehearsals and performances. Students are required to meet with the director prior to enrolling in the class, where they will receive a complete list of obligations for choir and drama participation.

Auditioning for choir and drama is a prerequisite to selection as a member of the choir or ensembles.

### SENIOR RECOGNITION PROGRAM - GRADE 12

Senior Recognition Program will be held late in May. During this time, the class orators, recipients of scholarships and awards, as well as other outstanding accomplishments of the senior class are announced. The class gift is presented to the school and any trophies or awards won for the school are given.

### AWARDS PROGRAM - GRADES 9-12

Highest academic achievement in departments and/or courses will be recognized in awards programs for students. The comprehensive awards program in all grades recognizes outstanding academic work or other student achievement and includes, but is not limited to, academic letters for classroom excellence.

### SENIOR AWARDS - GRADE 12

All interested students should investigate the many scholarships that are available through the guidance office. Numerous scholarships are offered for academic excellence, athletics, and other achievements by civic clubs, community organizations, professional groups and colleges.

Projected honors graduates (90 average or higher) will be announced in the Senior Recognition Program. Honor cords are presented at graduation practice to students officially graduating with honors and highest honors.

Each department selects the most outstanding senior in the department to receive a medal and special recognition.

## HALL OF FAME - GRADE 12

Seniors may be selected for membership in the Biloxi High School Hall of Fame, designed to recognize the most outstanding graduating seniors. Hall of Fame members will be featured in the Indian Echo.

## SENIOR CLASS ORATOR - GRADE 12

The class valedictorian and salutatorian will speak at the graduation exercises. Two other graduating seniors with honors may be selected as senior class orators and may speak at graduation exercises.

## HONOR SOCIETY BILOXI HIGH SCHOOL CHAPTER OF THE NATIONAL HONOR SOCIETY GRADES 11-12

### Selection Procedure

1. All faculty members are asked to nominate students for membership (juniors and seniors only). To be eligible for nomination and membership a student must have been enrolled in Biloxi High School for at least one semester.
2. The grades of the students nominated are reviewed to determine if the students are eligible. (To be eligible, a student must have a cumulative grade point average of 90, beginning with the ninth grade.)
3. Eligible students are asked to complete a student activity information form to determine leadership and service.
4. A faculty council (five teachers selected by the sponsor and principal) will evaluate the returned forms based on the four guidelines: scholarship, character, leadership, and service. The candidates are accepted based on the evaluation made by this committee, by examination of any disciplinary actions taken by the school against the student, and by examination of the classes taken by the students.
5. Transfer students who are members of NHS at their previous schools will be considered probationary until they have been evaluated by the Biloxi High School process.
6. In order to wear the NHS stole at graduation, seniors must be in "good standing." This means that all dues have been paid and that they have met the required number of meetings and service credits. They will be informed of the required number at the beginning of the year.
7. In order to run for office, a junior must be in "good standing." This is the same as being in good standing for graduation.
8. NHS members may be placed on probation or dismissed if their grades fall below the required GPA of 90 or if they break the school rules.
9. All NHS members will be required to turn in a copy of their report card to the sponsor each term.

According to the handbook of the National Honor Society, students are not to apply for this honor. Students are nominated and selected on the criteria listed above.

### SCHOOL COLORS

The school colors are red and white.

### ALMA MATER

Let's sing to our dear alma mater  
A song from hearts sincere;  
Let voices ring with adoration;  
Her name we will revere.  
To her we will be ever loyal;  
Her fame will never die.  
So here's to you, our alma mater, dear Biloxi High.

### B.H.S. FIGHT SONG

Here's to B.H.S. and the football crew.  
We are so loyal in our love for you.  
Here's to B.H.S., always true blue,  
If you're for Biloxi High, then here's to you.

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