

Biloxi Public Schools  
"Excellence...From All...For All"

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. I understand the 2022-2023 Biloxi Public Schools Handbook is accessible on the district webpage at [www.biloxischools.net](http://www.biloxischools.net). If I do not have access to a computer or would prefer a paper version, I may request a copy from the main office of my child's school.

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.

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 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.") 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 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 teachers or other employees, abusive, vulgar, or profane language directed toward an employee, 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. Harassment and/or abuse toward teachers via social networking may be punishable by 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” in most cases as promptly reporting the behavior to a teacher, principal, counselor, or other school employee when subjected to bullying or harassing behavior.

### 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**

Swayze Collier	President
Kay Horne	Vice-President
Richard C. Schmidt, Jr.	Secretary
Patrick Buchanan	Member
Ashleigh Lamas	Member

### **SUPERINTENDENT OF EDUCATION**

Mr. Marcus Boudreaux

## DIRECTORY OF SCHOOLS

<u>School</u>	<u>Grade Level</u>	<u>Address</u>	<u>Zip Code</u>	<u>Phone</u>	<u>Fax</u>
Back Bay	K-4	340 St. Mary Blvd.	39531	436-5110	374-6837
Gorenflo	1-4	771 Elder Street	39530	436-5145	374-6224
Nichols	PreK-K	590 Division Street	39530	374-7250	374-5819
North Bay	K-4	1825 Popp's Ferry Road	39532	435-6166	436-5185
Popp's Ferry	K-4	364 Nelson Road	39531	436-5135	388-2313
Biloxi Upper Elementary	5-6	1424 Father Ryan Avenue	39530	432-3700	432-3715
Center for New Opportunities		1424 Father Ryan Avenue	39530	432-3730	435-4720
Biloxi Junior High Pupil Accounting	7-8	1921 Tribe Drive	39532	435-1421 435-2751	435-1426
Biloxi High School Pupil Accounting Athletic Department Career Technology Center	9-12	1845 Tribe Drive	39532	435-6105 435-6176 435-6310 435-6318	435-6353  374-2107 435-6318

Administration Office  
160 St. Peter Street  
Biloxi, MS 39530  
Phone: 374-1810  
Fax: 436-5171

DuKate Building  
1445 Father Ryan Avenue  
Biloxi, MS 39530  
Phone: 436-5126  
Fax: 436-5128

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

## GENERAL INFORMATION

Term I	August 3 – October 6
Term II	October 7 – December 16
Term III	January 3 – March 10
Term IV	March 13 – May 24
Labor Day	September 5
Fall Break	October 7
Columbus Day	October 10
Thanksgiving Holidays	November 21 - 25
Christmas Holidays	December 16 (early dismissal; end of school day - January 3 (resume classes))
Martin Luther King Jr. Day	January 16
Mardi Gras Holidays	February 20 – 23
Spring Break	April 7 – 14

<u>Schools</u>	<u>Begin the School Day</u>	<u>End the School Day</u>
Biloxi High	7:55 a.m.	3:15 p.m.
Biloxi Junior High	7:55 a.m.	3:15 p.m.
Biloxi Upper Elementary	7:25 a.m.	2:15 p.m.
Back Bay Elementary	8:50 a.m.	3:50 p.m.
Gorenflo Elementary	7:25 a.m.	2:25 p.m.
Nichols Elementary	7:25 a.m.	2:25 p.m.
North Bay Elementary	8:50 a.m.	3:50 p.m.
Popp's Ferry Elementary	7:25 a.m.	2:25 p.m.

#### ON-LINE STUDENT INFORMATION SYSTEM (SIS)

The SIS 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.

#### STUDENT ARRIVAL AND DEPARTURE

##### TIME:

Students are not to arrive on the school campus prior to 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 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. Parents should not leave or pick up students at the classroom door without a pass from the office, including the opening and closing of the school day.

##### PROCEDURE:

For student safety please adhere to car rider, bus, van, bicycle, and walking procedures outlined by the school's administration.

#### VISITORS AND PARENT CONFERENCES

Parents and other visitors are always welcome but must first visit the office and receive a visitor's pass. Classes must not be disturbed. Parent-teacher conferences should be arranged by appointment for the time set aside each day immediately following the close of school or during a teacher's consultation period. (see page 32 Privacy of Student Information.) Appropriate attire for parents is required. All visitors will be required to present a valid picture ID.

Visitors may be permitted to visit the classroom with permission from the principal. Visitors **must** remain in the designated area assigned by the principal. Visitors who fail to do so may be referred to police officials.

Small children shall not be brought to school during classroom observation. In addition, small children will not be allowed to attend any activities/events held during the school day unless it is designated as a family fun event. *Contact the building principal as needed.* Please disengage or mute all electronic devices, including cellular phones and pagers, in school buildings.

After the first week of school, parents cannot walk students to class in the morning (safety issue).

## LEAVING THE CAMPUS

A student who leaves the school campus at any time must obtain permission from the principal and meet the requirements established under the check-out policy.

## ADMISSIONS

- \* For voluntary enrollment in Pre-K, a child must be 4 years of age on or before September 1 of the current school year.
- 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. Pre K and Kindergarten students must be potty trained before entering school 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 MS Form 121 Immunization Certificate.. (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 will 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) as determined by school officials.
- 7. 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.)
- 8. 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.

Questions may be directed to the Director of Student Services, Biloxi Public Schools (228) 374-1810, extension 1125.

## 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 minimum of two proofs of residency is required for ALL students. Provide one document from each Group. (Group 1 & Group 2)*

Group 1	Group 2
<p>_____ Mortgage Statement (dated within the last 30 days)</p> <p>_____ Property Tax Form</p> <p>_____ Filed Homestead Exemption</p> <p>_____ Apartment or Home Lease</p> <p>_____ Military Housing Lease</p>	<p>Utility Bill (dated within the last 30 days)</p> <p>_____ Electric</p> <p>_____ Gas</p> <p>_____ Water</p> <p>_____ Cable</p> <p>_____ Military Base Housing Residence Form</p>

**(NOTE: A driver's license or voter precinct identification are no longer acceptable proofs.)**

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 document titled "Letters of Guardianship" or a custodial court order issued by a judge appointing you as guardian. ***We do not accept letters from attorneys, power of attorney or other notarized documents.***

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 up to date (current) telephone numbers and e-mail addresses 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 immediately. 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. All transportation (walkers, riders, and buses) changes must be made in writing by parent or guardian.

## 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 MS 121 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).

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 an emergency, the District may call the non-custodial parent.

### MS SCHOOL ENTRY IMMUNIZATION REQUIREMENTS

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>e</sup>
Varicella (chickenpox)	2 <sup>f</sup>
Tdap ( 7 <sup>th</sup> grade entry)	1 <sup>g</sup>

- <sup>T</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.
  - g – Tdap administered at 7-10 years: Children age 7-9 years who receive Tdap should receive the routine Tdap dose at age 11-12 years. Children age 10 years who receive Tdap do not need to receive the routine Tdap dose at age 11-12 years.

### COMMUNICABLE DISEASES

#### DISEASE

Chicken Pox  
 German Measles  
 Red Measles  
 Mumps  
 Scarlet Fever  
 Pediculosis (lice)

#### EXCLUSION FROM SCHOOL

Eight (8) days after eruption appears (until rash is dry)  
 Four (4) days after onset of rash; clearance by physician  
 Seven (7) to ten (10) days after onset of rash; clearance by physician  
 Nine (9) days after glands swell (until swelling has subsided)  
 One (1) day (with antibiotic treatment); Four (4) days (without treatment)  
 No live lice or nits (eggs) and documentation of proper treatment  
 Re-admission to classroom after re-examination and free of nits and live bugs.  
 Students will not be transported by bus with known infestations.

DISEASE

Hepatitis  
Conjunctivitis (pinkeye)  
Impetigo  
Ringworm  
Scabies  
Fever

EXCLUSION FROM SCHOOL

Clearance by physician  
Until under proper treatment  
Until under proper treatment  
Until under proper treatment  
Until under proper treatment  
Fever-free for 24 hours without fever-reducing medication prior to returning to school.

**INFESTATIONS: HEAD/BODY LICE, SCABIES, BED BUGS OR ANY OTHER INVASIVE SPECIES PERTAINING TO COMMUNICABLE DISEASES**

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.

**No student will be allowed to bring medicine to school (please see “Medication” in the student handbook).**

**ATTENDANCE**

Elementary (Grades PreK-4)

**Consequences of Excessive Absences**

Three (3) days --- Parental Contact  
Five (5) days --- Reported to State Attendance Officer/Parental Cont.  
Twelve (12) days -- Administrative Review, 50 (F) in all classes missed/year, 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. All absences must have proper documentation turned in to Office/Records Clerk.
5. The school will send an automated message to the parent on the day of the absence. Absences from school may be excused provided the parent or legal guardian provides the school with a written note or doctor's excuse. The student may bring a note to their teacher, who will turn it into the office, on the day the student returns to school. The parent's note verifies and excuses the student's absence. Each semester, students are allowed three parent notes. One parent note covers one day missed. 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 or typed), date of the absence, parent/guardian's name, phone number, and parents/guardian's signature or verified email. **IF THE NOTE IS NOT RECEIVED WITHIN FIVE (5) SCHOOL 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's absences exceed the amount allowed by law. Administrative review of absences 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 SIS.
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, sibling of mother, sibling of father.
8. **All documentation must be turned in within 5 school days of absence to be excused.** 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 message 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, 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. Additionally, students exceeding twelve (12) or more unexcused absences in a school year may receive a 50/F in applicable classes.
13. A student shall not be allowed more than six (6) unexcused absences 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 that display a pattern of excessive absences and tardiness may be required to provide 2 new proofs of residency to verify their current residence.
16. 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. 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.
17. Student absences resulting from officially approved school business will not be counted; however, accreditation standards must be adhered to in regard to student activities.
18. 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.
19. 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.
20. 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.
21. 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
Second Tardy	-	Warning
Third Tardy	-	Warning
Fourth Tardy	-	Student assigned before/after school detention (to account for missed instructional time)
Fifth Tardy	-	Student assigned before/after school detention (to account for missed instructional time)
All succeeding tardies	-	-Other disciplinary action or placement on 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. 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 - Grade Levels PreK-4**

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 office. Before the student may be released from school, a parent, legal guardian, or person authorized by a parent must come to the school office and sign the student out.

A student will 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.

For the safety of students, check-outs must be made 30 minutes prior to dismissal. Students will be released only to authorized persons. 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. Once dismissal has started, no check outs will be allowed until 30 minutes after dismissal for the safety and supervision of all students.

### **CHANGE IN TRANSPORTATION**

If these requests become excessive or if the administration feels it is a safety factor, the school administration may require parents to make a personal request for changes in transportation in the office rather than sending a parent note. Emails will not be acceptable.

All bus riders must ride the bus assigned to the address on file in the student's records. No student shall ride another bus without permission from the Transportation director or the principal. For the safety of our students, no transportation changes can be made over the phone or within 45 minutes of dismissal.

Administrative discretion will be used, as deemed necessary, for the safe transportation of all students whether bus, car or walker.

## COMPLIANCE POLICIES

The Biloxi Public School District is in compliance with Title VI of the Civil Rights Act of 1962, including regulations to 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 sex of the student will follow the regulations as outlined under Title IX. 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 local Title IX Coordinator, Dr. Jonathan Anderson, can be reached at P.O. Box 168, Biloxi, MS 39533 or 160 St. Peter Street, Biloxi, MS 39530; telephone (228) 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 Ms. April Rice, P.O. Box 168, Biloxi, MS 39533 or 160 St. Peter Street, Biloxi, MS 39530; telephone (228) 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 Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the District or School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District or School may disclose certain information, known as directory information, in its discretion without written consent unless you have advised the District or School to the contrary in accordance with District and School procedures as set out herein.**

Directory information is generally not considered harmful or an invasion of privacy if released.

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. **The District and School can include directory information in certain school publications such as yearbooks, honor roll or other recognition lists, graduation programs, and sports activity sheets showing weight and height of team members.** Directory information may be disclosed to outside organizations that manufacture class rings and/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 **District or School** that they do not want the student's information disclosed without their prior written consent.

Parents or eligible students (**18 years of age or older**) may refuse to let the District and School release any or all of this information. If you do not want this directory information released, you must send written notice to the Principal or Superintendent within thirty (30) days of enrollment. **The District will continue to honor any valid request to opt out of the disclosure of directory information unless it is rescinded by the student.**

## 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.

## TRANSFERS, CHANGES OF ADDRESS, TUITION

1. The principal may only release Biloxi Public Schools education reports or records as required by state law when an official written request is received from the school district to which the student is transferred. Biloxi Public School District will not release character references or recommendations based on student information in regards to request for student transfers or withdrawals.
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. Zone exceptions requested by parents for

child care reasons (before and/or after school) will be considered on an individual basis. Because circumstances and needs vary from family to family, those interested in requesting a zone exception for child care reasons should contact the Director of Student Services at 228-374-1810, extension 1125, for further information.

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. To enter and remain a tuition student, the following criteria will be closely monitored:
  - a. Student attendance, check-ins/check-outs, and tardies.
  - b. Disciplinary infractions. Students and parents must meet and maintain behavioral expectations and adhere to the policies, practices, and procedures of the Biloxi Public School District.
  - c. Be on track to graduate (for high school) and maintain a C or above average in all subjects at the end of first semester and the end of the year.
    - Failure to meet or maintain any of the criteria listed above may result in a student's enrollment being denied or terminated.

The Biloxi Public School District will not accept out of district students who cause an additional outlay of funds beyond that which is typical for all tuition students, require services or programs that the Biloxi Public School District does not have, cause the expansion of a program that would require additional expenditures, or cause the district additional financial or administrative burden.

7. Any student who moves during the school year must record the change of address with the records clerk 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 are accurate and up-to-date. (Also see "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 receive grades in progress as well. 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 record clerk'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.

## PARTIES

In the elementary schools, PreK – 4, parties are permitted only at Christmas and Valentine's Day. (Policy JHD) For school approved events, only store bought items will be accepted.

## 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.

At a time designated by the principal, a snack will be provided for all kindergarten students. The snack will be provided free-of-charge.

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

All students will be required to pay full price for meals until written notification is received.

Milk may be purchased by any student in the cafeteria.

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.

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 lunch 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. Account balances may be reviewed and payment may be made at [www.mypaymentsplus.com](http://www.mypaymentsplus.com).

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 or food delivery services 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. At no time are students permitted to use vending machines in teachers' workroom.

## SNACKS

The Biloxi Public School District will provide and accept snacks in compliance with the district's wellness program.

## 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 restrooms 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.

#### SUPERVISION-TELEPHONE K-4

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 without permission.

Telephone messages shall not be delivered to students in classrooms. Students are not allowed to use classroom telephones during 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 other student-related programs that may require parent participation, and to attend meetings.

#### FLORAL DELIVERIES/GIFTS, ETC

If floral arrangements or other gifts 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 Cognia Global Accreditation Commission, an international accrediting commission. Biloxi High School holds membership in the National College Boards. Biloxi Public Schools administers all state- and federally mandated assessment programs.

#### MISSISSIPPI CURRICULUM CONTENT ASSESSMENT SYSTEM

- I. Mississippi K-3 Assessment Support System
  - Informal, developmentally-appropriate universal screener and diagnostic assessments
  - Individually administered by classroom teacher
  - All four-year-old students participating in public pre-kindergarten shall be administered the state approved Kindergarten Readiness Assessment.
- II. State Assessment
  - Grades 3 – High school
  - Language Arts and mathematics
  - English II and Algebra I- graduation exams
- III. MS Academic Assessment Program MAAP Science in grades 5 and 8
- IV. State Assessment
  - Biology I & U.S. History from 1877- graduation exams
- V. Mississippi Career Planning and Assessment System (MS-CPAS)
  - Vocational testing
  - Workplace readiness (ACT WorkKeys)

- Occupation-specific
- VI. 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
- VII. ACT State Testing
- Curriculum and standards - based college readiness assessment
  - Administered to all students classified as juniors
- VIII. English Language Proficiency Test ( ELPT) – Federal Testing for English Learners

### TEXTBOOKS

Textbooks are supplied by the school to the student on a loan basis. Since these books remain the property of the school district, defacement or abuse of books will result in the assessment of a damage fee. 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, technology and textbook fines must be paid, and all funds raised by students participating in school support groups, including P.T.A./P.T.O. fundraisers, must be turned in. Failure to clear the student's record will result in his/her not being permitted to receive report cards or have his/her records processed for promotion or registration for the coming year.

### GRADING REQUIREMENTS PreK-4

PreK	Students will receive rubric-based grades in reading, language arts, and math with 4 being the highest to 1 being the lowest.
Kindergarten	Students will receive grades based on the 100 points grading scale in language arts, and math.
1 <sup>st</sup> Grade	Students will receive a minimum of three (3) major grades per term in reading, three (3) activity grades, and one (1) Common Term Assessment. Students will receive a minimum of three (3) major grades per term in math, three (3) activity grades, and one (1) Common Term Assessment. The language arts grade will consist of a minimum of three (3) major test grades per term for each of the subcategories: writing (3 test grades), spelling (3 test grades), grammar (3 test grades) and one (1) Common Term Assessment.
2 <sup>nd</sup> Grade	Students will receive a minimum of three (3) major grades per term in reading, three (3) activity grades, and one (1) Common Term Assessment. Students will receive a minimum of three (3) major grades per term in math, three (3) activity grades, and one (1) Common Term Assessment. The language arts grade will consist of a minimum of three (3) major test grades per term in writing, three (3) activity grades in each of the subcategories: spelling (3 activity grades), and grammar (3 activity grades) and one (1) Common Term Assessment .
3 <sup>rd</sup> - 4 <sup>th</sup> Grades	Students will receive a minimum of three (3) major grades per term in reading, three (3) activity grades, and one (1) Common Term Assessment. Students will receive a minimum of three (3) major grades per term in math, three (3) activity grades, and one (1) Common Term Assessment. The language arts grade will consist of a minimum of three (3) major test grades per term in writing, three (3) activity grades in each of the subcategories: spelling (3 activity grades), and grammar (3 activity grades) and one (1) Common Term Assessment. Students will receive a minimum of three (3) major grades per term in each subject, science and social studies, and three (3) activity grades in each subject.



## COMMON TERM ASSESSMENTS (CTAs)/TERM TESTS (CTAs)

The Common Term Assessments are administered at the end of each term. CTAs are exams that cover the standards taught during that particular term. CTAs count as 5% of the overall grade for students in grades 2-4.

### RETEACHING/RETESTING (Grades 1-4)

Re-teaching/Retesting is available to all students in grades 1-4 in accordance with school procedures and requirements. Students must re-test within 10 school days of receiving his or her test grade and must do so at the day/time scheduled by the teacher. Re-teaching/Retesting is only allowable on major/unit tests provided by the teacher in the following:

- Grades 1-4
  - Reading and Mathematics

Term tests, benchmark assessments and other content areas are not eligible for re-testing. Students are limited to one instance of re-teaching/retesting per subject each term. Students must sign up with the teacher for re-teaching/re-testing within 10 days of receiving his or her test grade and meet all eligibility requirements. Retesting is not available to students that refuse to take the original assessment, do not complete the original assessment, or do not provide effort on the original assessment. Students that fall into the MTSS/SPED/504 categories may be an exception.

## INTERVENTION SERVICES

### MULTI-TIERED SYSTEM OF SUPPORT AND TEACHER SUPPORT TEAM

1. The purpose of this policy is to ensure that the behavioral and academic needs of every student are met through an instructional model that is designed to address student learning with quality classroom instruction and opportunities for intervention. The Mississippi Department Education (MDE) shall require every school district to follow the instructional model, which consists of three (3) tiers of instruction:
  - a. Tier 1: Quality classroom instruction based on Mississippi Curriculum Frameworks
  - b. Tier 2: Focused supplemental instruction
  - c. Tier 3: Intensive interventions specifically designed to meet the individual needs of students
2. If strategies at Tier 1 and Tier 2 are unsuccessful, 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 (TST) implemented in accordance with the process developed by the MDE. 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:
  - a. designed to address the deficit areas;
  - b. evidence based;
  - c. implemented as designed by the TST;
  - d. supported by data regarding the effectiveness of interventions.
3. 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 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.
4. 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 interventions 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.

5. In accordance with the Literacy-Based Promotion Act of 2013, each public-school student who exhibits a substantial deficiency in reading at any time, as demonstrated through:
  - a. performance on a reading screener approved or developed by the MDE, or
  - b. locally determined assessments and teacher observations conducted in kindergarten and Grades 1 through 3, or
  - c. statewide end-of-year assessments or approved alternate yearly assessments in Grade 3, must be given intensive reading instruction and intervention immediately following the identification of the reading deficiency. A student who was promoted from Grade 3 to Grade 4 under a good cause exemption of the Literacy-Based Promotion Act must be given intensive reading instruction and intervention. The intensive intervention must include effective instructional strategies and appropriate teaching methodologies necessary to assist the student in becoming a successful reader, able to read at or above grade level, and ready for promotion to the next grade.
6. A dyslexia screener must be administered to all students during the spring of their kindergarten year and the fall of their first grade year. The screening must include the following components:
  - a. Phonological awareness and phonemic awareness;
  - b. Sound symbol recognition;
  - c. Alphabet knowledge;
  - d. Decoding skills;
  - e. Encoding skills; and
  - f. Rapid naming (quickly naming objects, pictures, colors, or symbols (letters or digits) aloud).
7. All students in kindergarten and Grades 1 through 3 shall be administered a state-approved screener within the first 30 days of school and repeated at mid-year and at the end of the school year to identify any deficiencies in reading. EXCEPTION: Students in grade 3 who are not identified for intervention on mid-year screeners are not required to be screened again at the end of the school year. In addition to failure to make adequate progress following Tier 1 and Tier 2, students will be referred to the TST for interventions as specified in Multi-tiered System of Support guidelines developed by MDE if any of the following events occur:
  - a. Grades K-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 (20) days in the current school year.
  - d. A student scores at the lowest level on any part of the Grade 3 or Grade 7 statewide accountability assessment; OR
  - e. A student is promoted from Grade 3 to Grade 4 under a good cause exemption of the Literacy-Based Promotion Act.
8. Referrals to the TST must be made within the first twenty (20) school days of a school year if the student meets any of the criteria a-e stated above in Paragraph 7.
9. School districts must complete, at minimum, documentation as required for all students in Tier 2 or Tier 3. All Tier 3 documentation must accompany the student's cumulative folder upon promotion or transfer to a new school.

Source: Miss. Code Ann. § 37-177-1, et seq., (Revised 12/2018)

#### REPORT CARDS

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 for school behavior. Grades will be awarded on the basis of student performance.

- A. The Biloxi Public School District 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. 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.
- C. When course work is not completed due to absences, an incomplete grade will be recorded on the report card. Make-up work must begin at a time arranged by the teacher (within 10 school days).

- D. 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.")
- E. Examinations will not be administered prior to the regularly scheduled time.
- F. In order for students to receive term, semester, or yearly grades, all course or grade level requirements must be met.
- G. Students will be required to take report cards home and to have parents or legal guardians sign the report cards, which must be returned to teachers on the following day.

**GRADES K-4 RUBRIC**

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

**GRADING ENGLISH LEARNERS (EL)**

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 Learners (ELs).

No failing grades may be given during an EL’s progress from Level 1 – ‘Beginning’ through Level 3 – ‘Intermediate’.

1. Levels 1-3 (Beginning, Early Intermediate and Intermediate)
  - a. 65 – 100 % Passing (S=Satisfactory)
  - b. 50-64 % (N=Needs Improvement)
  - c. Below 50% (U=Unsatisfactory)
2. Level 4-5 (Proficient and Above Proficient)
  - a. General report card
  - b. “EL” noted on the report card

**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. Parents who wish to receive progress reports more frequently may contact the student's teacher or the principal; furthermore, parents may request in writing that progress reports be mailed. Parents have access to SIS to see comprehensive progress at all times. (See page 4, “On-Line Student Information System (SIS).”.

**ACADEMIC HONOR ROLL - K-4**

To qualify for term or semester honor roll, a student must have an 80 or higher in each major subject (reading, mathematics, language arts, social studies and science).

**CLASSIFICATION/PROMOTION/RETENTION POLICY  
GRADES K-4**

The student will be promoted except in those cases where students (1) refuse to exert the required effort to achieve grade level objectives or (2) in the teacher's judgment, become sufficiently behind in academic work to make it unlikely or impossible to succeed if promoted to the next level. Student performance on the course objectives must be used as the principle basis for determining whether a student fails or passes for each elementary school grade. Retention, on an individual basis, may be subject to administrative review and/or recommendation.

As set in the 2014-2015 school year, a student scoring at the lowest achievement level in reading on the established state assessment for 3rd grade will not be promoted to 4th grade unless the student meets the good cause exemptions for promotion.

### 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.

### PHYSICAL EDUCATION

All students in grades PreK-4 will be required to take physical education unless excused by a doctor's statement for the current year or as based on the instructional needs of students. It is strongly recommended that students dress with the appropriate footwear for PE classes.

### 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 school principal and district administration and must be supervised by district personnel. Field trips will not be approved if they coincide with term exams or state assessments. Parents who volunteer to chaperone are not permitted to bring other children on the field trip. Chaperones must be approved by the principal.

Field trip requests that require Board approval must be in the Director of Elementary Education's office at least fifteen (15) 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.
2. Reference books, such as encyclopedias and dictionaries, are to be used only in the media center.
3. Other books may be checked out for a period of two weeks.
4. Students will pay for lost books and will pay fines on books that have been damaged.
5. No book may be taken from the media center unless it is checked out to the borrower.
6. The media center is open each day during school hours. Students are urged to use the media center regularly and to comply with the above regulations.
7. Students in the media center are subject to book check.

### 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.

## **ELECTRONIC ACCESS/ACCEPTABLE USE POLICY (IFBDAA) - Revised May 15, 2018**

### **Purpose**

The Biloxi Public School District (the "District") provides employees and students with access to the District's electronic communication system, referred to as the District system, which includes Internet access. The District system has limited educational purpose. The term "educational purpose" includes use of the system for classroom activities and professional development. The purpose of the District system is to assist students in preparing for responsible citizenship and success in life. The District system provides electronic access to a wide range of information and the ability to communicate with people throughout the world. In addition, the District system will enhance District intercommunication, enhance productivity, and assist personnel in upgrading their skills through greater exchange of information with their peers and the local community.

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

The District may supply students with laptops for use at school and at home. This policy will apply to any District-owned device. This policy also applies to any student-owned device while used at school or during any District-sponsored activities.

### **District Responsibilities**

The Director of Technology will serve as the coordinator to oversee the District system, coordinate with other regional and state organizations as necessary, maintain executed license agreements, provide training in the use of the District system, and District software, and be responsible for interpreting the District's Acceptable Use Policy.

Each school's principal will serve as the building level coordinator for the District system, approve school site activities, ensure personnel receive proper training in the use of the District system and the requirements of this policy, establish procedures to ensure adequate supervision of students using the District system, and be responsible for interpreting the District's Acceptable Use Policy at the school level.

### **User Responsibilities**

The use of the District system, including 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 District system, including the Internet, must be in support of education and research, and consistent with the educational objectives of the 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.

Users may not use the District system for political purposes.

### **Parent Notification and Responsibility**

The District will notify the parents and/or guardians about the District system and the policies governing its use. As the District system offers Internet access, students must have permission from at least one of their parents and/or guardians to access the Internet at school. Parents and/or guardians may specifically request that their child/children not be provided Internet access by notifying the District in writing. The District will attempt to abide by parental requests to restrict access. However, the District is not responsible for user actions that are not in accord with District policy and procedure.

The District complies with CIPA, the Children's Internet Protection Act, which was signed into law on December 21, 2000. The District's Acceptable Use Policy is an Internet safety policy that protects against access through computers with Internet access, to visual depictions that are obscene, child pornography, or (in the case of use by minors) harmful to minors.

This policy contains restrictions on accessing inappropriate material. There is a wide range of material available on the Internet, some of which may not be aligned with the values of students' families. Filtering software will be utilized to limit access to certain sites and to monitor access to electronic resources. However, it is not possible for the District to monitor and enforce a wide range of social values in student use of the Internet. Further, the District

recognizes that parents and/or guardians bear primary responsibility for transmitting their particular set of family values to their children. The District will encourage parents to specify to their child/children what material is and is not acceptable for their child/children to access through the District system.

### **District Limitations of Liability**

The District makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the District system. The District will not be responsible for financial obligations arising through unauthorized use of the system.

### **Search and Seizure**

District system users have a limited privacy expectation in the contents of their personal files on the District system. Routine maintenance and monitoring of the District system may lead to discovery that the user has or is violating this policy or the law.

An individual search and appropriate actions, in accordance with District policies, will be conducted if there is reasonable suspicion that a user has violated the law and/or this policy.

### **Software, Copyright and Plagiarism**

Users will respect the policies and laws regarding software licensure. No unlicensed software will be permitted on District technology. All licenses must be filed and approved with the Technology Department. Although each user will provide for timely backup of essential data, no unauthorized copying of data and software will be permitted.

Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

Users will not plagiarize works. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.

### **Instruction and Selection of Material**

All students will be educated about appropriate online behavior, including interacting with other individuals on social networking sites, in chat rooms, through electronic mail, and/or other forms of direct electronic communications. Students will also be educated with regard to cyberbullying awareness and response.

When using the Internet for class activities, teachers will select materials for students that are age appropriate and relevant to course objectives. Teachers will preview the materials and sites they require or recommend for student access to determine the appropriateness of the material contained or accessed through the site. Teachers will provide guidelines and/or lists of resources to assist their students in channeling their research activities effectively and properly. Teachers will assist their students in developing skills to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views

### **Personal Safety**

The District complies with the Children's Online Privacy Protection Act (COPPA) that was signed into law on October 21, 1998 and was effective as of April 21, 2000. The purpose of COPPA is to regulate the online collection and use of personal information provided by and concerning children under the age of thirteen.

- Users will not disclose, use, disseminate or divulge personal and or private information about himself/herself, minors or any other persons including personal identification information. Personal identification information includes (but is not limited to) addresses, phone numbers, school address, work address, etc.
- The 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 not agree to meet with someone they have met online.
- Users will immediately report to District personnel 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 District policy.
- User shall not access, transmit, or retransmit threatening, harassing, profane or obscene material, pornographic or sexually explicit 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 District system for any illegal activity including, but not limited to, unauthorized access including hacking. This includes attempting to gain unauthorized access to the District system or to any District technology, and attempting to log in through another user's account or access another user's files/data.
- 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 advocates or could cause danger or disruption.
- Users shall not make deliberate attempts to disrupt the District system performance or destroy data by spreading technology viruses or by any other means. Vandalism will result in the cancellation of user privileges, disciplinary action, and/or financial restitution paid by the user and/or parent according to Miss. Code Ann. §37-11-53. Vandalism also includes any malicious attempt to harm or destroy equipment, materials, or data of the District or any user.

### **Inappropriate Language/Harassment (Cyberbullying)**

Restrictions against inappropriate language apply to all electronic access such as, but not limited to, public messages, private messages, and material posted in the Internet.

Users shall not engage in personal attacks, including prejudicial or discriminatory attacks.

Users shall not access, transmit, or retransmit information that harasses, bullies (cyberbullies) another person. Harassment is persistently acting in a manner that distresses or annoys another person.

Users shall not knowingly or recklessly post false or defamatory information about a person or organization.

Users shall not repost a message that was sent to them privately without the permission of the sender.

Users shall not post private information about another person.

### **System Resource Limits**

- User shall only use the District's system for educational and career development activities and limited, high quality self-discovery activities as approved by District's 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 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 District may include a process for a student to appeal the decision to deny, suspend, revoke or cancel Internet privileges.

## **Consequences for Failure to follow Terms and Conditions of Acceptable Use Policy**

There will be consequences for any user who fails to follow 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 District disciplinary policy, and state or federal law. At the discretion of the District, law enforcement authorities may be involved and any violations of state and/or federal law may result in criminal or civil prosecution.

## **TITLE I PARENT INVOLVEMENT POLICY**

The Biloxi Public School District shall be in full compliance with the regulations of the U.S. Department of Education under current Title I regulations relating to parent involvement and participation. The district shall provide full opportunities for parents of children being served by Title I for participation in the design and implementation of the Title I project. Encouragement of parent participation and involvement shall also include, but not be limited to, the provision of timely information about program plans and evaluation, the solicitation of suggestions for operations of the program, consultation with parents, informing parents of their children's needs and of program objectives, and an annual public meeting for parents and school personnel. Developed jointly with parents of participating children served by the Title I program, the parent involvement policy for the Biloxi Public School District includes the following:

- A. Parents shall be involved in the joint development of the district plan under pertinent sections of the Title I laws and regulations and in the process of school review and improvement as required under state and federal rules.
- B. Coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent involvement shall be provided.
- C. Coordination and integration of Title I parental involvement strategies with parent involvement strategies under other programs such as Head Start, state pre-school programs, Even Start, etc., shall be carried out.
- D. An annual evaluation of the content and effectiveness of the parental involvement policy of the district shall be conducted to determine the effectiveness of the policy in increasing parental participation and identifying barriers to greater participation by parents in activities authorized under Title I regulations, and findings shall be used to design strategies for school improvement in this area.
- E. No less than one (1) percent of the local allocation shall be used to carry out this mandate regarding parent involvement, including family literacy and parenting skills.
- F. Parents of children receiving services shall be involved in the decisions as to how funds reserved as noted in "E" above shall be utilized for parent involvement activities.
- G. Parent-teacher conferences relating to an individual student, frequent progress reports, and reasonable access to staff for volunteer activities and observation of their children's classroom shall be provided.
- H. Other requirements of the Title I parent involvement policy outlined in federal guidelines shall be met by the local district.



- I. This written policy shall be distributed to parents of participating students, together with distribution to other staff members.
- J. Information will be shared in a language parents can understand.

Please refer to Policy IDDGA.

Biloxi Public Schools  
Student/Teacher/Parent Compact  
[www.biloxischools.net](http://www.biloxischools.net)

#### Parent/Guardian's Agreement

I want my child to achieve. Therefore, I will strive to do the following:

- See that my child attends school regularly and arrives on time.
- Support the school in its efforts to maintain proper discipline.
- Establish a time and place for homework with no distractions such as cell phone, TV, and other electronics.
- Review homework regularly with my child.
- Encourage my child's efforts and be available for questions.
- Stay aware of what my child is learning.
- Read with my child daily and let my child see me read.
- Attend parent/teacher conferences and school events as requested.
- Keep my contact and other information current and respond as requested.
- Keep absences, tardies, and checkouts at a minimum.
- Check grades and utilize district and school website frequently.
- I will do my part to discourage any form of bullying.

#### Student's Agreement

It is important that I work to the best of my ability. Therefore, I will strive to do the following:

- Strive to exceed general expectations.
- Attend school regularly and on time.
- Come to school each day prepared and ready to learn.
- Complete and return homework and all school assignments on time.
- Follow and obey all school academic and behavioral expectations.
- Establish a daily study routine.
- Establish a time and place for homework with no distractions such as cell phone, TV, and other electronics.
- As a student, I will ask for help if I need help.
- I will do my part to discourage and not participate in any form of bullying.

#### Teacher's Agreement

It is important that students achieve. Therefore, I will strive to do the following:

- Create a safe environment that enhances learning.
- Teach expectations for behavior throughout the school year.
- Provide timely information about student progress.
- Provide meaningful, differentiated instruction for all students.
- Respond to student and parent concerns and questions in a timely manner.
- Keep my classroom website updated and current.
- Provide fair and consistent discipline in accordance with school and district policy.
- Enter grades in a timely manner.

#### Principal's Agreement

I support the students, parents, staff, and school. Therefore, I will strive to do the following:

- Provide a safe environment that allows for positive communication among the teacher, parent, and student.
- Ensure a safe and orderly climate that enhances learning.
- Be available to address concerns, questions and ideas for overall school improvement.
- Hold parent orientation for all grade levels before start of school.

## 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. 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 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 services in special education in the Biloxi Public School District.

**School Nurses** - Offer health information and special health services for students who need them.

**Homebound Program** - A service available 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 Learners (EL) Program** – An ongoing program that is offered in grades K-12, to locate, identify, and assist eligible students.

**Summer School Program** – Summer reinforcement that is offered if funds are available and teachers can be secured, and a need is determined by the administration.

**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.

**Mentoring Program** - Volunteers are matched with designated students in grades K-12 to serve as mentors.

**Accelerated Reader - K-4** - A task-based learning information system designed to increase students' interest and achievement in reading. This computerized reading management system measures the quality, quantity, and level of reading and gives information back to students, teachers, and parents.

**Crisis Intervention** - Counseling and consultative services provided to a school or classroom in times of extreme emotional stress.

**Intervention Services-Multi-Tiered System of Support and Teacher Support Team** - Committee of teachers working cooperatively to construct interventions for students experiencing significant academic or behavioral problems.

## SCHOOL 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. 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 a 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.

## MEDICAL QUESTIONNAIRES/FORMS

All medical questionnaires or forms must be submitted to and approved by the principal prior to teacher completion.

## 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.

Only medication prescribed by a licensed physician can be administered to students at school if necessary. No narcotic medication or non FDA approved medications/substances 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/guardian may come to the school to give the medication.

When a licensed physician prescribes medication the parent should arrange (with a licensed physician) for the child to receive the medication at times other than during school hours. With written parental permission certain over-the-counter medications may be administered by authorized personnel if the licensed physician 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 exceptions of number 5 and 7 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 exceptions of number 5 and 7 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 licensed 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 provides written documentation on the proper school form. The parent and the licensed 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 Reassignment (ISR) location should his/her child be assigned to In-School Reassignment (ISR) as a result of a disciplinary infraction.
7. A student may carry auto-injectable epinephrine if ordered by their licensed physician. 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 self-carry asthma inhaler and self-carry epinephrine pen.
2. It is the responsibility of the student taking medication to keep up with his/her medication time.
3. It is the responsibility of the parent/guardian to ensure that an adequate supply of medication is available at the school.

## 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 lockdown 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.

## BACKPACKS/BOOK BAGS - PreK-4

Backpacks and book bags are permitted.

## LOST AND FOUND

Although each of the schools has a system for handling articles lost or found, the school is not responsible for lost or stolen items such as purses, watches, jewelry, cell phones, etc. All valuable articles lost or found should be reported or taken to the office of the principal. (Special Note: All articles of clothing, books, book bags, lunches, etc., should be marked clearly with the child's name and grade inside these items.) At the end of each semester, all items remaining in lost and found shall be donated to a local charity.

## 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) failure 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, consume, be under the influence of, carry upon his or her person, or to have in his or her possession any of the substances listed below while on school grounds (this include bus stops, school vehicles, campuses, school events, and school activities):

*Any and all drugs classified as illegal by local/state/federal law, alcoholic beverages, morphine, marijuana (to include any levels of cannabis, cannabinoids, THC, CBD, and their derivatives), cocaine in any form, any "leisure" or recreational drug, opium, heroin (or any derivatives or compounds), LSD, spice, synthetic drugs, tranquilizers, or unauthorized prescription medications. Any narcotic drug, barbiturate, substance, ingredient, or compound which, when taken orally, intravenously, inhaled, or applied in any other manner, may cause the person to be under the influence of any of the same*

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 and school officials while on campus.

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, 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 as follows: a) persons, possessions, 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.

## THREATS OF VIOLENCE

The District will not tolerate threats of violence against any school or facility of the District, or against any individual students or employees of the District. The State of Mississippi has recently enacted the Mississippi Terroristic Threats Law which makes it a **felony** for any person to make a threat to commit a crime of violence or a threat to cause bodily injury to another person if the threat does in fact cause a reasonable expectation or reasonable fear of the imminent commission of an offense, and if, in making the threat the person has the intent to: (i) intimidate or coerce a civilian population or a segment of the civilian population to cede to the person's demands, or (ii) influence or affect, by intimidation or coercion, the policy or conduct of a unit of government, educational institution, business or segment of the civilian population to cede to the person's demands. It is not a defense to prosecution under this law that at the time the threat is made the defendant did not have the intent or capability to actually commit the specified offense, nor is it a defense that the threat was not made to a person who was an intended victim of the threatened act. Students who are guilty of making a terroristic threat shall be subject to appropriate disciplinary action as specified.

## 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 placement at the alternative school, 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. Fighting on the bus or at the bus stop shall result in 45 days off the bus.

## 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 may 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.

## 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.

## 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, after-school detention, in-school reassignment, out- of-school suspension or expulsion may follow student failure to conform to accepted standards of behavior in the school. Disciplinary action may also include 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.

PRIVACY OF STUDENT INFORMATION Discipline as well as any other private information of a student will NOT be discussed with anyone other than that child's legal parent/guardian.

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.

IN-SCHOOL REASSIGNMENT (ISR) is a supervised consequence for handling student misbehavior. When a student is assigned to ISR, the student will report to a specified classroom for a prescribed number of days. It is a forfeiture of participation in regularly scheduled school activities for the time designated. During the time of reassignment, graded work will be assigned, and all assignments must be completed during this time. Additional time in ISR may be given for failure to complete assignments in the ISR program. A student who disrupts the ISR program will be referred to the appropriate building administrator, and the student will advance to the next step of the discipline ladder. When a medical condition is present, it is the parent's responsibility to transport needed medications to ISR and notify ISR of any medical needs.

OUT-OF-SCHOOL SUSPENSION (OSS) is a forfeiture of participation in regularly scheduled school 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. Parents must have a conference with the designated school administrator before the child will be allowed to return to classes. Telephone calls will not be acceptable. Students will complete the assigned suspension out-of-school in its entirety prior to being permitted to return to class. Upon suspension student will be provided Due Process Policy JCAA.

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.)

### **Return on INVESTMENT for CNO Students (Grades 3-6)**

**Disclaimer: The following provisions apply only to those students who commit a zero tolerance offense involving drugs without intent to sale or use or possession of a weapon/dangerous object without intent to harm.**

To be eligible to return to your school from The Center for New Opportunities (CNO) after 30 days of attendance, the student must:

1. INVEST IN ACADEMICS by having a passing grade of at least 70 in all subjects
2. INVEST IN POSITIVE BEHAVIOR by having no (zero) disciplinary infractions
3. INVEST IN WELL-ROUNDEDNESS by attending one (1) Thursday evening Taming Tempers Class while enrolled at CNO (parent/guardian and student)
4. INVEST IN COMMUNITY LEADERSHIP by completing (5) hours of pre-approved community service.



## 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.

Students are discouraged from bringing personal items from home. The school is not responsible for valuables or personal items. 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.

### Elementary School and Bus Discipline Ladder

<b>Discipline/ Disruption</b>	<b>Consequences</b>
1. Possession of a weapon as defined in student conduct (Reported to Police) (37-11-18)	1. Step 6
2. Bomb Threat (97-37-21)	2. Step 6
3. Terroristic threat (Mississippi Terroristic Threat)	3. Step 6
4. Tampering or opening emergency equipment, devices, or exits	4. Step 5-6
5. Use or possession of fireworks	5. Step 4-6
6. Use or possession of laser items	6. Step 2-6
7. Use, sale, possession, or distribution of drugs including spice, drug paraphernalia, or being "under the influence" (Reported to Police) (67-1-81)	7. Step 6
8. Use, possession, or distribution of medicine	8. Step 1-6
9. Use, sale, possession, or distribution of alcohol or alcohol-related products (Reported to Police) (67-1-81)	9. Step 5-6
10. Use, sale, possession, or distribution of tobacco or tobacco-related products including e-cigarettes, vaping and vaping paraphernalia. (May be reported to Police)	10. Step 4-6 ** City Court
11. Gambling, possession, or distribution of gambling devices	11. Step 3-5
12. Possession of pornography	12. Step 3-6
13. Profanity or vulgarity (to include acts, gestures, or symbols directed at another	13. Step 2-6

person) (97-29-47)	
14. Harassment, intimidation, or threatening of other students or staff (97-3-85)	14. Step 2-6
15. Fighting/ (Reported to Police) Group fight (3 or more)/Physical assault	15. Step 5-6
16. Use, possession, or distribution of dangerous objects	16. Step 4-6
17. Gang activity, association	17. Step 3-6
18. Biting	18. Step 3-6
19. Sexual harassment/assault	19. Step 4-6
20. Horse playing on campus or bus	20. Step 1-5
21. Public display of affection	21. Step 2-6
22. Dress code violation	22. Step 1-3
23. Chewing gum on the bus	23. Step 1-3
24. Improper behavior on campus or bus	24. Step 2-5
25. Disrupting instructional time	25. Step 2-5
26. Defacing or otherwise injuring school district owned property (to include writing on school walls, inside or outside) (to include restitution for damages) (37-11-19)	26. Step 3-6
27. Stealing (to include restitution)	27. Step 2-5
28. School bus or campus disturbance	28. Step 3-6
29. Late to school bus stop	29. Step 1-3
30. Failure to board bus immediately	30. Step 1-3
31. Misbehavior at a school bus stop	31. Step 2-6
32. Getting off the bus at the wrong stop (May be reported to Police)	32. Step 3-6
33. Boarding the wrong bus	33. Step 3-6
34. Failure to serve bus suspension	34. Step 3-6
35. Other misbehavior as determined by the administration on campus or bus (bus-disregarding bus staff instructions, failure to stay seated, not in assigned seat, consuming beverages and/or food, throwing objects, loud talking or noises, littering, etc.)	35. Step 1-6
36. Disrespectful behavior to faculty or staff members	36. Step 2-5
37. Defiance of authority	37. Step 2-5
38. Refusal to identify oneself properly when requested to do so by a faculty or staff member	38. Step 3-4
39. Lying to authorities	39. Step 2-5
40. Using forged or altered documents (report cards, progress reports, parental notes, hall or bus passes, other students lunch numbers, etc.) (97-32-9)	40. Step 2-5
41. Failure to serve assigned detention	41. Step 1-3
42. Failure to report to the office	42. Step 3-6
43. Unauthorized fund raising, including sale of candy and gum	43. Step 1-3
44. Failure to return fundraising items or equivalent money (to include restitution)	44. Step 1-4
45. Tardies	45. Step 2-4
46. Cutting classes/truancy	46. Step 3-5
47. Out of area or misbehavior	47. Step 1-4
48. Leaving campus without authorization (May be reported to the Police Department)	48. Step 1-4
49. Leaving class without permission	49. Step 1-4
50. Trespassing	50. Step 3-5

\*Numbers in parenthesis refer 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 4-6 may be reported to police if appropriate.

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

## ELEMENTARY SCHOOL DISCIPLINE LADDER, K-4

- Step 1
1. Contact parent or legal guardian.
  2. Student conference/reprimand.
- Step 2
1. Contact parent or legal guardian.
  2. Detention.
  3. Removal from ladder if not referred to office for five (5) school days from date of entry onto this step.
  4. Loss of all privileges during time of detention and a loss of the right to privileges and/or the right to participate in an extracurricular activity.
  5. Parent may be required to attend classes with student.
- Step 3
1. Contact parent or legal guardian.
  2. In-School Reassignment, one (1) to three (3) days and /or suspension off the bus three (3) days.
  3. Loss of all privileges during time of reassignment/suspension and a loss of the right to privileges and/or the right to participate in an extracurricular activity.
  4. Removal from ladder if not referred to office for ten (10) school days from date of return to school after suspension.
  5. Parent may be required to attend classes with student.
- Step 4
1. Contact parent or legal guardian.
  2. In-school reassignment and/or out-of-school suspension, one (1) to five (5) days, and/or suspension off the bus three (3) to five (5) days.
  3. Loss of all privileges during the time of reassignment/suspension and a loss of the right to privileges and/or the right to participate in an extracurricular activity.
  4. Removal from ladder if not referred to office for fifteen (15) school days from date of return to school after suspension.
  5. Parent may be required to attend classes with student.
- Step 5
1. Contact parent or legal guardian.
  2. Out-of-school suspension, three (3) to (10) ten days, and/or suspension off the bus five (5) to forty-five (45) days or for the remainder of the semester/school year.
  3. Referral to central office administrator and intervention as determined by administration.
  4. Other terms as dictated by central office administrator.
  5. Loss of all privileges during the time of suspension and a loss of the right to privileges and/or the right to participate in an extracurricular activity.
  6. Parent may be required to attend classes with student.
  7. Removal from ladder if not referred to office for twenty (20) school days from date of return to school after suspension.
- Step 6
1. Contact parent or legal guardian (parent conference before student may return to school).
  2. Recommendation for expulsion (**Placement at CNO for 20 days K-2**) to district hearing committee; out-of-school suspension up to ten (10) days. Copy of Due Process/Hearing Procedures Policy JCAA given to student and parent.
  3. A student may be recommended for expulsion at any time if 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 an extracurricular activity.
  5. Removal from the ladder if not referred to the office for twenty-five (25) school days from the date of return to school after suspension (after the hearing if the student is returned to school).
- 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 **may be required** before a student can return to school after a suspension (Steps 3-6).
- 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 all 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 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 Alternative Education either through action by the Board of Trustees or through Administrative Placement.
- K. Refer to Policy JCA.

### 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.

#### 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 regulations.

School buses and bus stops are assigned to qualifying students. No bus passes are given to permit deviation from the assigned bus. (Transportation Director, (228-436-5140)

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 NO. 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)

## 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 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/USE OF CELL PHONES (COMMUNICATION DEVICES) AND/OR ELECTRONIC DEVICES (Grades K – 4)

Kindles, iPads, e-readers, and other tablets may be brought to school for instructional purposes when requested by the classroom teacher. Electronic devices brought to school are the responsibility of the students. All personal property brought to school is an understood risk.

To avoid interruptions to the elementary instructional program, cell phones (communication devices) are not allowed to be brought to school by elementary students. **This includes smartwatches.**

Communication devices brought to school will be secured by the administration until released to the student's parent/guardian. Failure to comply will result in the student's placement on the discipline ladder.

If a device is found in the possession of a student, the following action will be taken:

**First Offense:** The student will be given a warning, and the parent/guardian will be contacted to come retrieve the device from the school office.

**Second Offense:** The device will be secured and kept by the school administrator until the parent/guardian conference at school with an administrator to review the policy and sign for the device.

**Next Offense:** The device will be secured and kept by the school administrator until released to the parent/guardian at the end of the school term.

## 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" and vaping paraphernalia 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.

## 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 – PreK-12

**Clothing and other items that students wear to school must not disrupt the educational process nor create any form of school disturbance. 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 be school appropriate and non-revealing.
- Leggings/tights may be worn with shorts, skirts, or tops that are school appropriate and non-revealing.
- Safe and appropriate footwear must be worn at all times.
- Appropriate undergarments must be worn and not seen.
- Pants or shorts must be worn at waistline with no exposure of undergarments.

**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 midriiffs, muscle shirts, low cut tops, spaghetti straps, etc.
- Spiked accessories and chains are prohibited.
- 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.**

## STUDENT ACTIVITIES

### 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 the 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.

### EXTRA- AND CO-CURRICULAR 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.

#### 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.

## POLICIES

Any policy changes or updates throughout the school year will be available to view online at [www.biloxischools.net](http://www.biloxischools.net) and addendums will be sent home with each student.

<b>STUDENT GRIEVANCES</b>	<b>JCA</b>
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The Biloxi Public School District ("District") is committed to providing an effective means for students and parents to voice concerns and complaints. A grievance is a formal complaint regarding specific decisions made by school personnel. A grievance may be submitted in specific circumstances such as when a student or parent believes that a policy of the District Board of Trustees ("Board") or a law has been misapplied, misinterpreted, or violated, subject to the following conditions:

- a. If a student has been suspended or expelled, then the student's appeal rights will be governed by Policy JCAA, "Due Process;"
- b. If a student's grievance involves bullying or harassment, then Policy JDDA, "Student Bullying," will control the filing of the student's grievance and its investigation;
- c. If a student's grievance involves discrimination against students with a disability/handicap, then Policy JCAD, "Student Grievances – Section 504/Americans With Disabilities Act" will control the filing of the student's grievance and its investigation; and
- d. If a student's grievance involves allegations of sexual discrimination, including sexual harassment, then Policy JBP, "Student Complaints of Sexual Discrimination/Harassment – Title IX Procedures" will control the filing of the student's grievance and its investigation.

### GENERAL GRIEVANCE PROCEDURE:

1. When a student or parent has a complaint regarding a specific decision made by school personnel (e.g. teacher, coach, administrator, etc.), the student/parent must first meet in conference with the decision-maker in an attempt to resolve the complaint. If the conference does not resolve the complaint to the satisfaction of the parent/student, they may appeal to the building administrator within five (5) school days of the conference.



2. If the building administrator's conference does not resolve the complaint, the parent/student may appeal, in writing, within five (5) school days after a conference with the building administrator. The written notice of appeal must state a summary of the grievance, the specific grounds for the appeal, together with the names of all witnesses and other matters, including evidence, supporting the appeal. The written notice of appeal must be filed either with (1) the Director of Student Services (160 St. Peter Street, Biloxi, MS 39530; (228) 374-1810); or (2) with the building administrator, who will forward the written notice of appeal to the Director of Student Services. The District Superintendent ("Superintendent") or his designee may assign a student to an alternative educational placement until the appeal process has been completed.
3. Within five (5) school days following the receipt of the written appeal by the Director of Student Services, the Director should begin discussing the problem with the party or parties involved and attempt to resolve the matter informally.
4. If the Director of Student Services is unable to resolve the matter informally within five (5) school days following his receipt of the notice of appeal, then the Director will forward the grievance to the District Hearing Committee.
5. Within five (5) school days following submission of the written appeal to the District Hearing Committee, the Committee shall consider the student grievance through either formal or informal means, including, if the Committee desires, meeting with the parties involved. The District Hearing Committee will prepare a grievance report, and will provide notice of its decision to the student/parent. If the District Hearing Committee is unable to resolve the problem to the satisfaction of the student/parent, they may file a written appeal to the Superintendent. The student/parent must submit the written appeal to the Superintendent within five (5) school days of being notified of the District Hearing Committee's decision.
6. The Superintendent will meet in conference after receipt of the student/parent's written appeal from the District Hearing Committee's decision, and after receipt of the Committee's grievance report. Absent extenuating circumstances, the conference should be held within five (5) school days after receipt of the written appeal, and a decision should be made by the Superintendent concerning the student's grievance within five (5) school days after the conference. (In the event that the Superintendent is absent from his/her office, the conference must be held within five (5) school days after the Superintendent's return to his/her office.) The Superintendent will prepare a written decision concerning the grievance and provide it to the student/parent either in person or at their last known address. The student/parent shall have five (5) school days after receipt of the Superintendent's decision within which to appeal the decision to the Board.
7. The student/parent may appeal the Superintendent's decision to the Board by submitting a written appeal to the Superintendent no later than five (5) school days after the student/parent's receipt of the Superintendent's written decision. The Board reserves three basic rights: (1) it may elect not to hear the appeal and let the ruling of the Superintendent stand; (2) it may elect to make a ruling based on the written record of appeal; or (3) it may elect to provide a forum to all parties to present their case prior to making a ruling in the matter. In the event the Board elects to provide a forum/hearing, it will conduct its hearing as soon as practicable following written receipt of a request for such a hearing. The Board, in its sole discretion, has the authority to limit discussion, testimony (if allowed), and otherwise conduct the hearing as it deems reasonable and formal rules of evidence will not be followed. The Board may appoint a hearing officer to conduct the hearing and delegate to the hearing officer the authority to limit the hearing as he/she deems necessary.
8. Hearings shall be recorded electronically, and/or a written summary may be made. Any request for electronic and/or written summaries of the hearing must be made in writing, and a fee will be charged for copies of such summaries, together with appropriate charges for employee time in compiling and preparing these materials.
9. The District will maintain a full record of individual student's grievances.

A student who has been suspended or expelled has the right to due process. All aspects, circumstances and records of the student's case shall be confidential and available only to authorized officials of the Biloxi Public School District ("District") dealing directly with the student or to the student's parents, legal guardians or attorneys for the student or for the District's Board of Trustees ("Board"). The following procedures provide notice and opportunity to be heard in such matters.

**STEP ONE: INITIAL INFORMAL HEARING**

Applies to: All Suspensions and Recommendations of Expulsion

A. An initial informal hearing is required in each case where disciplinary action may be taken against a student. After an initial investigation that is appropriate under the circumstances, the school principal, District Superintendent ("Superintendent") or designee shall:

1. Advise the student of the charges against him/her;
2. Afford the student a full opportunity to respond; and
3. Explain the evidence in support of the charges, if the student denies the charges.

This process will be documented in writing using the appropriate forms and a copy of the documents will be provided to the student.

B. After the informal hearing, the school principal may take the following actions:

1. **SUSPENSION OF 10 DAYS OR LESS:** The school principal may issue to the student and legal guardian a notice of suspension not longer than 10 consecutive school days. The suspension is effective immediately and no further due process is required. However, the District has instituted an informal procedure for parents, guardians, or other persons having custody of a student who wish to appeal a suspension of 10 days or less. See Step Two, "Appeal," Section A below.
2. **IMMEDIATE SUSPENSION AND RECOMMENDATION OF EXPULSION:** The school principal or Superintendent shall immediately suspend a student for 10 days or less and recommend expulsion when there is reason to believe that the student committed an unlawful or violent act, as defined or otherwise provided by District policy or state law. The suspension shall be effective immediately, pending conclusion of due process on the recommendation of expulsion.
3. **IMMEDIATE SUSPENSION AND RECOMMENDATION OF SUSPENSION OF 11 DAYS OR MORE/EXPULSION:** The school principal or the Superintendent may immediately suspend a student for 10 days or less and recommend a suspension of 11 days or more or expulsion, as appropriate under the circumstances. The suspension shall be effective immediately, pending the conclusion of due process on the recommendation of long-term suspension or expulsion.

**STEP TWO: APPEAL**

A. Suspensions of 10 Days or Less

If the parent, guardian or other person having custody of the student wishes to appeal a suspension of 10 days or less, such person shall have the right to a hearing before either the school principal, Superintendent or designee, chosen at the Superintendent's discretion. An appeal must be submitted in writing to the school principal within five (5) school days of the student's receipt of a disciplinary referral form.

1. The parent, guardian or custodian shall be informed of this right and be given a form for requesting such a hearing.
2. The hearing shall be informal and shall afford the parent, guardian, or custodian an opportunity to respond to the charges against the student

B. Suspensions of 11 Days or More and/or Recommendation for Expulsion

If after the initial informal hearing the school principal or Superintendent determines that a recommendation of suspension for 11 days or more or expulsion is the appropriate disciplinary action:

1. The school principal or Superintendent shall give the student and the student's parent, guardian or custodian a written "Notice of Suspension and Recommendation of Expulsion and Statement of Rights" in a form provided by the Superintendent for such purposes.
2. The notice shall contain a statement of the charges/reasons, advise the student and the student's parent, guardian or custodian of the right to legal counsel, to present witnesses and to cross-examine witnesses presented against the student and state the date, time and place for the hearing. A copy of the notice will be hand-delivered to the student when possible and hand-delivered or mailed to the parent, guardian or custodian.
3. Unless the student is offered temporary placement in the alternative school program as outlined in Paragraph 4.a. below, a hearing before the District Discipline Hearing Committee must be scheduled and conducted no later than the tenth school day following the date of notice.
  - a. The hearing will be before the District Discipline Hearing Committee:
    - i. The Committee shall be composed of three or more school administrators, none of whom may be on the staff of the school from which the student is enrolled.
    - ii. The Superintendent's designee will serve as the investigator, convener and administrative officer of the Committee but shall not vote.
  - b. The District Discipline Hearing Committee shall hear and consider all cases presented and is authorized to:
    - i. To concur or not concur in the suspension or expulsion recommendation;
    - ii. To confirm or specify the duration of a suspension of eleven days or more, to reduce number of days of suspension, to remove the suspension or expulsion; and
    - iii. Subject to review and approval of the Superintendent, to recommend limited or unlimited expulsion to the Board.
    - iv. The District Discipline Hearing Committee shall prepare a written summary of each case.
  - c. All expulsion recommendations shall be subject to review by the Superintendent and by the Board
  - d. After completing this appeal step, the student, parent, guardian or custodian aggrieved by a decision to suspend the student may request review of the decision by the Board. A request for review must be submitted to the Board within 2 days after receiving a decision at this appeal step.

4. Pending the outcome of the hearing before the District Discipline Hearing Committee:
  - a. The student may be offered temporary placement in the alternative school program when the counselor verifies the student's suitability for such program and, in such case, the hearing before the District Discipline Hearing Committee may be held at any appropriate time without application of the 10-day limitation. However, the District may not offer temporary placement when the offense upon which the action is based is gang or group-related fighting, violation of prohibitions against weapons or controlled substances, assault of a staff member or other unlawful or violent act.
  - b. The student may be allowed to remain in school if the school principal or the Superintendent determines that his continued presence is not detrimental to the normal functioning of the school program and, in such case, the hearing before the District Discipline Hearing Committee may be held at any appropriate time without application of the 10-day limitation.

#### STEP THREE: REVIEW BY THE SUPERINTENDENT

Applies to: Expulsions

The Superintendent shall review all recommendations by the District Discipline Hearing Committee for expulsions:

1. If the Superintendent concurs in the decision of the District Discipline Hearing Committee, he shall submit the recommendation to the Board for final action.
2. If the Superintendent does not concur in the decision of the District Discipline Hearing Committee, he may remove expulsion, assign an appropriate duration of suspension or recommend expulsion.
3. All recommendations of expulsion by the Superintendent shall be subject to review by the Board.

#### STEP FOUR: REVIEW BY THE BOARD

Applies to: Suspensions of 11 Days or More (only upon request by the student, parent, guardian or custodian)  
Expulsions

The Board shall, at its next regular or special meeting following the recommendation, review and take final action on all recommendations for expulsions and any requests for review of suspensions of 11 days or more. All consideration of student disciplinary actions shall be conducted in accordance with standard Board procedure. All decisions by the Board shall be final.

#### STANDARD OF PROOF

The standard of proof required in all disciplinary proceedings is substantial evidence. Substantial evidence has been defined by the Mississippi Supreme Court to mean something more than a "mere scintilla" of evidence.

It does not rise to the level of a "preponderance of the evidence." Substantial evidence is "such relevant evidence as reasonable minds might accept as adequate to support a conclusion." It affords "a substantial basis of fact from which the fact in issue can be reasonably inferred.

The Biloxi Public School District (“District”) does not condone and will not tolerate bullying or harassing behavior. Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic, that takes place on school property, at any school sponsored function, or on a school bus, and that: (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student’s educational performance, opportunities or benefits. A “hostile environment” means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior. The conduct described above is considered bullying if the conduct interferes with a student’s education or substantially disrupts the operation of the school.

Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, or on a school bus, or when it takes place off school property when such conduct, in the determination of the District’s Superintendent (“Superintendent”) or the school principal, renders the offending person’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.

It is the intention of the District to provide all students and employees a learning and work environment free of bullying or harassing behavior by school employees or students. Likewise, it is the goal of the District to prevent acts of reprisal or retaliation against victims, witnesses or other persons with reliable information concerning an act of bullying or harassing behavior.

A school employee who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior shall report the incident to the appropriate school official. A student or volunteer who has witnessed or has reliable information that a student or school employee has been subjected to any act of bullying or harassing behavior should report the incident to the appropriate school official.

The District’s Board of Trustees (“Board”) directs the Superintendent or designee to design and implement procedures for reporting, investigating, and addressing bullying and harassing behaviors. The procedures should be appropriately placed in District personnel policy handbooks, school handbooks that include discipline policies and procedures, and any other policy or procedure that deals with student or employee behavior. The discipline policies and procedures must recognize the fundamental right of every student to take “reasonable actions” (except those in which self-defense is necessary) 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 conduct. Furthermore, the District defines “reasonable action” in most cases as promptly reporting the behavior to a teacher, principal, counselor, or other school employee when subjected to bullying or harassing behavior.

### **STUDENT COMPLAINTS OF BULLYING OR HARASSING BEHAVIOR**

Students and employees in the District are protected from bullying or harassing behavior by other students or employees. It is the intent of the Board and the District’s Administration to maintain an environment free from bullying and harassing behavior. This complaint procedure provides a process for filing, processing and resolving complaints of such conduct. Adherence to these procedures is mandatory. The failure of any person to follow these procedures will constitute a waiver of the right to pursue a complaint at any level, including review by the Board.

#### **I. Definitions**

Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic, that takes place on school property, at any school sponsored function, or on a school bus, and that: (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student’s educational performance, opportunities or benefits. A “hostile environment” means that the victim subjectively views the conduct as bullying or harassing behavior and

the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

The conduct described above is considered bullying if the conduct interferes with a student's education or substantially disrupts the operation of the school.

Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, or on a school bus, or when it takes place off school property when such conduct, in the determination of the Superintendent or school principal, renders the offending person'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.

## II. Procedures for Filing and Processing a Complaint

### A. Procedure

#### 1. Complaints/Reporting

a. A school employee who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior shall report the incident to a teacher, principal, counselor or other school official.

b. A student or volunteer who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior should report the incident to a teacher, principal, counselor or other school official.

c. A student who wishes to obtain assistance and intervention in response to bullying shall report the incident to a teacher, principal, counselor or other school official.

#### 2. Time Period for Reporting: Any report of bullying or harassing behavior must be made promptly but, absent exceptional justifying circumstances, no later than five (5) school days after the alleged act or acts occurred.

### B. Investigation/Reports

1. A school administrator will meet with the individual reporting an act of bullying or harassing behavior. The reporting individual and the school administrator shall complete a "Bullying/Harassing Behavior" complaint form which shall include the name of the reporting person, the specific nature and date of the misconduct, the name(s) of the victim(s) of the misconduct, the names of any witnesses and any other information that would assist in the investigation of the complaint. The report shall be given promptly to the school principal or the Superintendent who shall institute an immediate investigation. Complaints against the school principal shall be made to the Superintendent and complaints against the Superintendent shall be made to the Board President.

2. The complaint shall be investigated promptly. Within a reasonable amount of time after the alleged incident, the District will notify a parent/guardian of the alleged victim and a parent/guardian of the alleged bullying student concerning the nature of any complaint involving their student. The District will arrange such meetings as may be necessary with all concerned parties within five (5) school days after initial receipt of the complaint by the District. The parties will have an opportunity to submit evidence and a list of witnesses. The results of the investigation conducted by the District official shall be shared with the victim and parents to include a report of any disciplinary action taken.

3. During the investigation or immediately thereafter, the District will provide information to the victim, alleged bullying student, and any witnesses concerning available counseling options.

C. Other

1. The District prohibits any form of retaliation against any person, including a victim, a witness, or another person, who in good faith provides information concerning an incident of bullying. Any such allegations of retaliation should be reported as soon as possible to the school principal/Director of Student Services.

2. The District further prohibits the imposition of a disciplinary measure on a student who, after investigation, is found to be a victim of bullying, on the basis of that student's use of reasonable self-defense in response to the bullying. The District recognizes 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 conduct. The District defines "reasonable action" in most cases as promptly reporting the behavior to a teacher, principal, counselor, or other school employee when a victim is subjected to bullying or harassing behavior.

3. Any discipline for bullying of a student with a disability must comply with the applicable requirements under federal law, including the Individuals with Disabilities Education Act (20 U.S.C. Section 1400 et seq.)

4. A copy of this procedure will be posted on the District's internet website.

III. Review Decision

If the victim is not satisfied with the decision of the District official, he/she may submit a written appeal to the Superintendent within five (5) school days after receipt of the results of the initial decision. The appeal will follow the procedure provided in Student Grievance Policy JCA. A written appeal presented to the Superintendent will be slotted at Step 6 of the Student Grievance Policy and further appeal rights will be controlled by Policy JCA.

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