

Hazlehurst City School District



Home of the Indians

Student Handbook

2015-2016

“Quality Education for Every Child”

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FOREWORD

This handbook is prepared for students and parents of the Hazlehurst City School District. Its purpose is to provide both the guidelines and policies that govern the way we operate our school. No one document can answer every question or address every concern that arises throughout the school year. However, every attempt has been made to address the issues that affect the daily lives of students in our school.

“To the extent that there are any conflict or inconsistencies among the provisions in this handbook, the policies of the district, along with the superintendent and board of trustee’s final decision, shall prevail”

Open communication is critical to the successful operation of our school. It is our belief that students and parents need to know and understand policies and guidelines. If everyone, both students and parents, understand what is required of them, we can look forward to our school year running smoothly. Hopefully, for the most part, an awareness and understanding of the rules and regulations will curb many problems before they happen.

We have an open door policy in our school and district. All of the staff at our school and central office is available to clarify and follow up on any concerns or questions that you may have within a reasonable timeframe.

Although the administrative staff and teachers will review the main contents of the handbook with the students at school, we encourage parents to spend time with their child(ren) to review all the contents in detail. It is intended that this handbook serve as a reference guide for your family as we go through the school year.

Every school year brings with it the opportunity for all of us to do a better job than we did the year before. Students may improve in their class work and behavior; teachers may improve on the way they teach; administrators can run more efficient schools; and parents may become more involved in the education of their children.

We should, then, all work together to insure that we all do better.

Let’s all strive to make this school year the BEST year ever!

Educationally Yours,

John W. Sullivan

John W. Sullivan, Superintendent
Hazlehurst City School District

The Hazlehurst City School District does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability in the provision of educational programs and services or employment opportunities and benefits.

DISTRICT VISION:

Learners Today – Leaders Tomorrow

DISTRICT MISSION:

The mission of the Hazlehurst City School District is to address the needs of our students and to empower them for global success through the channeling of positive education, parental support, and community involvement, which are essential for the development of active citizens and responsible stewards.

DISTRICT VALUES:

We believe:

1. our students deserve a safe, nurturing, and orderly environment;
2. all students deserve access to a quality education and an opportunity to be successful;
3. every student will be prepared to continue his/her education and successfully enter the work place as a productive, responsible citizen;
4. our students have the same capabilities as other students throughout the nation;
5. all students, faculty and parents should be treated with dignity and respect;
6. in making data driven decision.

CENTRAL OFFICE ADMINISTRATION

119 Robert McDaniel Drive

Hazlehurst, MS 39083

Telephone: 601-894-1152

Fax: 601-894-3170

Office Hours

8:00 a.m. – 5:00 p.m. Monday – Friday

Superintendent	John Sullivan
Director of Curriculum/Instruction	Shemica Pitts
Director of Federal Programs	Kristi Harris
Business Manager	TBA
Accounts Payable/Fixed Assets	Debi Farmer
Payroll/Insurance	Paula Dominick
Business Office Assistant	Kenyatta Michaels
Interim Director of Special Education	Gayla Thompson
Director of Maintenance	Mark Douglas
Coordinator of ELL/School Improvement/Spanish	Cynthia Edmonds
Coordinator of Child Nutrition	Mona Fauver
Coordinator of Technology	Eric Stewart
Coordinator of Transportation	Roger Hillard
Coordinator Human Resource	Sandra Terry
MSIS Coordinator	Christy Washington
School Resource Officer	

POLICIES AND PROCEDURES

INTRODUCTION

The purpose of the Hazlehurst City School District is to make better and more capable citizens of the young boys and girls who attend our schools. Hazlehurst City School District is a Title I school implementing a school wide plan to provide our students with an educational experience that will promote cooperative and successful living in a democratic society, as well as prepare students for the competitive environment of college and the workplace.

Other objectives of our district and school are to promote high standards of conduct among students and teachers, to create and develop an interest in civic affairs, to promote school and community loyalty, to develop pride in and care of public property, and to encourage full and complete utilization of every opportunity for maximum educational growth.

Education is fundamental to the American way of life. "Public education is an investment. We seek to keep faith with those who have made such great investments in us by doing our best."

HAZLEHURST CITY SCHOOL DISTRICT'S MISSION

It is our mission to provide opportunities for students to achieve their personal best, to become responsible and productive citizens, and to embrace lifelong learning in a safe and positive environment. We believe all children can learn and excel with developmentally appropriate materials, practices, and strategies.

ENROLLMENT REQUIREMENTS (IEC)

This school district shall admit into its free public schools all eligible residents and legally transferred minor children who are over five and not over 20 years of age on or before September 1st of the school year.

1. Each minor child shall attend school in the school district of his/her residence unless legally transferred to another school district by the school board pursuant to MS Code §37-15-29.
2. Except for those students who have been legally transferred, each minor child seeking to enroll in this school district shall be a school district resident. All students shall register at the school they are assigned to attend.
3. Any new student enrolling in this school district or any continuing student whose residence has changed shall be accompanied to enrollment by a parent, guardian, adult custodian, or adult agent of a social service agency of the district who shall register the minor child for admission except students who have been legally transferred. The accompanying adult shall be required to verify his/her residence as herein provided as part of the registration process.
4. When any child applies for admission or enrollment in any public school in the state, the parent, guardian or child, in the absence of an accompanying parent or guardian, shall indicate on the school registration form if the enrolling child has been expelled from any public or private school or is currently a party to an expulsion proceeding. If it is determined from the child's cumulative record or application for admission or enrollment that the child has been expelled, the school district may deny the student admission and enrollment until the superintendent of the school or his designee has reviewed the child's cumulative record and

determined that the child has participated in successful rehabilitative efforts including, but not limited to, progress in an alternative school or similar program. If the child is a party to an expulsion proceeding, the child may be admitted to a public school pending final disposition of the expulsion proceeding. If the expulsion proceeding results in the expulsion of the child, the public school may revoke such an admission to school. If the child was expelled or is a party to an expulsion proceeding for an act involving violence, weapons, alcohol, illegal drugs or other activity that may result in expulsion, the school district shall not be required to grant admission or enrollment to the child before one (1) calendar year after the date of expulsion. The child may enroll back into school only after the expulsion period is complete. If the expulsion complete date falls in the middle of a term, then the guardian will be allowed to enroll the child in the beginning of the next term.

Enrollment and Assignment of Students

Expulsion Notice: A child or parent must now indicate on the registration form if the child has been expelled from any public or private school or is currently a party to an expulsion proceeding. If the Cumulative Record or application shows that the child has been expelled, the District may deny admission until the Superintendent or his designee has reviewed the record and determined that the child has participated in successful rehabilitative efforts including progress in an alternative or similar program.

Temporary Admission: If a child is a party to an expulsion proceeding, the child may be admitted to school pending final disposition of the proceeding. If it results in expulsion, the school may revoke admission.

Denial of Admission for Violent/Other Acts: If the child was expelled or is a party to an expulsion proceeding for an act involving violence, weapons, alcohol, illegal drugs or other activity which may result in expulsion, the District is not required to grant admission or enrollment before one calendar year after the date of expulsion. **(37-15-9 Mississippi Code Annotated of 1972).**

Immunization

Immunizations recommended by the State Department of Health in the form of a certificate from the examining physician or the County Health Department are required.

Records

A data card and book card must be completed by a legal guardian or parent. If there is no phone in the home, a number must be given so that the adult responsible for the student can be contacted.

COMMUNICABLE DISEASES AND INFECTIONS (JGCC)

The law provides the school district the power to exclude any student suffering from contagious or infectious diseases from attendance. Each staff member has the responsibility to observe students and notify the principal of any student suspected of having an infectious or contagious disease.

Students with the following diseases/infections must inform the school administration for assistance with procedures that must be followed regarding return to school:

Lice	Chicken Pox	German measles
Red Measles	Mumps	Mononucleosis
Scarlet Fever	Hepatitis	Ringworm

Conjunctivitis (pinkeye)

Impetigo

Scabies

If a child has a communicable disease, the following procedures will be taken:

- Parents will be notified to pick up their child at school.
- After proper treatment, the child may return to school.
- Upon his/her return to school, a doctor's excuse or box top from the lice killing product used should accompany him/her. The child will be checked by the nurse to insure no infections exist. If an infection still exists, he/she will be sent home.
- If a product requires a re-treatment, a re-treatment date should be scheduled for seven (7) days later, and proof of medical clearance should be sent to the school.

FIRST AID

First-aid is the immediate and temporary care given to a victim of an accident or one who becomes suddenly ill until the services of a physician can be obtained.

1. All injuries must be reported to the proper authorities.
2. All teachers should have access to first-aid supplies.
3. The nurse and/or principal's office has first-aid supplies on hand.
4. In the event a student gets sick or is involved in an accident on a school conducted trip, he/she will be cared for at the discretion of the person in charge.
5. In the event a student is involved in an accident while at school, the school will decide on the necessity of administering first-aid and/or carrying the child to the doctor or hospital. The decision will in no way obligate the school to pay doctor or hospital bills.

MEDICATION POLICY K -12 (JGCD-R)

Emergency medication shall be administered to students with chronic conditions such as asthma, diabetes, violent allergic reactions and to students for hyperactivity provided the policies and procedures below are followed at all times.

It is the position of the Hazlehurst City School District that all other medication (cold and cough medicine, headache medicine, etc.) should be given by parents when it is at all possible. It is desirable for most medication to be administered before and after school, but it is realized that this is not always possible. However, should medication be administered at school by school staff, the following policies and procedures must be followed:

- A written request form must be submitted by the parent with specific instructions. If the medication is a prescription drug, written instructions from the prescribing physician must be received and filed by office personnel.
- All medication must be kept under lock and key.
- A record card shall be attached to all prescription drugs showing the time when the medication was given to the student, by whom, the amount given, and the date. (This card shall be kept in a permanent place for documentation.)
- All medicines shall be delivered to the school office by the parent in the original container in which the medicine was sold. Medicine will not be transported between home and school on a daily or weekly basis.
- If medication requires equipment for administration (i.e., cup, spoon, dropper), the parent is responsible for supplying the equipment, labeled with the student's name.

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- When medication is discontinued or at the end of the school year, medication not taken home by the parent will be disposed of by school staff.

Under no circumstances shall any staff member prescribe any medication to a student or employee of the Hazlehurst City School District.

NOTE: See Parental Authorization for Administration of Medication Form located in the back pages of this hand book.

The district will comply with all Mississippi Department of Education testing regulatory guidelines.

DRUG, ALCOHOL, AND TOBACCO USE

The Hazlehurst City School District prohibits the use or possession of weapons, illegal drugs, and alcohol; and will cooperate with all law enforcement officers to control its possession or use on school property. Any student with a felony drug charge will be expelled.

Public school officials may conduct unannounced searches of school property such as students' lockers.

Drugs

No pupil attending school or attendance center in this district shall be permitted to carry upon his person or in any other manner or have in his possession in any way alcoholic beverages, paraphernalia, morphine, marijuana, cocaine, opium, heroin, or their derivatives or compounds, drugs commonly called LSD, "pep" pills, tranquilizers, or any other narcotic drug, barbiturate, substance ingredient or compound which, when taken orally, intravenously, inhaled or in any other manner, may cause the person to be under the influence thereof; and no pupil shall use any of the same at any attendance center of this school district. The provisions of this policy shall not apply to any pupil who is under the care of a licensed physician and who is taking medication which is under the supervision and direction of such physician. Any and all prescription medicines belonging to students shall be numbered and labeled and kept in the bottle provided by the drugstore and must be kept in the office.

Alcohol and tobacco

No student regardless of age, shall possess, consume, purchase, or distribute any alcoholic beverage or tobacco products (a) on school property, (b) at any place where an interscholastic athletic contest is taking place, (c) during the course of any field trip, or (d) during the course of any trip or activity sponsored by the School District or under the supervision of the school district or its authorized agents.

INSURANCE (EG)

An opportunity to buy school day insurance is offered to students as a service. The student will receive a brochure with all information concerning the policy. The school office will furnish claim forms that must be filed on each individual claim. It is the responsibility of the parent or child to see that this claim is filed properly.

ABSENCES AND ATTENDANCE

Mississippi Compulsory Attendance Law (MS Code 37-15-9) (JBA/JBD)

“Compulsory-school-age child” means a child who has attained or will attain the age of six (6) years on or before September 1st of the calendar year and who has not attained the age of seventeen (17) years on or before September 1st 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 1st and has enrolled in a full-day public school kindergarten program.

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 which such child is eligible to attend, or if a compulsory school-age child has accumulated five (5) unexcused absences during the school year, the Principal or Superintendent will report such absences to the School Attendance Officer.

The parents/guardians of a compulsory school-age student who has not been enrolled in school within fifteen (15) calendar days after the first day of the school year of the public school that such is eligible to attend, or parents/guardians of a compulsory age student who has accumulated twelve (12) unexcused absences during the school year, are subject to prosecution. Upon the twelfth (12th) unexcused absence, the student will be referred to the school attendance officer.

Excused Absences

The following are acceptable reasons for excused absences:

1. attendance at an authorized school activity with prior approval of the superintendent;
2. illness or injury which includes isolation ordered by the County Health Officer or the State Board of Health;
3. death or serious illness of a member of the immediate family. The immediate family shall include grandparents, parents, brothers, and sisters, including stepbrothers and stepsisters.
4. medical or dental appointments (Approval must be gained before the absence, unless it is an emergency);
5. attendance at court if a party is involved in a case or under subpoena to be there;
6. attendance at a religious event if required by a student’s religion. (Must have prior approval of the superintendent);
7. any valid educational opportunity that may arise. (The educational value must be demonstrated to the superintendent or his/her designee in advance of the absence.)

Parent Note:

Only five (5) written parental excuses will be accepted per semester. Excuses beyond that point must be provided from a medical facility or other official agency.

Students will be allowed to make up class work missed during excused absences. This work must be made up in a manner satisfactory to the teacher. The general guideline to be followed is one (1) day to make up work for each day of excused absence, up to a total of five (5) days. This procedure may be adjusted in the case of extended absences. Students (and parents) should use their own initiative to find out and make up work that they have missed as a result of their absences. When a student has received medical attention, a medical excuse must be presented upon return to school.

Absences due to extended periods of illness and/or hospitalization of the student must be verified by a doctor's statement, and absences approved by the Principal, which are due to extenuating circumstances, will not be counted in determining excessive absences if the student is being served as home bound. In order to attain home bound status, the parent, counselor, and an administrator must determine and implement an educational program which the student can implement at home.

Students are expected to present their excuse no later than three (3) days after returning to school in order to receive an excused absence. Excuses not submitted within the aforementioned time period will be unexcused.

Attending College Days

Students who wish to attend a college day must make the request to the principal one week in advance. Students are to arrange with the teachers to make up all work missed. This will count as an excused absence. Documentation of attendance must be provided upon the student's return to school. The building administrator will provide documentation upon request.

Unexcused Absences

Any other absence not accompanied by a note or doctor's excuse shall be unexcused (this includes OSS-Out of School Suspension). Excessive absences due to a reported illness may require a doctor's note at the Principal's discretion.

Truancy (JBAC)

Parents shall receive a computer generated phone call from the school upon three (3) unexcused absences. It is therefore in the parent's best interest to keep current phone numbers on file. Upon five (5) unexcused absences, the student and parent will be reported to the School Attendance Officer. The School Attendance Officer will make contact with the parent. Upon ten (10) unexcused absences, the student and parent will be reported again to the School Attendance Officer. The School Attendance Officer will make a second contact with the parent. Upon twelve (12) unexcused absences, the School Attendance Officer will report the parent to court, which could include prosecution.

Planned Absences

Decisions concerning individual student absences for activities not related to the school program (Boy Scouts, Girl Scouts, 4-H Clubs, Legislative Pages, etc.) are not the responsibility of the school or school district officials and should not be confused with school or district sponsored activities. However,

if a compulsory-school-age child is **participating in an authorized school activity** with the prior approval of the superintendent of the school district, or his/her designee, the student is considered present for average daily attendance reporting purposes. The activities include, but are not limited to:

- Official Organized Events
- Subject-Matter Field Trips

-
- Athletic Contest
 - Student Conventions
 - Music Festivals or Contest

63% Rule

For the purpose of determining and reporting attendance, a pupil must be present for at least sixty-three percent (63%) of his/her instructional day, as fixed by the local school board, and defined by the student's schedule, in order to be considered in full-day attendance.

Tardy to School

It is very important that students get to school and to class on time each day. The instructional day begins promptly at 8:00 a.m. each morning. Students must be in their homeroom or first period class by 8:00 a.m. If a student arrives to the school campus at 8:05 or later, he/she is considered tardy and must report to the school office to receive an Admittance Slip to class. Hence, students and/or parents should not report directly to the classroom if arriving at 8:05 a.m. or later.

A tardy to school will be excused only for medical appointments or court proceedings that require the attendance of the student. Car trouble, oversleeping, and other excuses will not be accepted as valid reasons for being tardy. Students who are habitually tardy to school will be referred to the state's attendance officer.

*Note: Breakfast is served each morning beginning at **7:15 a.m.** Cafeteria doors will close at **7:55 a.m. each morning.** This ensures that the last student in line has ample time to get through the serving line, eat, and be in class by 8:05 a.m.

Other Things to Know About Attendance

- Students who come on the school campus shall never leave without making satisfactory arrangements with administration. Students leaving the campus without making such arrangements will be considered truant (or skipping).
- Students who wish early dismissal must bring a note from home signed by a parent or guardian stating the reason for requesting early dismissal. This note must be taken to the office. Permission for the change to take place will only be granted once this information has been verified. If the school is unable to verify the request, **no change will be made.**
- Students must have a ride provided by his parents/guardians or other(s) identified in the students record.
- Students who leave school during the day for illness are expected to remain at home for the rest of the day.
- Students are not permitted to leave school without permission from an administrator.
- Students, who are in school all day, every day, shall receive Perfect Attendance Awards at the end of the year. **(This means no tardies or checks outs for any reason.)**
- Students placed in ISS (In School Suspension) will be counted present at school, but will **not** be eligible for Perfect Attendance.

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- Any student who participates in extra-curricular or athletic activity must attend school **all** day prior to an athletic event unless the absence is excused.
 - Students must be in attendance for 180 days.
 - Students who are on a school-sponsored activity are not to be counted absent and should not be considered absent in awarding Perfect Attendance.
 - Any student serving an Out of School Suspension is not allowed to participate in any school sponsored event(s) during the suspension.

Check Out Procedure (JGFC)

Students are dismissed at end of each individual school day. Each student must have an updated registration form on file at the school which he/she attends. This form will include current contact information and emergency call numbers along with the signatures of persons who are authorized by the parent/guardian to check out the student. When checking out a student, **a picture ID will be required.**

Students will **not** be checked out:

- During the first hour of school (prior to 9:00 a.m.)
- During the last hour of school (after 2:17 p.m.)
- During any emergency drills or actual emergencies
- During any state test administration

Check outs should be held to an absolute minimum as any time missed out of class is detrimental to student achievement. Be mindful that a student must be present for at least 63% of the school day to be counted present.

****Students will only be dismissed and allowed check outs by individuals listed on his or her Student Information/Registration Form.****

Phone calls will not be accepted to make changes to a student's dismissal procedure. If arrangements need to be made, parents may come to the office in person to give the request or provide a written note with the desired request and a current phone number. This information must be received in the office by 2:17 p.m. Permission for the change to take place will only be granted once this information has been verified. If the school is unable to verify the request, **no change will be made.**

Truancy (JBAC)

Students are expected to be in the proper place at all times during the school day. A student will be considered truant if he/she:

- is absent from school without prior parent knowledge/permission;
- is absent from class without teacher or administrator permission;
- leaves school during the day without prior administrative approval;
- misuses a hall pass (example – has a pass to go to the restroom and goes to the gym/cafeteria/another class/restroom in another hall).

ACADEMIC REGULATIONS (MS 37-3-46)

Consistent recognition of student accomplishments promotes positive attitudes and motivates teaching and learning.

The district's administrative staff shall develop and implement a system of recognition and rewards for students.

Criteria used in the evaluation process to determine a student's grade must be supported by rationale. The criteria must be in writing and must include the following:

- Course content (goals, objectives, materials, etc.) as outlined in the curriculum guides;
- Methods of evaluation - grades will reflect some combination of the areas listed below:
 - a. class work
 - b. homework
 - c. test scores
 - d. participation
 - e. skill application
 - f. preparation for class
- The effect of absence(s) on grades;
- Procedures for making up assigned work and tests;
- Other criteria as may be approved by the superintendent and school board.

Grading Scale

The Hazlehurst City School District will use the following modified 10-point grading scale:

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

Grade Calculations

The student's nine week average will consist of 30% daily work and 50% assessment (test) results and 20% nine weeks exam. A **minimum of ten to twelve (10-12) daily grades** will be recorded by the teacher for each subject. Daily grades are defined as homework, class work, quizzes, and other independent work. Only one of these ten grades shall be a homework grade. This means that the homework grade can be an accumulation of homework points over the course of the nine weeks or an average of all homework grades for that term. A **minimum of six (6) test grades** will be recorded by the teacher for each subject. A **nine weeks test** will be issued in each subject in grades K-8. A nine weeks test grade will be given for each subject in grades 2-8 and only in reading, language arts, and math for grades K-1.

Example of Grade Calculation Using Sample Grades

9 Weeks grade calculation

Daily: Add all daily grades and divide by the total number of items. Multiply the quotient by 30%
 $50 + 75 + 65 + 80 + 65 + 70 + 85 + 65 + 87 + 85 = 727$

$$727/10 = 72.7$$

$$72.7 \times .30 = 21.81$$

Test: Add all test grades and divide by the total number of items. Multiply the quotient by 50%

$$98 + 85 + 87 + 96 + 98 + 100 = 561$$

$$561/6 = 93.5$$

$$93.5 \times .50 = 46.75$$

9 weeks test: Multiply 9 weeks test grade by 20%

$$85 \times .20 = 17$$

To get the final grade add all the final products

$$21.81 + 46.75 + 17 = 85.56 = 86 \text{ is the student's average for the 9 weeks}$$

Exemption (Grades 4-8 only)

In an effort to reward students for making excellent academic progress, students who meet the following criteria shall be exempted from their 4th nine weeks exam.

Exemption Criteria:

1. received perfect attendance for the entire school year;
2. have a passing grade for the year of at least an 85.

Students who meet the above criteria and wish to take their exam may do so without any consequence.

Promotion and Retention (IHE)

Promotion and retention shall be based upon the mastery of objectives. The following will be used to determine mastery:

1. K – 4: Mastery will be determined by passing grades (65 or better) in reading, language arts, and mathematics.
2. 5 – 8: Mastery determined by passing grades (65 or better) in all major academic subjects.
3. Any course offering Carnegie units – a passing grade of 65 or better.
4. If a student fails two or more subjects in grades K-4, he/she will be retained.
5. If a student fails any subject in grades 5-8, the student will be retained.

Fast Track Program

The Hazlehurst City School District may offer either an extended school year that may include a Fast Track Program or a summer school program. The program offered will be determined by the district administration. Promotion for the Fast Track Program will be established under the direction of the superintendent and be based on 8th grade framework. Seventh grade students who are two or more

grades below placement and are currently successful in their academic subjects (as cited in item two above) are eligible to participate in the Fast Track Program. Eligible seventh grade students must score at least at basic level on two of the three tests in order to be promoted to 9th grade.

Report Cards

Reports cards will be sent home with students at the end of each nine week grading period. At the end of the year, the final report card will be mailed to the current mailing address on file (please update office personnel if/when a change of address occurs). *It is imperative that parents contact the school at the end of each nine week grading period if a report card has not been received.* Communication of student progress is a responsibility shared both by the school (teachers and administration) and home (parents/guardians).

Student Recognition

Students will be recognized each nine weeks for their academic, attendance, and behavioral accomplishments. Students in grades 6 - 8 will be recognized for Perfect Attendance, Good Citizenship, Honor Roll, Principal's Honor Roll, and Superintendent's List. Students who received **all A's** on their report cards will receive Superintendent's List recognition. Students who receive all **A's and B's** will receive Principal's List recognition. Students who receive **all B's** will receive Honor Roll recognition.

Special Education Students (IDDF)

The State Department of Education shall establish goals for the performance of children with disabilities that will promote the purpose of IDEA and that are consistent, to the maximum extent appropriate, with other goals and standards for children established by the State Department of Education. Performance indicators used to assess progress toward achieving those goals that, at a minimum, address the performance of children with disabilities on assessments, drop-out rates, and graduation rates shall be developed. Every two (2) years, the progress toward meeting the established performance goals shall be reported to the public. **Senate Bill 2506 (1999 Legislative Session) and § 37-23-1 (1999).** The Hazlehurst City School District will follow state and federal guidelines in the promotion/retention decisions regarding special education students.

Summer School (IDCA)

The HCSD *may* offer either an Extended School Year (ESY) or a Summer School (SS) program. The program(s) will be determined by the district administration in cooperation with the school. Grades K-8 are eligible to participate in Extended School Year program or Summer School program for enrichment and promotion purposed. Promotions will be determined by the mastery of grade level skills and objectives at 60% or better. Students who attend Summer School outside the Hazlehurst City School District must have prior approval from the building level Principal. Any fees for Summer School programs that may be offered for promotion (inside or outside of the district) are the responsibility of the parent(s).

Transfers (JBCD)

When a student transfers from another school system, his/her grades earned at the previous school shall be converted to the numerical values of the Hazlehurst school system and entered into the class record book with a transfer notation.

ACCELERATED READING (AR) PROGRAM

Our students are expected to become strong readers. One of the ways that we encourage this is through our AR program. Students read at their reading level and receive points for the books that they read. Special incentives are given throughout the year for participation. You may search for AR books online at www.arbookfind.com or through a link on the Northside website. At the end of the year, the student receiving the most points in their grade will be recognized.

ACCEPTABLE USE POLICY (IJ, IJ-E, IJ-R; IJA-E)

The Hazlehurst City School District (HCSD) offers currently enrolled students, faculty, and staff access to the school computer network through computer labs, networked, and stand-alone computers. District technology equipment is provided for use in fulfilling curriculum objectives and quality enrichment activities. Personal electronic devices are not to be connected to the District network. This includes, but is not limited to: personal computers, laptops, tablets, smart phones, and MP3 Players.

The HCSD is in compliance with the Children's Internet Protection Act (CIPA) and will comply with any additional state and federal regulations that pertain to technology used within the district and through use of the HCSD network infrastructure and servers that is forthcoming from the local, state, and federal regulatory agencies.

The Children's Internet Protection Act (CIPA) is a federal law enacted by Congress to address concerns about access in schools and libraries to the Internet and other information. Among many other things, it calls for schools and libraries to have in place appropriate electronic filters to prevent children and adults from accessing and viewing inappropriate Internet content. For any school or library that receives discounts for Internet access or for internal connections, CIPA imposes certain requirements. The HCSD receives these discounts for Internet Access through the E-Rate program and is therefore must be in compliance with CIPA.

Computer Network and Internet Use Rules

Students and school personnel are responsible for good behavior on the school computer networks just as they are in a classroom or in a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. Within reason, freedom of speech and access to information will be honored.

In compliance with CIPA 2008 updates, all students (PreK-12) will be educated about appropriate online behavior, including interacting with other individuals on social networking websites, in chat rooms, and in cyberbullying awareness and response. When using the Internet, all students will be closely monitored to prevent students from accidentally or otherwise accessing inappropriate material.

Computer access is a privilege, not a right, and is provided for students and staff to conduct research, fulfill course requirements, and communicate with others when appropriate or authorized. Access to

network services is given to students and staff who agree to act in a considerate and responsible manner. Signed parental permission is required for all students. All faculty and staff using the district's Internet access must sign a written contract.

Network administrators may review network storage files and communications to maintain system integrity and ensure that users are using the system responsibly. While user files will not be examined without good cause, users should not expect that files stored on school computers will always be private. The HCSD will fully cooperate with local, state or federal officials in any investigation related to illegal activities conducted through any HCSD Internet account.

All users are expected to abide by the generally accepted rules of Netiquette. These include (but are not limited to) the following:

- Be polite. Do not be abusive or be “bullying” in your messages to others.
- Use appropriate language.
- Do not assume that email is secure and/or confidential. Never send anything that you would hesitate to have viewed by others.
- Respect other people's privacy regarding mail and files. Do not reveal personal address or phone numbers, or those of students or colleagues.
- Keep paragraphs short and to the point. Be mindful of spelling.
- Check email regularly and delete unwanted messages as quickly as possible.

Network Security-CIPA Compliance

Users have the responsibility to use computer and network resources for academic purposes only. Therefore, as mandated by CIPA, filtering and monitoring will be utilized on all computers accessing the Internet. Faculty and staff must use District provided email. Activities using the computer network in violation of Local, State, Federal or HCSD policies are strictly forbidden.

Students will not respond to unsolicited online contacts or reveal personal identifiable information over the network unless it meets District-approval (examples: ACT Registration, Scholarships or College Applications). This includes information about themselves as well as information about anyone else.

HCSD staff is prohibited from disclosing personal information about students on websites. Although teachers and other district personnel may reveal personal information about themselves over the network, they are strictly forbidden to disseminate any student information electronically to any source that has not met district approval. Information that is considered personal includes but is not limited to the following: student's full name, home address, Social Security number, personal telephone numbers, and any information relating to their health.

Because there are additional prohibitions with which users must comply, non-compliance with these regulations will result in disciplinary and/or legal actions taken by the HCSD authorities if deemed necessary.

There is absolutely no expectation of privacy on the HCSD network. Activities at any workstation or transmission and receipt of data can be monitored at any time both electronically or by staff members.

This includes the transmission and receipt of email, email attachments, Web browsing and any other use of the network.

Prohibited activities include, but are not limited to the following:

- Using the network to transmit or retransmit copyrighted material (including plagiarism).
- Accessing, transmitting, or retransmitting threatening, harassing, bullying (cyberbullying), obscene, pornographic, trade secret material, or any material deemed harmful to minors.
- Using the network to access, transmit or retransmit language that can be considered defamatory, abusive, or offensive.
- Using social networking sites, chatting, or blogging unless associated with a specific curriculum related activity.
- Users of the HCSD network are forbidden to access, transmit, or retransmit information that could cause danger or disruption, engage them in personal, prejudicial or discriminatory attacks or that harasses or causes distress to another person.
- Users of the district network are forbidden to access transmit, or retransmit material that promotes violence or the destruction of persons or property by any device including but not limited to firearms, explosives, fireworks, smoke bombs, incendiary devices or other similar material.
- All users agree to report any accidental access of any of the aforementioned material to the appropriate school authority so that the district can take steps to prevent similar future access.
- Using the network to download, upload or store large files such as music and video that are not directly related to projects or activities that are a part of the school curriculum.
- The use of flash (thumb) drives is limited to data storage only.
- No executable files of any type may be transferred to district property.
- Re-sending email chain letters or engaging in any spamming activities where bulk mailings of unsolicited email are sent.
- Damaging computers, computer systems, or computer networks (hardware or software). If a student maliciously damages HCSD technical equipment in such a way that requires service or repairs, the parent/guardian of the student is responsible for providing all expenses incurred for those services, grades PreK-12.
- Deliberate or careless action that damages the computer's configuration or limits the computer's usefulness to others.
- Downloading unauthorized software on school computers/networks. This includes students, teachers, staff and administrators. All software installed on district computers must be installed by the Technology Department and only after the proper licenses or authorizations for use have been acquired and verified.
- Creating, uploading, or transmitting computer viruses, worms or other disruptive software code.
- Making any attempt to defeat computer or network security on the district network or any other client, server, or network on the Internet. Hacking or attempting to gain access to unauthorized areas of the district network or the Internet is prohibited.
- Invading the privacy of other individuals. Using another person's password or account or providing his/her password to another person. Trespassing in another's folder, work or files, in the attempt to use others' work to "cheat" on assignments, tests, or any class work.
- Intentionally wasting limited resources.

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- Using the network or school computer for unauthorized commercial, private, personal purposes or political lobbying.
 - Any activity harmful to or reflecting negatively on the HCSD community.

Consequences of Policy Non-compliance

Violation of this AUP (Acceptable Use Policy) may result in the denial, suspension, or cancellation of the users' privileges as well as other disciplinary and/or legal action deemed appropriate and imposed by the school administration, district administration and/or local, state or federal law enforcement officials.

Terms and Conditions for Use of the HCSD Network

All users of the HCSD's network and Internet access are required to adhere to the district's Internet Acceptable Use Policy (AUP). The policy describes in detail the purpose of the district's network and the rules governing its use. If a parent does not want their child to have access to the Internet or Internet services provided by the district, they must obtain and complete a Refusal Form and return to the child's Principal. This form will have to be completed each school year. Please realize that this action will make enrollment in certain classes impossible. AUP forms will be given to PreK-12th grade students during registration. AUP forms must be signed by parents and students before registration is complete. All users, including faculty and staff, must be aware that misuse of the network facilities could result in disciplinary action by the HCSD officials including termination of employment or legal action by local, state and/or federal law enforcement officials.

It is, therefore, incumbent upon all who sign the Staff Internet Use Contract, the Student Internet Use Contract, or the INTERNET USE PARENT OR GUARDIAN SIGNATURE FORM, to carefully read this Acceptable Use Policy (AUP) and understand what is expected and the penalty for non-compliance.

DISCIPLINE LADDER FOR STUDENTS

1. First offense- The student(s) will not be able to come to school until a mandatory parent meeting is held with administrator, parent, student, School Resource Officer, and Technology Director or a representative from the Technology Department. Consequences will be properly documented in the student's file and opportunities to avoid reoccurrences will be discussed. The student(s) will not be excluded from completing required online assessments, universal screeners, and intervention software programs.
2. Second Offense- All internet privileges lost for a total of 45 school days; Parent/ Guardian will be notified. Consequences will be properly documented in the student's file and opportunities to avoid reoccurrences will be discussed. The student(s) will not be excluded from completing required online assessments, universal screeners, and intervention software programs.
3. Third Offense- 3-days out of school suspension; loss of all network and internet access for

the remainder of the school year. The student(s) will not be excluded from completing required online assessments, universal screeners, and intervention software programs.

Other action not specified above may include but are not limited to monetary restitution, expulsion, detention or any other action deemed appropriate by the administrative authorities.

In grades PreK-12, students in computer-based classes may be removed from the course for the duration of the semester or school year if found by administration to be intentionally in violation of the Acceptable Use Policy. Reinstatement procedures will be individually addressed.

Any disciplinary action that is a result of an alleged violation of this policy can be appealed through the normal channels provided by the disciplinary policy of the HCSD.

Signatures at the end of this document are legally binding and indicate the parties who have signed have read the terms and conditions carefully and understand their significance.

ADDRESS CHANGE

Parents should inform the school counselor if there is an address change or telephone number change during the school year. Proof of residency must be furnished.

ALTERNATIVE EDUCATION CLASSES FOR MISBEHAVIOR

Curriculum and Instruction

The Hazlehurst City School District will provide an alternative program. The program will consist of core subject areas and elective classes for students in grades 6-12. Grades PK-5 will be provided alternative education services through a school based behavior modification program. The instructional program will be consistent with MDE accountability requirements.

Behavior and Guidelines

Principals will clearly explain the concept of the alternative program to all students at the beginning of the school year. Ideally, all students should obey the rules of the school discipline policy. However, some students will choose to disobey the rules and guidelines that have been set for them. Students should be forewarned about the consequences for misbehavior;

- Students will be confined to a single classroom for the entire school day.
- Students will go from the bus/car directly to the alternative classroom.
- Students will not be allowed to participate in nor attend any extracurricular or co-curricular activities.
- Students will not eat lunch with other students or socialize during the breaks.
- Students who misbehave in the alternative school classroom are subject to expulsion.

ASTHMA ACTION PLAN (JGCDA)

All students with asthma should have an asthma action plan. An asthma action plan (also called a management plan) is a written plan that is developed *with the doctor* to help control the child's asthma.

The asthma action plan shows the daily treatment for the student, such as what kind of medicines to take and when to take them. The plan describes how to control asthma long term AND how to handle worsening asthma or attacks. The plan explains when to call the doctor or to go to the emergency room.

If the child has asthma, all of the people who care for him or her should know about the child's asthma action plan. These caregivers include babysitters and workers at daycare centers, schools, and camps. These caretakers can help the child to follow his/her action plan.

Please complete the forms located in the Appendix of this handbook if the student will require an asthma action plan.

ATHLETICS

Seventh and Eighth Grades (IDFA)

Hazlehurst City Schools offers basketball for boys and girls; track and field for boys and girls; football for boys and softball for girls. As school athletic teams are an extension of the academic setting, students must maintain a “C” average or higher, maintain positive discipline, and meet certain age requirements and meet the Mississippi High School Activities Association to be eligible to participate on these teams.

Band & Cheerleading

Eligibility for participation will adhere to the same eligibility requirements set by the Mississippi High School Activities Association for Athletics. Band will be offered to 6th, 7th, & 8th graders and Cheerleading will be offered to 7th and 8th graders.

CAFETERIA POLICY

Lunch / Breakfast Program (JGH-R)

Each school cafeteria serves nutritious, well balanced meals that are designed to help our students to be fit, healthy, and ready to learn. Students are expected to follow rules of good behavior and demonstrate good manners while eating. Students must put all trash in the waste cans provided.

The following policies must be followed:

1. Students are not allowed to bring commercial foods or drinks into the cafeteria in the original package or container. Beverages may be brought into the cafeteria only in a non-breakable container.
2. Federal guidelines state that extra food may be sold only to students who have received a lunch tray.

Prices for the 2015-2016 school year will be:

	<u>Breakfast</u>	<u>Lunch</u>
Visitor	\$2.25	\$3.25
Students	*All meals will be of no charge to ALL students.	

CARE OF SCHOOL PROPERTY (EBHA)

All buildings and whatever equipment they contain are provided at great expense by parents, citizens, and taxpayers of Hazlehurst City Schools District. Pupils must pride themselves in doing everything possible to take care of school property and should encourage others to do so. Placing chewing gum on tables, desks or chairs mars them. In addition, gum often ends up in unintended places—for example, in hair, on the bottom of shoes and/or clothing. Furthermore, when students swallow gum, it is unhealthy for the digestive system. *For all these reasons, gum chewing is not allowed at school.* If a student is found guilty of damaging property, he/she will be subject to paying a fine along with other disciplinary consequences.

CHILD FIND

The Hazlehurst City School District is committed to serving students with learning, physical, and/or mental disabilities. If you know a child, age birth through 21, in need of special services, please call (601) 894-2276 or (601) 894-3360. The Local Survey Committee will meet and make recommendations regarding the needs of students.

CLUBS AND ORGANIZATIONS

The clubs to be included in the activity program (to include Student Council) will be determined by each school. Most elections of officers of clubs and organizations will be held during the first nine weeks of school. All clubs must give a list of officers to the school bookkeeper and school administration. **(Title 73, Chpt. 33 of Mississippi Code 1972)**

COMMUNICABLE DISEASES AND INFECTIONS (JGCC)

The law provides a school district with the power to exclude any student suffering from a contagious or infectious disease. Each staff member has the responsibility to observe students and notify the principal of any student suspected of having an infectious or contagious disease. Students with the following diseases/infections must inform the school administration for assistance with procedures that must be followed regarding the student's return to school:

Lice	Chicken Pox	German measles
Red Measles	Mumps	Mononucleosis
Scarlet Fever	Hepatitis	Ringworm
Conjunctivitis (pinkeye)	Impetigo	Scabies

Head Lice

Throughout the year any student suspected of having head lice is examined by an appropriate staff member. Care is taken not to embarrass the student and to assure that no stigma is attached to him/her. If a live louse is found, the parent or guardian will be notified by phone, and a letter will be sent home regarding appropriate treatment. The following must be taken before the student may return to school:

- Parents will be notified to pick up their child at school.
- After proper treatment with a killing product and removal of all nits, the child may return to school.
- Upon his/her return to school, an empty box, bottle, or box top from the louse killing product used should accompany him/her. The child will be checked to insure no nits are present. If nits are found, he/she will be sent home.
- If a product requires a re-treatment, a re-treatment date should be scheduled for seven (7) days later and proof should be sent to the school.
- For habitual cases of head lice, please note the following:

Legislative session 1997, House bill 154:

“If a student in any public elementary or secondary school has had head lice on three occasions during one school year while attending school, or if the parents of the student have been notified by school officials that the student has had head lice on three occasions in one year, as determined by the school nurse, public health nurse or a physician, the principal or administrator shall notify the county health department of the recurring problem of head lice with that student.”

Immunization

Immunization certificates, which are recommended by the State Department of Health, are required from the examining physician or the County Health Department.

All students entering, advancing or transferring into 7th grade need proof of an adolescent whooping cough booster immunization (called “Tdap”). This school immunization law affects all students in public and private schools.

Pertussis is a very contagious respiratory disease that can be severe and last for months. The immunity received from either early childhood immunization or pertussis disease wears off over time, leaving older students and adults susceptible again to pertussis. Immunization with Tdap can protect students, schools and communities against pertussis

Returning to School Following an Infectious Disease

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.

CONFERENCES

Parents may schedule conferences with teacher(s) and administrator after school or during the teacher’s planning times. An administrator must be present at all conferences. An appointment is necessary and helpful in having your child’s work and records on hand for discussion. If you wish to make an

appointment, call the school office or counselor. Telephone calls to teachers' homes are discouraged except for emergencies. The principal, assistant principal, teacher, and counselor are also available for conferences by appointment.

DISCIPLINE PLAN/CODE OF CONDUCT (JDA & JCD-2)

Discipline is that set of policies, rules, and laws and their necessary enforcement by which order is maintained for the benefit of all. Discipline must have the qualities of understanding, fairness, firmness, consistency, and friendliness. It is the responsibility of school personnel, the student body, the home, and the community to provide for a school atmosphere that promotes a climate conducive to learning.

Our goal is to implement a consistent discipline plan that will foster maximum learning and the acquisition of social skills necessary for a productive life in a democratic society.

The Hazlehurst 6 - 8 School adopts a positive approach to discipline, known as PBIS (Positive Behavior and Intervention Supports). The focus is on the encouragement of positive behavior and the prevention of and intervention for unacceptable behavior. The premise is that each student is a unique and worthwhile individual whose rights are respected. Further, we respect and uphold our cultural, racial, and societal differences. The district will not tolerate or condone any negative references or slurs made toward any person. The success of this discipline plan involves the cooperative effort of students, parents, teachers, and administrators.

The philosophy concerning discipline in the Hazlehurst City School District is based on the theory that our students are young ladies and gentlemen, and as such should be capable of conducting themselves in accordance with all the standards of conduct in the best schools in America.

Every student should bear in mind that a complete and accurate record of student conduct is being kept by the school. A good clean record is an asset. A bad record can be a liability. Special awards, incentives, and/or recognition for Good Citizenship will be given by our school to encourage positive behavior.

Due process will be afforded all students as prescribed in the school board policy. The Hazlehurst City School District prohibits the use or possession of weapons, illegal drugs, and alcohol and will cooperate with all law enforcement officers to control possession or use on school property. No weapons (real or toy) should be brought to school. Brass knuckles and box-cutters are considered weapons in the Hazlehurst City School District and should not be brought to school. Any other items that may be disruptive to the learning process are prohibited. These items include trading and playing cards, dice and other gambling paraphernalia, matches and lighters, and large sums of money not designated for school activities. The possession or use of weapons, illegal drugs, and alcohol on school property is prohibited. Public school officials may conduct unannounced searches of school property, such as students' lockers, desks, etc.

Role of Students

Students are expected to adhere to the rules and regulations of the classroom, school, and school system. Each student should feel a personal responsibility in the learning process. Staying on task

discourages misbehavior and encourages learning. All students are expected to know and exhibit the school-wide behavior expectations.

Students will be taught explicitly how these behavior expectations manifest themselves in all areas of the school to include classrooms, hallway/breezeway, cafeteria, library, gym, auditorium, playground, office, and bus area.

Corridor Courtesy

1. All students are respectful to all adults at all times.
2. Keep corridors (hallways/breezeways) open to traffic by walking to the right. **DO NOT BLOCK TRAFFIC BY STANDING IN GROUPS.**
3. Pass through corridors quietly. Be considerate of others in the hall and classrooms.
4. Discard trash in the containers provided. Keep the school clean by picking up paper from the floors.
5. Leave the school building within 15 minutes after dismissal unless under the supervision of a teacher.
6. Students must have a signed hall pass from their teacher when leaving the classroom for any reason during the class period; students should only be given permission to leave class in the case of an emergency or urgent matter.

Role of Teachers

The teacher must be consistent in enforcing classroom, school, and district rules. The classroom rules should be posted and clearly understood by the student. The teacher should not deviate from the stated procedure to be followed when infractions occur. Good classroom control requires constant vigilance and intelligent action on the part of the teachers.

The teacher should keep accurate records of disciplinary action, such as why and when action was taken, etc. Documentation is required by law. The teacher must be sure that the student understands when and why punishment will occur.

The teacher should be available for parent conferences. All conferences shall be scheduled in advance through the office.

The teacher will complete a discipline form for any incident that detracts from the learning process. A Classroom Discipline Report (CDR) will be completed for minor disciplinary infractions and an Office Discipline Report (ODR) will be completed for major disciplinary infractions. The accumulation of four (3) or more CDRs will result in an ODR.

Classroom Discipline

Every teacher has a discipline plan which is posted in his/her room. The plan has the following format:

1. Classroom rules are posted and explained.
2. A set of consequences for breaking the rules is posted and explained.
3. Rewards for positive behavior are made known.

Role of Parents

Communication between the parents and the school is vital to the child's success in school. A child needs to feel loved, wanted, and respected. Fostering a child's positive self-concept lays the foundation for appropriate behavior. The school has the responsibility to ensure that no student's learning will be infringed upon by another student's constant misbehavior. An individual's chronic misbehavior is the responsibility of the student and the parents.

Parental Responsibilities

- 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.
- A parent, guardian, or custodian of a compulsory school age child enrolled in the school district may be requested to appear at school by the school attendance officer or an appropriate school official for a conference regarding acts of their child, or for any other discipline conference regarding the acts of the child.
- Any parent, guardian, or custodian of a compulsory school age child enrolled in the school district that refuses or willfully fails to attend such discipline conference as specified in the above paragraph may be summoned by proper notification by the superintendent of schools or the school attendance officer and be required to attend such discipline conference.
- A parent, guardian, or custodian of a compulsory school age child enrolled in a public school district shall be responsible for any criminal fines brought against such student for unlawful activity occurring on school grounds or buses.

Role of Administrators

The administration should implement a consistent discipline program. Principals who support their teachers and demonstrate a sincere concern for the welfare of students create a positive learning environment. Implementing an effective discipline program is the responsibility of the Principal.

Judgment of the seriousness of an offense and the disciplinary action to be taken rest finally in the hands of the administration (in consultation with the faculty member(s) immediately involved or witness to the incident).

Corporal Punishment (JDB)

The Hazlehurst City School District encourages the administration to use corporal punishment only when it is considered to be an effective and suitable means of discipline and/or when other measures used to promote good conduct have been tried and failed to produce positive results.

If an offense is serious enough to warrant corporal punishment, it must be administered in a designated space by an administrator in the presence of another staff member. A written record shall be made by the administrator that contains all pertinent facts relating to the misconduct and shall become part of the disciplinary file of the student involved. Parents shall have the right to deny corporal punishment to their child by making a written request that will be placed in the student's cumulative record. The

administration will maintain a "no paddling" list on file in the school office. Administration of corporal punishment shall be reported to the parent(s) by the administrator who administered the punishment.

Due Process of Law (JCAA)

A student who has been suspended or expelled or otherwise denied admission to attend school has the right to due process. All aspects, circumstances and records of the student's case shall be confidential and available only to authorized school officials dealing directly with the student or to the student's parents, legal guardians, or attorneys for the student or for the Board. The following procedures provide notice and opportunity to be heard in such matters.

STEP ONE: INITIAL INFORMAL HEARING

Applies to: Suspensions of 10 days or less
Suspensions of 11 days or more
Recommendations of Expulsions
Denials of admission

- A. An initial informal hearing is required in each case where disciplinary action may be taken against a student and where an expelled student makes application of readmission following the conclusion of the expulsion period. After an initial investigation appropriate under the circumstances, the principal, superintendent or designee shall:
 1. Advise the student of the charges against him or reasons for no admission;
 2. Afford the student a full opportunity to respond; and
 3. If the student denies the charges or contests the reasons for no admission, explain the evidence in support thereof.
- B. After the informal hearing, the principal may take the following actions:
 1. **SUSPENSION OF 10 DAYS OR LESS:** The 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.
 2. **IMMEDIATE REMOVAL:** The principal may immediately dismiss the student from school for the day when such is necessary to restore order, to protect the safety of the student or others, and/or to resume normal school functions.
 3. **IMMEDIATE SUSPENSION AND RECOMMENDATION OF EXPULSION:** The principal or superintendent/conservator 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. The suspension shall be effective immediately, pending conclusion of due process on the recommendation of expulsion.
 4. **IMMEDIATE SUSPENSION AND RECOMMENDATION OF SUSPENSION OF 11 DAYS OR MORE/EXPULSION:** The 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.
 5. **DENIAL OF ADMISSION:** The principal or superintendent may recommend a denial of admission, which shall be effective immediately, pending the conclusion of due process.

STEP TWO: APPEAL

Applies to: Suspensions of 11 days or more

Expulsions
Denials of admission

If after the initial hearing, the principal or superintendent determines that a recommendation of suspension for 11 days or more, expulsion, or other denial of admission is the appropriate disciplinary action:

1. The principal or superintendent shall give the student a written "Notice of Suspension and Recommendation of Expulsion/Non-admission 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 of his/her rights to legal counsel, to present witnesses, and to cross-examine witnesses presented against him/her, and state the date, time and place for hearing. A copy of the notice will be hand-delivered to the student when possible and the original hand-delivered or mailed to the legal guardian.
3. A hearing before the superintendent or designee shall automatically be scheduled no later than the tenth school day following the date of notice.
4. Pending the outcome of the hearing before the superintendent or designee:
 - 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 superintendent or designee 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 principal or, in the case of non-admission, 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 superintendent or designee may be held at any appropriate time without application of the 10-day limitation.
 - c. The hearing will be before the superintendent or designee
 - d. The superintendent or designee shall hear and consider all cases presented and is authorized to:
 - i. To concur or not concur in the suspension, expulsion or non-admission recommendation;
 - ii. To confirm or specify the duration of a suspension of eleven days or more, to remove the suspension or expulsion or to recommend admission; and
 - iii. to recommend limited or unlimited expulsion or non-admission to the board.
 - e. After completing this appeal step, a parent, legal guardian or custodian aggrieved by a decision to suspend his child 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.

STEP THREE: REVIEW BY THE BOARD

Applies to: Suspensions (only upon request by parents)
Expulsions
Denials of admission

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

According to a 1998 Attorney General Opinion, automatic fail provision of an absences policy may not apply against legal, excused absences. Such absences policies may not be applied against absences resulting from disciplinary suspensions if absences policies are applied to truant children who are otherwise passing, the district must afford the child procedural due process. (Attorney General Opinion, *Carter*, 1-9-98) (#183) (97-0817)

LEGAL REF.: MS CODE ' 37-9-71; ' 37-15-9; ' 37-13-92
CROSS REF.: Policies JCD Alternative School Program
JDA Discipline Plan

Disciplinary action may result in one or more of the following (JDA):

- Administrator Conference (AC)
- After School Detention (ASD)
- Completing assignments student initially refused to complete
- Corporal Punishment (CP)
- Expulsion
- Extension Detention (during Extension time)
- In School Suspension (ISS)
- Out of School Suspension (OSS)
- Recess Detention (RD)
- Reflective Writing
- Saturday Detention (SD)

Infractions

The following are infractions that will result in ISS, ASD, SD, RD, OSS, CP, or Expulsion (not all inclusive).

- Severe or repeated disruptions to learning, school operations, programs and/or activities
- Fighting or unprovoked attacks
- Disorderly Conduct
- Disobedience and disrespect
- Possession and/or use of drugs and/or tobacco products
- Possession and/or use of alcohol
- Insubordination
- Skipping class
- Unauthorized leaving of campus/allowing unauthorized persons to leave with you.
- Stealing/Extortion
- Willfully destroying or vandalizing school property
- Possession and/or shooting of fireworks
- Soliciting gang participation through initiation activities, literature distribution, etc.

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- Cheating
 - Displaying or showing signs of gang related activities
 - Violation of state statutes
 - Unauthorized use of school property
 - Use of unacceptable language
 - Bullying, harassing, or intimidating others
 - Loitering
 - Falsified doctor's notes/report cards/parent signatures
 - Unauthorized entry onto school premises
 - Repeated dress code violations
 - Unacceptable internet use considered severe, profound, or widespread
 - Threats of violence and/or assault on a teacher or another student
 - Possession and/or use of a weapon or items that could be used as a weapon
 - Creation of a school-wide panic or disturbance (such as a bomb threat)
 - Other justifiable causes
 - Any offense otherwise punishable by law

Severity Clause

Any problem considered severe by the administration, including but not limited to fighting, violations of drug-alcohol –tobacco regulations, possession of a weapon on campus, or gross disrespect for a staff member or peer, could result in the student's being referred to law enforcement officials.

Bullying Policy (JDDA/JDDA-P)

The Hazlehurst City School District does not condone and will not tolerate bullying or harassing behavior. Bullying or harassing behavior is a pattern of gestures or written, electronic, or verbal communications, or any physical act of any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that: (A) places a student or 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. Bullying or harassing behavior will not be condoned or tolerated 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 school Superintendent or 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.

The Hazlehurst City School District will make every reasonable effort to ensure that no student or school employee is subjected to bullying or harassing behavior by other school employees or students. Likewise, the District will make every reasonable effort to ensure that no person engages in any act of reprisal or retaliation against a victim, witness, or a person with reliable information about an act of bullying or harassing behavior. The District encourages anyone who has witnessed or has reliable

information that a student or school employee has been subject to any act of bullying or harassing behavior to report the incident to the appropriate school official.

The School 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 policies or procedures that deal with student or employee behavior. 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 Hazlehurst City School District defines “reasonable action” as promptly reporting the behavior to a teacher, principal, counselor, or other school employee when subjected to bullying or harassing behavior.

Bullying Allegations will be handled by adherence to the following steps:

1. Allegations must be reported by the student or parent to the teacher, assistant principal, or principal. All bullying complaints must be reported no later than five calendar days of the incident.
2. Teachers must make administration aware of the allegation of bullying.
3. Administration shall conduct an investigation to determine the merit of the allegation (may include interviews, written statements, and or observation).
4. Administration shall make a determination as to the merit of the allegation and proceed accordingly. If a disciplinary consequence is necessary, the principal or designee shall follow a progressive discipline plan which may include, but not be limited to: warning, parent conference, ISS, OSS, or Expulsion.
5. Administration will report findings to the parent of the student making the claim during a parent/student/administrator conference within five working days of the complaint and document such contact.

ISS (In-School Suspension)

A student may be suspended, expelled, or sent to the alternative education class for misconduct in the school or on school property, (as defined in Section 37-11-29) on the road to and from school, or at any school-related activity or event. Further, this includes misconduct occurring on property other than school property or other than at a school-related activity or event when the conduct by a pupil, in the determination of the school superintendent or principal, renders that the pupil’s presence in the classroom is a disruption to the educational environment of the school or is a detriment to the best interest and welfare of the pupils and teacher in a class as a whole.

When a student is placed in ISS (In School Suspension), the teacher and/or the ISS officer shall provide ISS work for the student. If a student refuses to do his work, the Principal or his/her designee may add days to the suspension. The following rules will apply:

- Students must complete ISS work in order to receive an Exit Ticket. The signed Exit Ticket (signed by ISS teacher) allows students the opportunity to complete graded assignments given during the time the student is in ISS.
- Teachers are not expected to “re-teach” lessons missed due to time spent in ISS

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- Students shall be placed in study carrels, if available
 - Students may not participate in extra-curricular activities during the suspension.
 - Students shall be denied recess and access to extension classes

A student placed in ISS for a third time may be considered for OSS. After the first and second out-of-school suspensions, a parent/guardian must appear in person or contact the Principal or his/her designee before the student returns to school.

OSS (Out of School Suspension)

Suspension is a forfeiture of participation in regularly scheduled school activities for not more than ten (10) school days, including all extra-curricular activities. Students may be assigned to either ISS or OSS. In cases of OSS, parents/legal guardians may be required to come to the school for a personal conference with the designated school administrator before the student will be allowed to return to classes.

In compliance with federal guidelines, special education students shall not be suspended for more than ten (10) days collectively for the school year without a manifestation hearing. All other district and federal requirements in regard to such suspensions shall be followed.

School principals shall have the authority to suspend students from school attendance for unacceptable behavior, while walking to and from school, being transported by school bus, and all school – sponsored activities regardless of time or place are considered as extensions of the school day shall be governed by these same procedures. In order to establish effective school discipline, Principals shall have the authority to place students in the care of their parents for the remainder of the school day. Such placement shall not be construed as a suspension.

Any suspension must be preceded by appearance of the student before the Principal or his/her designee, at which time the pupil will be informed of the violation and the basis of the accusation. The Principal shall investigate the situation causing the violation, to the extent possible and reasonable, including but not limited to interviewing other students and faculty members who may have witnessed the infraction. The student shall be allowed to have other students or faculty called in who would possibly support his/her side of the story and place such conduct in what he/she deems to be the proper context. In all instances of suspension, parents shall be notified by telephone if they can be reached with reasonable effort and by written notice from the Principal or designee sent on the day of suspension. During any period of OSS, the student shall not be permitted to be on school grounds or attend or participate in any school-related activity including band, athletics, chorus, strings, etc.

Daily work missed during an OSS absence or other unexcused absence is the responsibility of parents/guardians/students to make arrangements to complete missed work upon the return to school. However, it is to the student's benefit to *complete* the daily work (for content knowledge) missed. Additionally, any tests missed during an unexcused absence or OSS must be made up within three (3) days of the student's return to school.

After three (3) occurrences of OSS, the Principal may recommend expulsion to the School Board, but in certain cases expulsion may be recommended on the first offense. Additionally, the student may be

referred for placement in the alternative education class on the high school campus, if the student is in grades 6-8. Students in grades PK-5 will be referred to the school-based behavior modification program.

Expulsion (JDE)

Expulsion is the total exclusion of the student from participation in or attendance at any school-related activity for one hundred eighty (180) calendar days. The School Board shall be the sole authority to expel a student from school. A student who has been expelled by the school board from the Hazlehurst City School District must apply in writing to the board for possible readmission. Requests for readmission must be sent to the Superintendent of Education. The School Board, on recommendation of the superintendent or his/her designee, may expel, or exempt students from attendance in accordance with the provisions of the statutes of the State of Mississippi.

Exclusion of Pupils Against Whom Court Charges Have Been Filed

Under certain circumstances, the superintendent may exclude pupils from school until the charges against them have been disposed of by the courts.

Enrollment of Pupils Suspended or Expelled from Other School Systems

Schools in the Hazlehurst City School District shall not enroll nonresident pupils from other school systems while said pupils are under suspension or after they have been expelled. If a student has relocated to the HCSD and established residency, but is still serving a suspension or expulsion from another school district, the same rule applies.

Mississippi School Safety Act of 2001 (JGF)

The School Safety Act of 2001 is cumulative and additional to the school district's existing authority regarding discipline of students. Pursuant to the Act, the school district has adopted policies and procedures that recognize the teacher as the authority in classroom matters regarding the school district's written discipline code of conduct. In the event the teacher removes a student who, in the professional judgment of the teacher, is disrupting the learning environment, and the removal is approved by the Principal or Assistant Principal, the student may not be returned to the classroom until a conference has been held with the student's parent, guardian, or custodian. During the conference, the disruptive behavior will be discussed and agreements reached that no further disruption will be tolerated. The conference may be in person, by telephone, by e-mail or by other written communication.

Among other provisions, this act provides that a student 13 years of age or older may be subject to automatic expulsion on the third occurrence of habitually disruptive behavior during a school year.

(Students under age 13 may be subject to expulsion for such conduct pursuant to other school policies and procedures.) The term "disruptive behavior" means conduct of a student that is so unruly, disruptive, or abusive that it seriously interferes with a school teacher's or school administrator's ability to communicate with the students in a classroom, with a student's ability to learn, or with the

operation of a school or school-related activity and which is not covered by other laws related to violence or possession of weapons or controlled substances on school property, school vehicles, or at school-related activities. Such behaviors include, but are not limited to: foul, profane, obscene, threatening, defiant, or abusive language or action toward teachers, other school employees, or students; ridicule, or verbal attack of a teacher; and willful, deliberate, and overt acts of disobedience of the directions of a teacher.

The term “habitually disruptive” refers to such actions of a student which cause disruption in a classroom, on school property or vehicles, or at a school-related activity on more than two occasions during a school year, and to disruptive behavior that was initiated, willful, and overt on the part of the student and required the attention of school personnel to deal with the disruption.

After the third instance of behavior that is determined by the Principal or designated administrator to have seriously interfered with the school environment, the parents/guardians will be contacted to help develop a behavior modification plan for the student.

Mississippi State Laws: Prevention of School Violence Act Senate Bill 3349

Prevention of School Violence Act Senate Bill 3349

Prohibitions of Weapons on School Property

1. **Educational Property.** Any public or private school building or bus, public or private school campus recreational area, athletic field, or other property owned or actually used or operated for school purposes.
2. **Student.** A person enrolled in a public or private school 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.
3. **Switchblade Knife.** A knife containing a blade (or blades) which opens automatically by the release of a spring or a similar contrivance.
4. **Weapon** shall mean any of the following: gun, rifle, pistol or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive, BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshots, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades, and sharp pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation for food, instruction and maintenance of educational property.
5. 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 (this does not apply to a BB gun, air rifle, or air pistol). Any person violating this section shall be guilty of a felony and, upon conviction thereof, shall be fined not more than \$5,000.00 or imprisoned for not more than three (3) years or both.
6. 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, and any sharp pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation for food, instruction and maintenance of educational property. Any person violating this section shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than \$1,000.00 or imprisoned not exceeding six (6) months or both.

7. 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 for food, instruction and maintenance of educational property. Any person violating this section shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than \$1,000.00 or imprisoned not exceeding six (6) months or both.
8. Exceptions to Weapons Prohibition. Include weapons used solely for educational or school sanctioned ceremonies, carried by persons as authorized by law, kept in a home school and used in organized shooting events as well as certain non-prohibited weapons in vehicles under parental control and used to transport a student and carried, concealed in whole or part, if going or returning from a legitimate weapon-related sports activity.

Enrollment and Assignment of Students

Expulsion Notice: A child or parent must now indicate on the registration form if the child has been expelled from any public or private school or is currently a party to an expulsion proceeding. If the Cumulative Record or application shows that the child has been expelled, the District may deny admission until the Superintendent or his/her designee has reviewed the record and determined that the child has participated in successful rehabilitative efforts including progress in an alternative or similar program.

Temporary Admission: If a child is a party to an expulsion proceeding, the child may be admitted to school pending final disposition of the proceeding. If it results in expulsion, the school may revoke admission.

Denial of Admission for Violent/Other Acts: If the child was expelled or is a party to an expulsion proceeding for an act involving violence, weapons, alcohol, illegal drugs or other activity which may result in expulsion, the District is not required to grant admission or enrollment before one calendar year after the date of expulsion. 37-15-9 Mississippi Code Annotated of 1972.

Parental Responsibility

Weapons Possession: A parent may be guilty of a misdemeanor and fined up to \$1,000.00 and/or up to six (6) months in the county jail for knowingly allowing a child (under 18) to have, own, or carry a concealed weapon. 97-37-13 Mississippi code Annotated 1972.

General Responsibility for Child's Acts: The district's discipline plan must be given to students and parents must sign a statement verifying notice of the plan. The plan must include statements regarding parental responsibility and any parent, guardian, or custodian of a compulsory school age child who refuses or fails to perform any of the duties imposed, shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed \$3,500.00. 37-11-53 Mississippi Code Annotated 1972.

A parent, guardian, or custodian of a compulsory school age youngster enrolled in a public school district shall be responsible for any criminal fines brought against such student for unlawful activity

occurring on the school grounds (fine not to exceed \$3,500.00). 37-11-53 Mississippi Code annotated 1972.

Damages: The public school district is entitled to recover up to \$20,000.00 in damages in addition to any other recovery, from the parents of a child (7-17 years of age) who maliciously and willfully damages or destroys property belonging to the School District. 37-11-53 Mississippi Code Annotated 1972.

Attendance at Discipline Conference: Any parent, guardian, or custodian of a compulsory school age child who shall fail to attend a discipline conference to which such parent, guardian, or custodian has been summoned shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed \$250.00. (37-11-53 Mississippi Code Annotated 1972)

Reporting Requirements

Teachers and School Employees: Any teacher or other school employee who has knowledge of any unlawful activity or violent acts which occurred on educational property or during a school-related activity shall report such activity or acts to the principal of the school who shall notify the appropriate law enforcement officials as required by this section. 37-11-29 Mississippi Code Annotated 1972.

Principals: When the principal has reasonable belief that an act has occurred on educational property or during a school-related activity involving assault resulting in serious physical injury, sexual assault, sexual offense, rape, kidnapping, indecent liberties with a minor, assault involving the use of a weapon, possession of a firearm in violation of a law, possession of a weapon in violation of a law, or possession of a controlled substance in violation of a law, the principal shall immediately report the act to the appropriate local law enforcement agency. 37-11-92 Mississippi Code Annotated 1972.

Superintendents: The superintendent shall notify in writing the parent, guardian, or custodian, youth court and law enforcement of any expulsion of a student for criminal activity. 37-9-14 Mississippi Code annotated 1972.

The superintendent shall notify the youth court and local law enforcement by affidavit of the occurrence of any crime committed by a student upon school property or during any school related activity, regardless of location and identity of the student or students committing the crime.

If any person charged with making reports as set out above, shall willfully fail, refuse or neglect to file any such report, he/she shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than \$1,000.00 or be imprisoned not exceeding six (6) months or both.

*** See the attached discipline ladder located in the appendix in the back of the handbook.**

DRESS CODE

There is a definite relationship between good dress habits, good work habits, and proper student behavior. Therefore, dress and grooming of students are proper concerns of school administrators and teachers. The school district recognizes that parents and students share the responsibility for proper

student dress and appearance. Any type of dress that attracts undue attention to the student and creates a disturbance in the school is in bad taste and is not acceptable.

Students must wear the prescribed uniform for Grades PK-8:

- Solid maroon or solid white polo-style, golf-knit, or button down shirt, with collar
- Shirts shall not have any logos, words, pictures, or insignias
- Shirts should be properly buttoned to ensure that the chest area is completely covered; shirts shall not be worn backwards or tied in knots in the front or back
- T-shirts worn underneath uniform shirts must be solid white, solid navy, or solid black
- Shirrtails must be tucked in at all times (boys and girls)
- Bottoms (pants, skirts, shorts, skorts, and jumpers) must be solid navy blue, or solid khaki; no logos, words, pictures, or insignias; (Leggings are not permissible as uniform bottoms and must not be worn in place of pants or underneath shorts, skirts or skorts. Long johns or thermal underwear are not permissible as uniform bottoms and must not be worn in place of pants or underneath shorts, skirts, or skorts.)
- Belts must be worn with bottoms that have belt loops
- Pants must be worn at the waist and fit properly (absolutely NO sagging pants; NO skin-tight pants; this includes leggings)
- Skirts, shorts, skorts, and jumpers must not exceed 4 inches above the knee; (this measurement begins at the base or bottom of the knee. (The best rule of thumb is that skirts shorts or skorts hit **at the knee.**)
- Socks, (stockings, and tights) must be solid navy blue, solid white, solid khaki, solid black, or solid brown. (Socks must completely cover feet and ankles; stockings/tights must completely cover feet and leg.)
- Closed-toe shoes must be worn (no sandals). Shoelaces must be tied. House shoes or slippers are unacceptable at school. (Shoes and boots must be of a solid neutral color which mimics the uniform colors (navy blue, white, khaki, black, or brown). Boots worn with pants must be worn underneath the pants)

Baseball caps are not permissible at school. Winter hats, caps, and hoods may only be worn outside of the school building and not while inside classrooms. Wearing earrings in pierced ears is acceptable only for female students. Male students are not allowed to wear earrings. If any other part of the body is pierced, no instruments or jewelry may be worn in the exposed body part for safety reasons. Any type of clothing or accessories that are, in the opinion of the principal, obscene or suggestive is not acceptable. **Any other type of clothing that may cause a distraction to the instructional process is discouraged and may be deemed unallowable at the discretion of the Principal. This includes, but is not limited to, shoes that emit lights and lasers, “wheelies”, jewelry of excessive size and bright colors, etc.**

The purpose of wearing uniforms is three-fold: 1) it is a safety feature which allows school officials to easily recognize intruders to the campus and/or identify students trying to conceal contraband that must not be brought to school; personal safety is also emphasized by the wearing of closed-toe shoes and keeping shoelaces tied, 2) it unifies the student body “as ONE”, and 3) limits unnecessary distractions, teasing, and anxiety about personal dress, including “name brands”, and therefore increases student attention to learning.

Cleanliness and overall personal hygiene should be practiced at all times; hair should be clean, combed, and out of eyes. Hair rollers, wraps, and night caps must not be worn to school.

Please keep in mind that uniforms are intended to be “**uniform**” or “the same” in order to unify the study body and not divide (as mentioned above). Any clothing or jewelry that draws attention from others is likely not within the uniform dress code and should not be worn. This is a good rule of thumb to use when gauging whether clothing is acceptable or not.

Exceptions to the dress code

Students may wear an approved top that associates that student with an athletic team or activity group on a given day that corresponds with an event associated with a team sport or activity, with prior approval from the Principal as requested by the group Coach or Sponsor.

Students may wear approved apparel other than the approved dress code on days associated with special school functions or activities designated by the School Administration or PTA.

****In all instances, the style and manner in which clothing is worn and the way in which clothing fits, will determine the appropriateness or inappropriateness of the dress code.****

Student’s opinions of, and adherence to, the dress code often reflect their parents’ opinion and attitudes toward the same. **Therefore, we urge parents to maintain a positive attitude toward the dress code. Your support is needed in creating an environment that is conducive to learning and free of unnecessary time spent dealing with dress code infractions.**

New Students

Upon enrollment during the school year, a student will have five (5) school days in which to comply with the dress code. (Administration may grant additional time due to extenuating circumstances.)

DRUG, ALCOHOL, AND TOBACCO USE (JCDAC)

The Hazlehurst City School District prohibits the use or possession of weapons, illegal drugs, and alcohol; and will cooperate with all law enforcement officers to control its possession or use on school property. **Any student with a felony drug charge will be expelled.**

Public school officials may conduct unannounced searches of school property such as students’ lockers, desks, etc.

Drug Use:

No pupil attending school or attendance center in this district shall be permitted to carry upon his person or in any other manner or have in his possession in any way alcoholic beverages, paraphernalia, morphine, marijuana, cocaine, opium, heroin, or their derivatives or compounds, drugs commonly called LSD, “pep” pills, tranquilizers, or any other narcotic drug, barbiturate, substance ingredient or compound which, when taken orally, intravenously, inhaled or in any other manner, may cause the person to be under the influence thereof; and no pupil shall use any of the same at any attendance center of this school district. The provisions of this policy shall not apply to any pupil who is under the care of a licensed physician and who is taking medication which is under the supervision and direction of such physician. Any and all prescription medicines belonging to students shall be

numbered and labeled and kept in the bottle provided by the drugstore and **must be kept in the school office.** (Please see Consent Form for the Administration of Medication in Appendix.)

Students shall also be notified that any person addicted to or dependent upon a controlled substance may seek advice concerning such problems and information as to where they may obtain treatment and rehabilitation from:

- A medical practitioner or hospital
- College or university counseling bureaus
- Counselors or teachers in elementary, junior and high schools
- Ordained and licensed ministers
- Staff members or drug treatment center
- Region 8 on-site staff

Alcohol and tobacco use:

No student regardless of age, shall possess, consume, purchase, or distribute any alcoholic beverage or tobacco products (a) on school property, (b) at any place where an interscholastic athletic contest is taking place, (c) during the course of any field trip, or (d) during the course of any trip or activity sponsored by the Board of Education or under the supervision of the Board of Education or its authorized agents.

EARLY DISMISSAL FOR BAD WEATHER OR OTHER SITUATIONS

The schools in the district will keep students on the regular schedule. Under limited circumstances, the district (in cooperation with the Local Emergency Management or other agencies) may decide to dismiss school early for the safety and protection of the students and staff. Parents should stay weather alert and have a plan to care for their child/children if there is a reason to dismiss early.

In the case of early dismissal for an emergency, the district will notify parents through the media (including computer generated phone calls – ***It is important to keep your contact information updated with the school office***). The bus drivers will not knowingly leave an elementary or middle school child unattended at home. The schools will remain open so that the bus driver will return the child to school. The bus drivers will call the school to let the principals know when all students have safely arrived at home.

ELECTRONIC DEVICES / OTHER PROHIBITED ITEMS

Electronic Devices: Radios, iPods, cellular phones, compact disc players, mp3 players, video games, pagers, tapes, etc. will be taken. **Cellular phones are prohibited at school and on buses. Students who choose to use the cell phone/mobile device will be referred for insubordination and the following disciplinary action will occur:**

First Offense:

School will take possession of the device for 30 school days or the parent/ guardian will pay an administrative/handling fee of \$25.

Second Offense:

School will take possession of the device for 60 school days or the parent/ guardian will pay an administrative/handling fee of \$50.

Third Offense:

School will take possession of the device for 90 school days or the parent/ guardian will pay an administrative/handling fee of \$75.

Fourth Offense:

School will take possession of the device for the remainder of the school year.

Exception to the cell phone policy:

Cell phones may be used for after school activities (cheerleading, athletics, clubs, etc.) by students on the condition that parents/students check the phone in with school personnel prior to the start of homeroom or first period. The sponsor, coach or instructor in charge of the after school program will be notified and asked to pick up all cell phones prior to the start of the scheduled activity.

A parent/guardian may pick up electronic devices between the hours of 3:30 p.m. - 4:00 p.m. each day. If the device is not picked up in a timely manner, i.e., 30 days after the expiration of the days that the school will be in possession of the device, or, in the case of the device being confiscated for the remainder of the school year, within 30 days after the last day of school, the school will donate the device to charity.

Hazlehurst City School District, its schools, its faculty, and staff are **NOT** responsible for any damaged, missing, or stolen cell phones. If a student has a cell phone and it is damaged or stolen, schools **WILL NOT** utilize administrative time to investigate the incident nor will the District, or schools, take any financial responsibility for the cell phone or cell phone charges.

1. **Violations of cell phone use during any state test administration will result in OSS.**
2. Since cell phones are not allowed during the school day, it is obvious that there will be no text messaging during the school day. Further, text messaging is prohibited between students and school personnel at any time.
3. Stolen Cell Phones: since cell phones and other electronic devices are PROHIBITED, any loss due to theft will not be the responsibility of the school or the Hazlehurst City School District.
4. **Students must bring only school supplies. The teacher or a member of the administrative team will contact parents if students are to bring other items.**

EMERGENCY DRILLS/SCHOOL SECURITY (EBBC & EBBA)

School security is one of the nation's top priorities and remains a top priority in our district as well. Emergency drills are conducted periodically on each campus within the Hazlehurst City School District. Emergency procedures, unique to each individual campus, are in place and the principal and all staff is knowledgeable in the implementation of all of these procedures.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Hazlehurst School District (HCS D) with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, HCS D may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory

information is to allow the HCSD to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- An annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want HCSD to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 25, 2015. HCSD has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

FIRST AID (JGFG)

First-aid is the immediate and temporary care given to a victim of an accident or one who becomes suddenly ill until the services of a physician can be obtained.

1. All injuries must be reported to the proper authorities.
2. All teachers should have access to first-aid supplies.
3. The Principal's office has first-aid supplies on hand.

4. In the event a student gets sick or is involved in an accident on a school conducted trip, he/she will be cared for at the discretion of the person in charge.
5. In the event a student is involved in an accident while at school, the school will decide on the necessity of administering first-aid and/or transporting the child to the doctor or hospital. The decision will in no way obligate the school to pay doctor or hospital bills. The decision to transport a child to the hospital rest solely with the parent/guardian. However, in the case of a medical emergency the school administration will contact Emergency Medical Service (EMS). The Hazlehurst City School District, Hazlehurst 6 - 8 School, and its administration will not bear the responsibility for the cost of EMS transportation.

FUNDRAISERS (JK)

All fundraising projects must be approved. Approval will be granted by district procedures based on the need and purpose. Projects that involve selling merchandise to residents of our community will be limited. Tickets, candy, or articles of any kind, other than those associated with school-sponsored activities are not to be sold on school property by students, teachers, or outside organizations unless approved by administration. All fund raising activities will adhere to the guidelines in the District Health and Wellness Policy. Non-school related fundraisers are prohibited on any school grounds.

GUIDANCE

Our school system recognizes the importance of human dignity and the basic counseling tenet that each person is a worthwhile individual. Efforts of the guidance department are directed toward cooperating with other school personnel in creating a climate for learning that will reflect this belief and will help each student develop the skills, attitudes, and values necessary for a life of fulfillment. Guidance services include: individual and group counseling, occupational and educational information, testing, evaluation, referral services, placement, and follow-up. Counselors encourage and welcome conferences with parents.

HOMEWORK

It is impossible to say how much studying a student generally should do. Everyone should do enough for successful accomplishment at school. Few pupils can work satisfactorily without a great deal of outside preparation. Parents should not let a child mislead them into believing that all lessons can be properly prepared at school. It cannot be done. Conscientious pupils, as a rule, do more homework and will not quit studying until they have properly prepared all of their assignments. Parents should see that their children do their homework. Parents **should not** do homework for students.

INDIVIDUAL CAREER AND ACADEMIC PLAN (ICAP)

When students take ownership of their educational options and connect them to their future, their motivation increases and they progress further. Individual Career & Academic Plans (ICAPs) are plans that students develop to personalize their education in order to meet their learning, earning and living goals. ICAPs provide opportunities to build relevant educational pathways to students' preferred future careers.

ICAPs guide students in their class choices, encourage students to think about and plan for their futures and provide students with a seamless transition into their postsecondary choices. ICAPs are initiated at the middle school and extend into high school and are coordinated by school counselor. In middle school, students will take the following steps to begin planning for the future:

- develop initial ICAP;
- select clusters of interests and strengths;
- explore a variety of postsecondary options along with corresponding entrance requirements;
- register for coursework using ICAP;
- plan extended learning and extracurricular opportunities using ICAP.

INSURANCE (EG)

An opportunity to buy school day insurance is offered to students as a service. The student will receive a brochure with all information concerning the policy. The school office will furnish claim forms that must be filed on each individual claim. It is the responsibility of the parent or child to see that this claim is filed properly.

LIBRARY BOOKS (IFBD)

Our library books belong to all the students, and pride must be taken in their preservation. If they are willfully marred or defaced, damages will be charged. Full price will be charged for any lost library books. Librarians will charge a fine for overdue books.

LITERACY-BASED PROMOTION ACT

S. B. No. 2347: Literacy-Based Promotion Act; establish in public schools to achieve grade-level reading by end of 3rd Grade.

Passed during the 2013 legislative session, the Literacy-Based Promotion Act places an emphasis on grade-level reading skills for students, particularly as they progress through grades K-3. Beginning 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.

LOST AND FOUND

If an article of value is found, it must be taken to the office of the principal. If an article of value has been lost, inquire at the office of the principal. Parents must place the name of the child on coats, sweaters, jackets and valuable items. Articles left in lost and found will be donated or discarded if not claimed by the end of the school year.

MEDICATION POLICY (JGCD-R)

Prescription and emergency medication shall be administered to students with chronic conditions such as asthma, diabetes, violent allergic reactions and with other diagnosed health disorders provided the policies and procedures below are followed at all times.

It is the position of the Hazlehurst City School District that all other medication (cold and cough medicine, headache medicine, etc.) must be given by parents when it is at all possible. It is desirable for most medication to be administered before and after school, but it is realized that this is not always possible. However, if medication must be administered at school by staff, the following policies and procedures must be followed:

1. Permission to give Medication Form must be submitted by the parent with specific instructions. If the medication is a prescription drug, written instructions from the prescribing physician must be received and filed by office personnel. (See Consent for Administration of Medication in Appendix)
2. All medication must be kept under lock and key.
3. A Medication Administration Record (MAR) shall be attached to all prescription drugs showing the time when the medication was given to the student, by whom, the amount given, and the date. (This MAR shall be kept in a permanent place for documentation.)
4. All medicines shall be delivered to the school office by the parent in the original container in which the medicine was sold. Medicine will not be transported between home and school on a daily or weekly basis.
5. If medication requires equipment for administration (i.e., cup, spoon, dropper), the parent is responsible for supplying the equipment, labeled with the student's name.
6. Discontinued or unused medication that is not taken home by the parent by the end of the school year will be disposed of by school staff.

Under no circumstances shall any staff member prescribe any medication to a student or employee of the Hazlehurst City School District.

MISSISSIPPI ASSESSMENT REQUIREMENTS

Grade Level Testing Program

- A universal screener in grades PK and K.
- A criterion-referenced test in reading, language, and mathematics in grades K-8.
- A criterion-referenced test in science in grades 5 and 8.

Subject Area Testing Program (SATP)

- Criterion-referenced, end-of-course tests in Algebra I

*Make-up tests may be administered immediately following the initial or primary administration but must be administered no later than the specified make-up date.

MS Alternate Assessment

IDEA 97 requires that the state develop and conduct an alternate assessment for students with disabilities who cannot participate in the state and district-wide assessment programs. *See the school counselor for further details.*

TEXTBOOKS

Textbooks for students are furnished by Hazlehurst City School District. As soon as classes have organized, free textbooks are assigned to all pupils. Parents are required to sign the book card

assuming full responsibility for the books and their proper care until they have been returned to school. Pupils should see that their books are not abused, as a fine will be charged for any school owned book that shows unnecessary wear. All fines collected for damages or lost books will be used to replace or repair books owned by the Hazlehurst City School District.

If a pupil loses a book and desires to pay for a lost book, arrangements must be made with the principal's office in order to get another book. At any time during the school year, the staff may conduct a check on all textbooks.

The fine and damage replacement schedule is as follows:

0-1 year	Full replacement value
1-2 years	80% of cost of new textbook
2-3 years	60% of cost of new textbook
3-4 years	40% of cost of new textbook
Over 4 years	20% of cost of new textbook

Students will not be issued further textbooks if payment is not received for lost or damaged books. Any damage which makes the textbook unusable for the following term will result in a fine equal to the cost of the textbook. Examples are water damage, missing pages, obscene or vulgar writing or drawing, and profanity. A lost textbook will result in a fine equal to the cost of the textbook.

TRANSPORTATION

No student is allowed to drive or keep a vehicle on campus. Students and parents are asked for cooperation with drop-off and dismissal procedures regarding car transportation. Procedures have been established which promote the safety and security of all students.

RULES AND REGULATIONS OF THE STATE BOARD OF EDUCATION GOVERNING CONDUCT UPON PUBLIC SCHOOL BUSES AS AUTHORIZED BY SECTION 37-41-1, MISSISSIPPI CODE 1972, AS AMENDED.

It shall be the duty of passengers transported in school buses owned or operated by public school districts to conduct themselves in an orderly manner. The passengers shall abide by the rules and regulations of the State Board of Education, and rules and regulations adopted by the Boards of the respective school districts.

Pupils riding a school bus shall not

1. smoke or use intoxicants
2. fight or tussle
3. strike or threaten bus driver
4. use profane language or make vulgar gestures
5. carry deadly weapons
6. make excessive noise
7. throw objects
8. commit any other act of improper conduct

Instructions to Students Who Ride School Busses:

Loading and Unloading

1. Be at your assigned loading zone on time.
2. Exercise extreme caution on getting to and from your assigned bus stop.
3. Look in both directions before stepping from behind parked cars.
4. Stay well off the roadway until the bus comes to a complete stop and the bus driver indicates that it is safe to board.
5. Do not play on or near the road while waiting for the bus to arrive.
6. Look in both directions before crossing any roadway.
7. Never walk on the road when there is a sidewalk or pathway.
8. Always walk on the left side of the road facing on-coming traffic and step off the road when a motor vehicle approaches.
9. Wait until the bus comes to a complete stop before trying to load and unload.
10. Use the handrail while getting on and off the bus.
11. If possible, wear white or light colored clothing or carry a flashlight when you walk on the roadway at night in order that the motoring public might be aware of your presence.
12. When you must cross the road to enter the bus, or after leaving the bus, always cross in front of the bus and walk approximately ten (10) feet ahead of the bumper.

While on the bus

1. Remain seated.
2. Do not distract the driver's attention other than when necessary.
3. Talk to your friends in a normal tone and do not shout. Do not talk or make unnecessary noise when the bus is approaching and crossing a railroad or a highway intersection.
4. Keep head, hands, and articles inside the bus.
5. Do not bring unauthorized articles on the bus (i.e. pets, combustibles, large articles, weapons).
6. Do not smoke or use profane language.
7. Do not fight or scuffle.
8. Be courteous and follow the instructions of your bus driver and safety patrol.

Disciplinary problems on a bus will result in loss of riding privileges.

PLAGIARISM/CHEATING

Whether students give or receive information during an examination or on a specific assignment, or turn in another's work as his/her own (i.e. from another student, author, or copied word for word from the internet) the offense is the same--cheating. Students will receive a zero for the work involved. Parents will be notified and asked to come to the school for a conference.

RECORDS

A data card and book card must be completed by a legal guardian or parent. If there is no phone in the home, a number must be given so that the adult responsible for the student can be contacted. When

changes are made to contact information, it is imperative that parents contact the school office to notify of such change. This is especially important in the case of an emergency.

VISITOR AND VOLUNTEER POLICY

Parents and guardians of students enrolled are welcomed to visit our campus Monday through Friday. All visitors are asked to enter the Main Office upon arrival. Visitors are asked to sign-in for each visit. **For safety, upon signing in, all visitors must leave one of the following in the main office: keys, driver's license, government issued identification, or cell phone.** All visitors must return to the main office to sign out and retrieve the item left.

Classroom Observations

Classroom observations are granted to parents and guardians. However, in an effort to protect instructional time, no communication is allowed with students or teachers. No more than two visitors per classroom are allowed to visit. No children are allowed to accompany parents and/or guardians during their classroom observation. If you find that a conference is necessary, please call the office of the counselor to schedule an appointment with the teacher.

Volunteers


Volunteers are welcomed on our campus. Any person seeking to assist teachers in the classroom must receive clearance through the office of the Parent Center/Volunteer Coordinator. Volunteers must undergo a background check as well as training on how to assist teachers. Once cleared, the Parent Coordinator will provide you with the volunteer schedule. Please contact the Parent Center Coordinator at 601-894-2042 for volunteer information.

Hazlehurst Elementary School



Grades
PreK - 5

2015-16 Bell Schedule

<p><u>Pre-K</u> 1st Period 8:00 – 8:55 2nd Period 9:00 – 9:55 3rd Period 10:00 – 10:25 4th Period 10:30 – 12:10 Lunch/Recess 11:15 – 11:55 5th Period 12:10 – 1:05 6th Period 1:10 – 2:25 7th Period 2:25 – 3:15</p>	<p><u>Kindergarten</u> 1st Period 8:00 – 8:55 2nd Period 9:00 – 9:55 3rd Period 10:00 – 10:25 4th Period 10:30 – 12:10 Lunch/Recess 11:15 – 11:55 5th Period 12:10 – 1:05 6th Period 1:10 – 2:25 7th Period 2:25 – 3:15</p>	<p><u>1st Grade</u> 1st Period 8:00 – 8:55 2nd Period 9:00 – 9:55 3rd 10:00 – 10:55 Recess/Lunch 11:00 – 11:45 4th Period 11:50 – 12:30 5th Period 12:35 – 1:45 6th Period 1:50 – 2:35 7th Period 2:40 – 3:15</p>
<p><u>2nd Grade</u> 1st Period 8:00 – 8:55 2nd Period 9:00 – 9:35 3rd Period 9:40 – 10:25 4th Period 10:30 – 11:45 Lunch 11:20 – 11:45 5th Period 11:50 – 12:50 6th Period 12:55 – 1:55 7th Period 2:00 – 3:15</p>	<p><u>3rd Grade Team A</u> 1st Period 8:00 – 8:55 2nd Period 9:00 – 9:55 3rd Period 10:00 – 10:55 Lunch 11:00 – 11:35 4th Period 11:40 – 12:35 5th Period 12:40 – 1:35 6th Period 1:40 – 2:35 7th Period 2:40 – 3:15</p>	<p><u>3rd Grade Team B</u> 1st Period 8:00 – 8:55 2nd Period 9:00 – 9:55 3rd Period 10:00 – 10:55 Lunch 11:00 – 11:35 4th Period 11:40 – 12:35 5th Period 12:40 – 1:20 6th Period 1:25 – 2:30 7th Period 2:35 – 3:15</p>
<p><u>4th Grade</u> 1st Period 8:00 – 8:45 2nd Period 8:50 – 9:35 3rd Period 9:40 – 10:45 Lunch 10:50 – 11:25 4th Period 11:30 – 12:25 5th Period 12:30 – 1:25 6th Period 1:30 – 2:25 7th Period 2:30 – 3:15</p>	<p><u>5th Grade</u> 1st Period 8:00 – 8:45 2nd Period 8:50 – 9:45 3rd Period 9:50 – 10:45 Lunch 10:45 – 11:15 4th Period 11:20 – 12:15 5th Period 12:20 – 1:15 6th Period 1:20 – 2:15 7th Period 2:20 – 3:15</p>	

Hazlehurst Elementary School

112 School Drive
Hazlehurst, MS 39083

Principal's Message

Greetings Parents and Students:

I would like to take this opportunity to welcome you to the 2015 – 2016 school year. We are anxiously looking forward to all of the incredible opportunities that will be available to make an enormous difference and impact in each one of our students' lives. We look forward to embracing the partnership with you in an effort to help ensure that this year will be productive and academically rewarding. We value this opportunity to help our students maximize their individual learning potential.

Without reservation, we stand ready to assist our students and provide them with the best education possible. We also look forward to serving our students and meeting them where they are in anticipation of taking them where they need to be academically.

The purpose of this handbook is to acquaint you with the expectations and daily operations of the school, and answer questions you may have about our procedures and policies that are specific to this school. Although the handbook is not all inclusive, it does address a myriad of topics. A copy of the District Policy Manual is available for review for topics or inquiries that may not be covered in the handbook. We ask that you review this handbook as well as the Code of Conduct contained therein with your child and keep it for reference should the need arise.

On behalf of the staff and faculty of Hazlehurst Elementary, we welcome you to this fresh opportunity for personal and academic growth. It is our goal to provide you and your child a most productive and enriching year. Please note that your involvement and input is always valued

Educationally,

Dr. Charles K. Dodson, Principal
Mrs. Mary S. Brown, Assistant Principal

ARRIVING AND DEPARTING FROM SCHOOL

Students should arrive at school by 7:55 AM. Upon arrival at school, students should go to their assigned area/room. Students are expected to be in their seat in the classroom and ready for instruction when the tardy bell rings at 8:00 AM. Any student not in his or her assigned area by 8:00 AM will be considered tardy.

Students may not disembark a bus or private vehicle and then leave school grounds without prior permission from the principal. This will be considered truancy.

Any student leaving before the end of the school day must be signed out by the parent/guardian or authorized individual listed on their student check out form. Upon check out students are expected to immediately leave school premises with said parent/ guardian or authorized individual. Students that do not attend at least 63% of the school day will not get credit for the school day.

Any student remaining in the building after 3:30 must be under the supervision of a teacher.

ASBESTOS POLICY

An approved asbestos management plan is on file with the Mississippi Department of Education. Asbestos management plans are available for public review at each school location.

ASSEMBLIES/SESSIONS

When attending school programs and sessions, students are expected to enter and leave the assigned area(s) as directed. Students are expected to remain seated, to pay attention to the program/session, to applaud when appropriate, and to refrain from talking with others. Unless otherwise directed, all books and school materials, but not personal valuables, should be left in the classroom. Students are required to sit with the class and the supervising teacher with whom they were dismissed to attend the assembly. When special speakers are scheduled a higher standard of dress may be required.

BULLYING

Bullying of any kind is strictly prohibited. Bullying includes but is not limited to any behavior that is intentionally meant to harm, intimidate or demoralize another student. Incidences that involve bullying should be reported to the school faculty and principal immediately.

BREAKFAST

Breakfast for all students is free. Breakfast will be served on site in the cafeteria upon bus dismissal.

BUSES (37-41-2 Mississippi Code Annotated 1972)

Students who attend Hazlehurst Elementary will load and unload the bus at the school site. Only properly enrolled students of the Hazlehurst City School District are permitted to ride a Hazlehurst City School District school bus. Exceptions must be approved by the Superintendent. Students

wishing to ride a bus other than their assigned bus must present a request in writing from a parent or guardian. The request must then be approved by the student's principal.

CELL PHONES/ELECTRONIC DEVICES

Cell phones and electronic devices are prohibited.

CHECKING OUT OF SCHOOL

The following procedures will be followed when it becomes necessary for a parent/guardian to check out a student before the dismissal of school:

- A student will be permitted to leave when an authorized parent/guardian listed on registration card comes to the school to check out the student. The parent/guardian must sign the checkout form.
- Students are not permitted to be checked out by another student or individuals not listed on their student registration information
- Anytime a student leaves school, he/she must be signed in by their parent/ guardian upon their return to school.
- A student who leaves school without permission and does not follow correct procedures for checkout will be subject to disciplinary action.
- Note: Telephone calls and notes are not sufficient for student release from school.
- Note: A students' "successful day" may be in jeopardy if a child misses more than 1 hour in the day.

CLASSROOM GRIEVANCE PROCEDURE

Teachers and administrators act *in loco parentis* (as a parent for the student) while the child is at school or involved in a school activity. There are times when the student does not agree with everything that is occurring in the classroom. If a student has questions or concerns about a teacher's action, the student should follow these measures:

- Students are to follow all directions of the teacher.
- If a student disagrees with the teacher's request, they should handle the problem after class to preserve the dignity of the student and the teacher.
- If a student is then unable to resolve a conflict with the teacher, the student should request a conference with the teacher through the behavior specialist or principal.
- If this does not resolve the problem, the student's parent/guardian should arrange a conference with the teacher through the principal's office.
- Confronting the faculty in the classroom is discouraged and may result in a referral for disruptive or disrespectful behavior.

CODE OF CONDUCT

Students are expected to follow all rules and regulations provided in the Hazlehurst City School District Code of Conduct, which is the brochure that each student receives upon enrollment for the year.

CORPORAL PUNISHMENT

The district policy does allow corporal punishment as a means of student disciplinary action. Parents will need to complete and return the Hazlehurst School District Corporal Punishment Consent Form to the school to indicate whether they desire for corporal punishment to be used as an disciplinary option. Forms will be maintained on file for the 2015-2016 school year.

CRIMINAL/UNLAWFUL ACTIVITY

All criminal and unlawful activity will be reported to the proper authorities.

CUMULATIVE RECORDS

Cumulative records for Hazlehurst Elementary students will be housed and maintained in a secure area. Cumulative records will be handled and maintained in accordance to MDE established guidelines and policy.

DETENTION

Breakfast, lunch, or after-school detention may be assigned when warranted for inappropriate behavior by the principal or his/her designee. The only activity allowed during detention is silent study, unless otherwise noted by the individual assigning detention. Students must bring materials to study and will be expected to comply with instructions without delay. Failure to report to detention or inappropriate behavior while in detention may result in an additional consequence.

DRESS CODE

Students will be required to adhere to the dress code provided within the handbook

DRILLS

Knowing what to do in times of crisis, inclement weather, and emergencies is essential. In an effort to ensure our students' safety and well-being, in the event of an actual emergency, drills will be practiced occasionally at Hazlehurst Elementary. The following instructions will apply:

- Follow the directions of your teachers and principal.
- Be absolutely quiet and follow instruction according to your teacher in an orderly manner.
- Stay with the members of your class in the designated area.
- Return to the classroom only when instructed to do so.

DUE PROCESS

A due process hearing is conducted for each student that has been suspended long term and for each student that has been expelled, prior to placement in the alternative school program. Due process procedures include:

- Oral or written notification will be provided to parents/guardians with specific and clear reasons for the proposed action and the nature of the evidence to be presented against the student.

- A formal or informal hearing to allow the student to present his/her position and opportunity to produce evidence.

-The parent/guardian is given the opportunity to participate in the settlement of the problem, which is causing the proposed action

-A record of hearing is maintained, which includes the date, time, location of the hearing; who was present; and a summation of the findings and results of the hearing.

-An immediate suspension of the student if his/her conduct is detrimental to the process and/or the general conduct of the school, in which case the hearing shall be held as soon as practical after the suspension.

EARLY RELEASE DAYS

December 18, 2015 and May 20, 2016 are designated as early release days. In cases of inclement weather or other events, additional early release days may be warranted and scheduled.

ENROLLMENT

Parents must officially enroll their child in Hazlehurst Elementary School (HES) prior to their child attending. Once a student has been officially assigned to HES, the parent/guardian must schedule an intake session. During this session the student and parent will receive an orientation to HES, be provided with an opportunity to ask questions, offer comments, and complete all registration requirements. Students will receive a more extensive intake program after the parent orientation.

EXAMS

Exams will be administered during each semester grading period; however teachers are not prohibited from assessing students during nine week intervals. Exams are not to be administered early without prior approval from the principal.

EXPULSION

Students who commit offences that rise to the level of criminal or felonious acts, chronic or serious discipline and/or behavioral problems may be referred to the Superintendent, Board of Education, or District Disciplinary Committee for expulsion.

FORGOTTEN ITEMS

If your student forgot homework, needed school supplies or permission slip, etc., there is a table in the office for parents to bring forgotten items to school. **Classes will not be interrupted during**

instructional time for this reason. Students may come to the office to pick up items during non-instructional time before or after lunch or with permission from a teacher.

FIELD TRIPS

Field trips are an extension of the educational program that expand and reinforce concepts learned in class. Students are encouraged to take field trips. Prior to taking the field trip, students must complete and submit all necessary forms to the appropriate teacher. This completed form, with the appropriate signatures, must be on file with the teacher sponsoring the trip prior to departing for the planned event. Students not attending a field trip are expected to be in school working on an assignment related to the objectives of the field trip.

FOOD SERVICE

Eating or drinking is not permitted in any classroom unless cleared by the teacher. Candy, gum and other non-lunch food stuffs will be confiscated. Food that is part of a lunch brought from home must be sealed and opened only during lunch period and consumed entirely during the allotted lunch time. Students may not enter the school office at the end of the school day to request the return of candy and gum confiscated in the morning. **No lunch drop offs from restaurants are accepted.**

GRADING

The numerical grades listed below will be used to determine the letter grade of the subject. All grades will be listed numerically.

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

Teachers will make students aware of the formula used to determine each individual grade and the procedure for determine the nine weeks grade. Homework, daily grades, tests, projects, and the nine weeks test can all be used to determine the nine weeks average. Grades from other activities, to be determined by the teacher may also be used.

- Assignments are due as determined by the instructor.
- Semester exams will be administered at the end of each semester.
- The semester average will be determined by averaging the two nine week grades.
- The yearly grade on each subject is the average of the two semester grades.

HALL PASSES

Students should not be out of class without adult supervision; this includes going to the restroom. Students leaving class without permission will be subject to disciplinary action. Students entering an unauthorized area or classroom without permission will be subject to disciplinary action. This also covers doorways and windows of non-assigned rooms. Students are expected to be in their assigned class on time. If an emergency occurs, and the student must leave the classroom, a completed hall pass

must be in his/her possession. The pass must contain the student's name, the date and time, the destination, and the teacher's signature. Students should not come to the office between classes or at lunchtime unless called to the office.

HOMEWORK - Mississippi Compulsory Attendance Law (MS Code 37-15-9) (JBA/JBD)

Homework should be an extension of a classroom experience; it should not be assigned for disciplinary purposes. Parents will be informed at the start of the school year the percentage weight each teacher assigns to homework. Homework should be assigned as a reflection of the referring school to help better prepare students for their transition period.

Student Responsibilities for Homework

- Homework is the student's responsibility.
- Students are expected to use some organized method to record assignments.
- Students should make every effort to clarify homework assignments before leaving school.
- Students should complete homework assignments alone, unless it is beneficial to complete work cooperatively with other students. If the homework is difficult, a student should seek help from a teacher.
- Students are expected to complete assignments and turn them in to teachers on the pre-determined due dates.
- Students are responsible for obtaining from their teachers any missed assignments and class work, and this work should be made up as soon as possible. Failure to turn in make-up work may result in a lower grade. Please refer to the table under the Late Work section of this handbook.

Parent Responsibilities

- Homework is a responsibility that rightfully belongs to the child, not the parents.
- Direct parental participation should be minimal; the younger the student, the more likely the need for parental involvement.
- Parents should provide a place to study, free from distractions, and provide appropriate materials, pencils, pens, erasers, rulers, etc.
- Parents should monitor the time spent on homework and speak with the teacher if the amount of time appears to be consistently excessive or too little.
- Parents should speak with the teacher if the assignments seem unclear or too difficult.
- Homework is a necessary part of life in Hazelhurst School District. As a general rule, students will have to spend some time each day on homework. Research shows that **one of the most frequent reasons for student failure and/or low grades is not doing homework.**

INTERFERENCE WITH SCHOOL BUSES (sec. 37-41-2 Mississippi Code of 1972)

It is unlawful for any individual other than a member of the school district 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.

LIBRARY

Books are available for students to read at the discretion of the supervising teacher. Teachers will escort students to the library. The library area will remain locked while students are present.

LOST AND FOUND ITEMS

Items that have been lost or found should be turned into the office. Inquiries about any lost or found item should be directed to the school secretary. These items will be kept and stored temporarily. Items not claimed within a reasonable time period may be donated to a social agency.

LUNCH

Lunch will be provided for and served to students in the cafeteria. Parents desiring to eat lunch with their child will be required to set at the designated table for parent/child lunches. Students will only be allowed to eat lunch with individuals indicated on their student check out forms.

MAKE-UP WORK

Students shall be permitted to make up assignments and tests following any absence. All students will receive credit for satisfactory make-up work after an absence.

MEDICATIONS (JGCD-R)

All medicine will be dispensed in the nurse's office unless students are on a field trip. Parents may come to school and administer medicine to their child in the nurse's office. All dispensation of medicine will be recorded and the person dispensing the medicine will initial the daily log sheet. Medications are not to be carried by students on his/her person at school. Due to the potential danger of carrying epipens, they will need to be kept in the office. Asthma inhalers **may be** carried by the student during school hours.

MONEY/PERSONAL ITEMS

Students are encouraged to bring only items that are necessary for school and school related activities. **Students are encouraged to keep excessive amounts of money at home. Students are responsible for keeping up with all money and personal items. The adults in the building are not responsible for any money or personal items.**

NEWS RELEASES

News stories of school affairs must be submitted to the principal before release to commercial news media.

OUTGOING CORRESPONDENCE

Students are prohibited from bringing any personal items to school. Such items include, but are not limited to, cell phones,

PERSONAL ITEMS

Students are prohibited from bringing any personal items to school. Such items include, but are not limited to, cell phones, hair picks, brushes, combs and perfume/make-up. Students should not bring excessive amounts of money to school. The school district, staff and faculty will not be responsible for the retrieval, care, or maintaining of personal items.

The sale of any food or beverage on school campus shall not be allowed one hour before through one after following each meal serving time to comply with the MDE competitive food policy.

POSTERS

All posters, brochures and signs must be approved by the principal before they can be placed anywhere on the school campus. Posters must not damage walls when posted or removed.

PROGRESS REPORTS

Progress reports from each teacher are sent via students to parents or guardians approximately four or five weeks before report cards are issued. Progress reports inform parents of the present performance of the student. These progress reports are to be signed and returned to the school.

REPORT CARDS

Report cards are sent via students to parents or guardians at the end of each nine-week period with the exception of the first and fourth nine weeks. The report cards for the first nine weeks will remain at the school for Parent/Teacher Conference Day. The report cards for fourth nine weeks will be mailed provided that the student does not have any outstanding fines or fees. Report cards provide parents with a summative report of the students' academic progress.

RESTROOMS

Students are encouraged to use the restroom during non-instructional time unless an emergency arises. If there is a medical problem that causes excesses use of the restroom, medical documentation must be on file in the office. Students should carry a hall pass to the restroom if

SALES

While on school property, students cannot sell goods or services for their personal gain or benefit nor allowed to sell goods or services for non-school related organizations. All fundraisers must be approved by the administration.

SCHEDULE CHANGES

All schedule changes must come through the principal's office.

SCHOOL INSURANCE

If a student is injured at school or during a school related event, an accident report must be completed and submitted as soon as possible.

SEARCH PROCEDURES (JCDA)

- Students attending a school in the Hazelhurst School District may be subject to search with reasonable suspicion or cause.
- Students may be required to pass through a metal detector or to being screened with a search wand.
- Students' purses, pouches, and bags or other items are subject to search.
- Students may be required to empty all pockets, remove coats, jackets, and shoes for search.

SPECIAL OCCASSIONS

Balloons, flowers, and other special deliveries for students will not be accepted.

STUDENT CODE OF CONDUCT

Students will be required to have a signed copy of the Student Code of Conduct on file in the office. A copy will also be given to each student to refer to as needed. Students will be expected to adhere to all of the contents outlined in the Code of Conduct.

STUDENT PERFORMANCE BOOKLETS

Students requiring additional support will be provided with a Student Performance booklet for the purpose of recording and communicating students' academic and/or behavioral progression. The Student Performance booklet is designed to foster continuous interaction and communication between school and home.

TELEPHONE

In case of an emergency, a student may leave a message with the secretary or office staff. The student must have a signed pass from their assigned teacher that states he/she may use the phone.

TEACHER LOUNGE/EMPLOYEE WORKROOM

Students are not allowed in the teacher work area without faculty/staff supervision.

TEXTBOOKS

Textbooks and additional resources will be available and provided to each student.

TOBACCO

Tobacco and tobacco products are prohibited.

TEACHER SUPPORT TEAM (TST)/ THREE TIER PROCESS

3-TIER INTERVENTION PROCESS

The Hazlehurst City School District has implemented an instructional model designed to meet the needs of every student. The model consists of three tiers of instruction:

Tier 1: Quality classroom instruction based on MS Curriculum Frameworks,

Tier 2: Focused supplemental instruction,

Tier 3: Intensive interventions (both academic and/or behavioral) specifically designed to meet the individual needs of students.

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

If strategies at Tiers 1 & 2 are unsuccessful, students must be referred to the their school's Teacher Support Team (TST). The TST is a problem-solving unit responsible for interventions developed at Tier 3. Interventions will be

- Designed to address the deficit areas;
- Research based;
- Implemented as designed by the TST; supported by data regarding the effectiveness of interventions. After a referral is made, the TST will develop and begin implementation of an intervention(s) within two weeks. No later than four weeks after implementation of the intervention(s) the TST will conduct a documented review of the intervention(s) to determine success of the intervention(s). A second review will be conducted no later than 8 weeks after the implementation of the intervention(s) to determine whether the intervention is successful. No later than 12 weeks after the implementation of the intervention(s) a third review will be conducted. If the intervention(s) is determined to be unsuccessful, then the student will be referred to the school's Local Survey Committee to determine the need for a comprehensive assessment for special education services.

In addition to failure to make adequate progress following Tiers 1 & 2, students will be referred to the TST for interventions if any of the following events occur

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

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-D above.

TUTORING

Tutoring opportunities will be provided before school, during school and after school when services are available. If you desire or need a tutor, please make a request to the principal to receive tutoring services.

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 during the times set aside each day (which may include before or after school or during a teacher's planning/consultation period). Individuals requesting conferences should call the office secretary to schedule conferences.

Visitors must be granted prior approval from the principal to schedule a visit to a classroom.

WEAPONS (JCDAE)

The Hazlehurst City School District Board of Trustees prohibits the possession or use of firearms or deadly weapons on school premises or at school functions.

“In accordance with Section 97-37-17 of the Mississippi Code, weapon includes any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades, and any sharp-pointed or edged instrument except for those used as instructional supplies; unaltered nail files, and clips and tools used solely for food preparation, instruction, and maintenance on educational property. A firearm includes a starter gun which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon; any firearm muffler or firearm silencer, any destructive device, including any explosive, incendiary, poison gas, bomb, grenade, rocket, missile, mine or other similar device; and any type of weapon; and any combination of parts either designed or intended for use in converting any device into any destructive device described above and from which a destructive device may be readily assembled or as otherwise defined by federal law (Gun-Free Schools Act of 1994, 20 U.S.C. § 3351, 18 U.S.C. § 921)”.

WITHDRAWAL REQUESTS

Requests for withdrawal must be made through the counselor's office.

Hazlehurst Middle School



Grades 6 - 8



Parent's Right-to-Know

Dear Parent/Guardian,

At Hazlehurst 6-8 we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal rules related to teacher qualifications as defined in No Child Left Behind. These rules allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers are highly skilled.

If you have any questions about your child's assignment to a teacher, please contact me at 601-894-3463

Sincerely,

Lisa Davis
Middle School Principal

Hazlehurst Middle School

2015-2016

Bell Schedule

6th-8th

1 st	7:50-8:50
2 nd	8:55-9:45
3 rd	9:50-10:40
4 th	10:45-11:35
5 th	11:40-1:10
6 th	1:15-2:05
7 th	2:10-3:17

Lunch 12:15-12:45

Grades 6, 7, and 8

Note:

Classes are 50 minutes long

Five minutes between classes.

VISION:

The vision of Hazlehurst Middle School is to inspire and enable our students to be lifelong learners.

MISSION:

Hazlehurst Middle School, in partnership with its parents and community, will provide effective instruction in academics, promote positive and respectful behavior, and encourage social responsibility.

MOTTO:

“Training Indians to Lead Like Chiefs”

GOALS:

- Improve academic performance and achievement for all students.
- Ensure safe schools; protect the health and safety of all students.
- Ensure strong and effective discipline policies are in place for all students.
 - Increase average daily attendance; decrease truancy.
 - Improve parental and community involvement.

Telephone # 601-894-3463

Lisa Davis.....Principal

Tiffany Hicks.....Assistant Principal

Kawana Tanner..... School Counselor

Terry Bridges.....Administrator Assistance

PROCEDURE FOR MAKING UP WORK:

1. Absences other than those excused by the school administrator will be considered unexcused. Based upon guidelines set forth in the Compulsory School Attendance Law, unexcused absences will be reported to the Attendance Officer. In cases of excessive absences, educational neglect charges may be filed against parents/guardians.
2. It is the responsibility of students to make arrangements on his/her first day back to school for make-up work due to an absence. The number of days allowed for a student to make up missed work will be equal to the number of days missed. (Example: If a student misses three (3) days, he/she will have three days to make up missed work). Failure to complete the work within the required number of days will result in a failing grade for the missed work.
3. **Pre-announced** work or tests missed as a result of an absence shall be made up on the day the student returns to school.
4. If a student is away from school on official school business, i.e., athletic trips, choral trips, band trips, or any other official school reason, the following will apply:
 - The office will publish a list of students and the nature of the school trip.
 - Students are required to make up all work missed due to the school trip.
 - Students representing the school district must report to school at the regularly scheduled time on the day of the activity unless excused by school personnel.
 -

Hazlehurst Middle School 6-8

Students must maintain an average of 65 or above in each of the five (5) major subjects. Major subjects are reading, math, science, social studies, and English. High School Carnegie unit courses taken in the eighth grade stand-alone in this policy. If a student does not pass a Carnegie unit course taken in the eighth grade, he/she may be promoted and retake the course in high school.

Pupils who have not met the minimum skill mastery requirements: in order to pass, may, at the discretion of the principal

1. be retained at the appropriate grade level or
2. be promoted after successfully completing a program of instruction offered by the Hazlehurst District and reviewed by an academic committee by the end of the third week of June. The review committee will review academic progress, state test performance, age/grade level, and other pertinent data and submit a recommendation to the superintendent for approval.

BEING TARDY TO CLASS

A student who arrives in the classroom after the tardy bell rings between classes will be considered unexcused unless he has a note from the administration when he arrives.

Consequences:

- First offense: Warning by the teacher.
- Second offense: Parental contact by the teacher and detention for student with the teacher.

-
- Third offense: Parental contact by the principal. A third tardy will be considered as a Category II offense.

CHECKING OUT

A student will not be permitted to leave the school grounds during the regular school day without permission from the principal or his designee. A note must include the parent's or guardian's signature and telephone number. The student sign-in/sign-out form maintained in the principal's office must be signed before the student leaves the school campus. Students will NOT be given permission to sign out for lunch. A photo I.D. of individuals signing students out of school will be copied and kept on file. Only the person(s) on each student's permission-to-leave-school form will be allowed to check out the student.

A student assigned as a teacher assistant will be reassigned to a regular class if he/she checks out without a doctor's excuse more than two times per nine-week grading period.

***Due to the 63% rule; students' latest time to be considered present for a school day will be @ 9:43. The latest to check-out a student will be at 2:05pm**

****No Check-outs or Bus changes via phone***

Disciplinary Chart CATEGORY I Referrals

DISRUPTIVE BEHAVIOR

A. LUNCHROOM:

1. Throwing food or other objects;
2. Leaving trays, food, or garbage on the table or floor;
3. Pushing, shoving, or breaking in line;
4. Talking in an excessively loud manner.

B. LITTERING: Throwing paper or other trash on the floor or school campus.

C. MISUSE OF SCHOOL PROPERTY: Using school property for any purpose other than that for which it was made. If no damage results, the student will be charged with misuse of school property. If damage results from misuse, the student will be charged with damage or destruction of property. School property includes books, supplies, equipment, and the school buildings.

D. IMPROPER HALLWAY CONDUCT: Running in the hall and/or loud, boisterous activity in the hall, including being in the hall without permission.

E. THROWING OBJECTS: Throwing any object at any time, including rocks, dirt, crayons, etc., (may be classed as Category II based upon the seriousness of the incident).

F. LAVATORY MISCONDUCT: Using the lavatory for a purpose for which it is not intended.

-
- G. **FAILURE TO BE PREPARED FOR CLASS:** Coming to class without the necessary materials. These materials include books, pencils, pens, paper, and/or any other teacher-designated materials.
- H. **LOITERING:** Being in an area of campus that is unsupervised and/or which has been established as off-limits.
- I. **DRESS CODE VIOLATION:** Failure to comply with the stated uniform policy.
- J. **FORGERY:** Writing the name of another person or faking times, dates, or name of a guardian. (For example: It is forgery for a student to sign his/her parent's name to his/her report card.)
- K. **USE OF PROFANITY:** Using profanity at any time. Profanity is considered language that is offensive to most people.
- L. **MEDICATION:** Failure to follow requirements for medication with note to be stored in the office.
- M. **ANY OTHER OFFENSE:** Behaving in a manner not specifically listed which is similar to the above Category I - Violations.

CONSEQUENCES:

- First Offense: Parental contact; student conference with the principal. If deemed necessary, other actions to be taken at the **discretion of the principal**.
- Second Offense: Parental contact. Suspension for one day or corporal punishment.
- Third Offense: Parental contact. Suspension for three days. Parental conference.

NOTE:

If a child continues to disrespect those in authority and has gone through Offense 1, 2, and 3 of category I, it then becomes a Category II offense and will automatically be considered a second offense.

CATEGORY II

MAJOR MISCONDUCT

- A. **EXTORTION:** Forcing a person to give up money or anything of value by threat, intimidation, or force.
- B. **THREATS, HARASSMENT, INTIMIDATION, or BULLYING:** Implying physical harm to another student.
- C. **SEXUAL MISCONDUCT:** Using sexual gestures (physical, verbal, or written).
- D. **STEALING/THEFT:** Taking something that belongs to the school or another person without permission.

-
- E. **DISREGARD OF AUTHORITY:** Profanity and/or threats directed at a staff member or flagrant disregard of authority.
- F. **GAMBLING:** Participating in games of chance for money and/or other items of value.
- G. **FIREWORKS:** Having possession of and/or igniting fireworks or firecrackers.
- H. **PROVOKING A FIGHT:** Engaging in any verbal argument that encourages a fight.
- I. **INSUBORDINATION/DISRESPECT:** Failing to obey the reasonable directions or instructions of any staff member, including substitute teachers. Disrespect by any verbal or physical gesture of a demeaning nature directed at any adult staff member.
- J. **POSSESSION OF SMOKING MATERIAL:** Having possession of smoking material, including any items related to smoking, such as matches, lighters, tobacco, pipes, cigarettes, or cigarette paper. This includes the possession and use of smokeless tobacco.
- K. **SKIPPING CLASS/LEAVING CAMPUS WITHOUT PERMISSION:** There will be no skipping or leaving out of class without permission.
- L. **OUT OF ASSIGNED AREA:** Being out of assigned area without a pass.
- M. **INTERNET USE VIOLATION:** Punishment for violating Internet policy will be at the discretion of the principal.
- N. **VANDALISM/DAMAGE OR DESTRUCTION OF PROPERTY:** Intentionally committing an act that results in injury or damage, by any means, to real, personal, or public property.
- O. **ANY OTHER OFFENSE:** Behaving in a manner not specifically listed which is similar to the above Category II - Violations.
- NOTE: Any of these violations may be categorized as Category III depending on the seriousness of the violation or the existence of multiple violations.**

CONSEQUENCES:

- First Offense: Parental contact, suspension for three (3) days. Parental conference before student returns to class. Behavior Compact.
- Second Offense: Parental contact. Suspension for five days.

NOTE: Other actions up to and including a recommendation of expulsion, may be taken at the discretion of the principal.

CATEGORY III

ILLEGAL CONDUCT

- A. **DRUGS:** Being under the influence of and/or having possession of controlled substances; giving, selling, or distributing a prescription medicine, an over-the-counter medicine, or a controlled substance to another student.

-
- B. GUNS or AMMUNITION: Having possession of any firearm, including a starter gun, or ammunition, which will or may readily be converted to expel a projectile by the action of an explosion.
- C. ALCOHOL: Being under the influence of and/or having possession of alcohol.
- D. WEAPONS: Having possession of a knife, metallic knuckles, a chemical weapon or device, or any weapon, instrument, or object with the intent to be armed.
- E. GANG-RELATED ACTIVITIES: Displaying gang paraphernalia or behaving in a manner related to gang activities.
- F. ARSON: Setting of fires maliciously.
- G. BOMB THREATS: Directing any such communication directed at Hazelhurst Middle School employees, which has the effect of interrupting the educational environment.
- H. EXPLOSIVES: Having, using, selling, or giving away any explosives.
- I. ASSAULT/BATTERY/FIGHTING that involves touching physically another person either by direct contact or with a weapon or dangerous object. This includes fights involving two or more people.

CONSEQUENCES:

- Parental contact
- Immediate suspension
- Charges filed with local authorities
- Other actions up to and including a recommendation of expulsion, may be taken at the **discretion of the principal.**
- Recommendation to the Discipline Review Team for a hearing if appropriate
- Discipline Review Team will make recommendation to the Superintendent

DRESS CODE

There is a definite relationship between good dress habits, good work habits, and proper student behavior. Therefore, dress and grooming of students are proper concerns of school administrators and teachers. The school district recognizes that parents and students share the responsibility for proper student dress and appearance. Any type of dress that attracts undue attention to the student and creates a disturbance in the school is in bad taste and is not acceptable.

Students must wear the **prescribed uniform** for Grades PK-8:

- Solid maroon or solid white polo-style, golf-knit, or button down shirt, with collar
- Shirts shall not have any logos, words, pictures, or insignias
- [Shirts should be properly buttoned to ensure that the chest area is completely covered; shirts shall not be worn backwards or tied in knots in the front or back]
- T-shirts worn underneath uniform shirts must be solid white, solid navy, or solid black
- Shirrtails must be tucked in at all times (boys and girls)

- Bottoms (pants, skirts, shorts, skorts, and jumpers) must be solid navy blue, or solid khaki; no logos, words, pictures, or insignias; (Leggings are not permissible as uniform bottoms and must not be worn in place of pants or underneath shorts, skirts or skorts. Long johns or thermal underwear are not permissible as uniform bottoms and must not be worn in place of pants or underneath shorts, skirts, or skorts.)
- Belts must be worn with bottoms that have belt loops
- Pants must be worn at the waist and fit properly (absolutely NO sagging pants; NO skin-tight pants; this includes leggings)
- Skirts, shorts, skorts, and jumpers must not exceed 4 inches above the knee; (this measurement begins at the base or bottom of the knee. (The best rule of thumb is that skirts shorts or skorts hit **at the knee.**)
- Socks, (stockings, and tights) must be solid navy blue, solid white, solid khaki, solid black, or solid brown. (Socks must completely cover feet and ankles; stockings/tights must completely cover feet and leg.)
- Closed-toe shoes must be worn (no sandals). Shoelaces must be tied. House shoes or slippers are unacceptable at school. (Shoes and boots must be of a solid neutral color which mimics the uniform colors (navy blue, white, khaki, black, or brown). Boots worn with pants must be worn underneath the pants)

Baseball caps are not permissible at school. Winter hats, caps, and hoods may only be worn outside of the school building and not while inside classrooms. Wearing earrings in pierced ears is acceptable only for female students. Male students are not allowed to wear earrings. If any other part of the body is pierced, no instruments or jewelry may be worn in the exposed body part for safety reasons. Any type of clothing or accessories that are, in the opinion of the principal, obscene or suggestive is not acceptable. **Any other type of clothing that may cause a distraction to the instructional process is discouraged and may be deemed unallowable at the discretion of the Principal. This includes, but is not limited to, shoes that emit lights and lasers, “wheelies”, jewelry of excessive size and bright colors, etc.**

The purpose of wearing uniforms is three-fold: 1) It is a safety feature which allows school officials to easily recognize intruders to the campus and/or identify students trying to conceal contraband that must not be brought to school; personal safety is also emphasized by the wearing of closed-toe shoes and keeping shoelaces tied, 2) It unifies the student body “as ONE”, and 3) It limits unnecessary distractions, teasing, and anxiety about personal dress, including “name brands”, and therefore increases student attention to learning.

Cleanliness and overall personal hygiene should be practiced at all times; hair should be clean, combed, and out of eyes. Hair rollers, wraps, and night caps must not be worn to school.

Please keep in mind that uniforms are intended to be “**uniform**” or “the same” in order to unify the study body and not divide (as mentioned above). Any clothing or jewelry that draws attention from others is likely not within the uniform dress code and should not be worn. This is a good rule of thumb to use when gauging whether clothing is acceptable or not.

Exceptions to the dress code

Students may wear an approved top that associates that student with an athletic team or activity group on a given day that corresponds with an event associated with a team sport or activity, with prior approval from the principal as requested by the group coach or sponsor.

Students may wear approved apparel other than the approved dress code on days associated with special school functions or activities designated by the School Administration or PTA.

****In all instances, the style and manner in which clothing is worn and the way in which clothing fits, will determine the appropriateness or inappropriateness of the dress code.****

Student's opinions of, and adherence to, the dress code often reflect their parents' opinion and attitudes toward the same. **Therefore, we urge parents to maintain a positive attitude toward the dress code. Your support is needed in creating an environment that is conducive to learning and free of unnecessary time spent dealing with dress code infractions.**

New Students

Upon enrollment during the school year, a student will have five (5) school days in which to comply with the dress code. (Administration may grant additional time due to extenuating circumstances.)

Hoodies may be worn only during the months of Oct-March

The only Color Hoodies that are allowed at the middle school will be Gray, Maroon Navy Blue and White.

Hazlehurst High School



Grades 9 - 12

“Urgency and Accountability”

Hazlehurst High School

101 S. Haley St.

Hazlehurst, MS 39083



Dr. Pete Peters, Ph.D.
Principal
601.894.2489

HIGH EXPECTATIONS

“Teaching, Learning, and Character”

Mr. Sekufele Lewanika
Assistant Principal
601.894/4411

To our Parents and Students:

Please allow me to extend my warmest welcome to you!

Enclosed is your school policy book for 2015-2016 school year. In it you will find the policies and procedures that have been established to make our year go smoothly for all of us. We have taken care to address the questions you may have regarding the policies that affect you and your child at school; however, if you need further clarification or have any concerns, you may call me or my assistant at any time at 601.894.2489.

Together, we will build the foundation for your child’s successful future.

Best Regards,

Dr. Thaddues J. Peters
CMSgt (Ret), USAF
Principal

Motto:

TEACHING, LEARNING AND CHARACTER
T.L.C.

Mission:

ALL STUDENTS AT HAZLEHURST HIGH SCHOOL WILL GRADUATE
WITH SKILLS, KNOWLEDGE AND CHARACTER TO BE
CONSIDERED COLLEGE AND CAREER READY.

Vision:

OUR VISION IS ON STUDENT LEARNING AS A CHIEF PRIORITY BY
PROVIDING A CHALLENGING CURRICULUM THAT ACTIVELY
INVOLVES STUDENTS IN THE LEARNING PROCESS. THROUGH
THE COMMITMENT OF THE STAKEHOLDERS: FACULTY, PARENTS,
STUDENTS, AND COMMUNITY MEMBER, THE UNIQUE PHYSICAL,
SOCIAL, EMOTIONAL, INTELLECTUAL DEVELOPMENT OF EACH
STUDENT IS DAILY RECOGNIZED. BECAUSE STUDENT LEARNING
IS A CHIEF PRIORITY, A SAFE AND ORDERLY ENVIRONMENT IS
PROVIDED.

Goals/Priorities:

1. Enhance student achievement.
2. Expect high expectations for both students and teachers.
3. Enhance the public image of our school.
4. Boost the average daily attendance of students and teachers.
5. Encourage participation among Hazlehurst High School, Parents and community.
6. Effectively prepare our students to complete globally.

HAZLEHURST HIGH SCHOOL ADMINISTRATION

101 S. Haley Street

Hazlehurst, MS 39083

Telephone: 601.894.2489, Main Office

Fax: 601.601.894.3120, Main Office

Telephone: 601.894.4411, Attendance & Assistant Principal Office

Fax: 601.894.6472, Attendance & Assistant Principal Office

Telephone: 601.894.3780, Counselor Office

Fax: 601.894.1115, Counselor Office

Office Hours

7:30 a.m. – 4:00 p.m. Monday – Friday

Principal.....Dr. Thaddues “Pete” Peters
Assistant Principal/Athletic Director..... Mr. Sekufele M. Lewanika
Counselor.....Shaunderic Ashmore
Administrative Assistant.....Farmika Gilmore
Attendance Clerk/Assistant Principal Secretary..... Bobbie Washington
Counselor Secretary.....Ramonica Smith

Hazlehurst High School
Bell Schedule
2015-2016

<u>Period</u>	<u>Times</u>
Going to class	07:55am-08:00am
1st	08:00am-08:55am
Changing Classes	08:55am-08:59am
2nd	08:59am-09:54am
Changing Classes	09:54am-10:58am
3rd	09:58am-10:53am
Changing Classes	10:53am-10:57am
4th	10:57am-11:52am
Changing Classes	11:52am-11:56am
5th (LUNCH PERIOD)	11:56am-01:26pm
Changing Classes	01:26pm-01:30pm
6th	01:30pm-02:25pm
Changing Classes	02:25pm-02:29pm
7th	02:29pm-03:30pm

Lunch Period

1st Lunch (D-wing, PE)	11:56am-12:26pm
2nd Lunch (A-wing, B-wing and JROTC)	12:56pm-01:26pm

Note: Four minutes between classes
Classes are Fifty-five (55) minutes long
Lunch is Thirty minutes (30) long

Hazlehurst High School
Activity Schedule
2015-2016

<u>Period</u>	<u>Times</u>
Going to class	07:55am-08:00am
1st	08:00am-08:50am
Changing classes	08:50am-08:55am
2nd	08:55am-09:45am
Changing classes	09:45am-09:50am
3rd	09:50am-10:40am
Changing classes	10:40am-10:45am
4th	10:45am-11:35am
Changing classes	11:35am-11:40am
5th (LUNCH PERIOD)	11:40am-01:00pm
Changing classes	01:00pm-01:05 pm
6th	01:05pm-01:55pm
Changing classes	01:55pm-02:00pm
7th (Activity Time 2:50pm-03:30pm)	02:00pm-03:30pm

Lunch Period

1st Lunch (D-wing and PE)	11:40am-12:10pm
2nd Lunch (A-wing, B-wing and JROTC)	12:30pm -1:00pm

Note: Five minutes between classes
Classes are Forty-eight (50) minutes long
Lunch is Thirty minutes long
Activity period is Forty (40) minutes long

ATTENDANCE POLICY GRADES 9 – 12

1. If a student arrives after 8:00 a.m., he/she must report to the office with a parent/guardian in order to receive an admittance slip.
2. A student will be allowed to attend his/her class already in progress for the following reasons:
 - i. The tardiness is the result of arriving on a late school bus or of attending school activities.
 - ii. The tardiness is the result of having a medical appointment, and the student has a note to that effect on medical office letterhead.
 - iii. The parent or guardian accompanies the student to the office and states that the tardiness is the result of personal illness, family circumstances, or inclement weather.
3. In all cases of absence from a class or classes, an admittance slip must be secured from the office and presented to each teacher before the student can be admitted to class. The student must present a written excuse from his/her parent/guardian on the day of return to school, unless permission to be absent was granted by school officials before the absence occurred. The written excuse must contain (a) the date written, (b) the full name of the student, (c) the cause of absence, (d) the date the student was absent, and (e) the signature of the parent/guardian. Failure to bring proper excuse for absence within five (5) days will result in an unexcused absence/s.

An absence is excused when the absence results from attendance at an authorized school activity, from health or legal quarantine, or from attendance for court proceedings. **NOTE:** The principal has discretionary power to make five (5) exemptions per year as deemed appropriate in individual circumstances.

4. If a student misses more than fifteen (15) minutes of class, that student will be marked absent (after arrival or before dismissal). The student must report to the office for an admit slip.
5. After a student's third unexcused absence, a conference will be scheduled with the parent/guardian, and the Attendance Officer will be notified. Neither doctors' excuses nor parental notes will be accepted retroactively at the end of a nine-week grading period.
6. To have "Perfect Attendance," a student must be present each day. Absences, **excused or unexcused**, other than those for school related activities will eliminate the student from achieving a perfect attendance status.
7. House Bill No. 1530, enacted by the legislature in 2013, provides that a compulsory-school-age child who is absent more than 37% of the instructional day must be considered absent the entire day. The student must attend 5 classes to be considered present.

PROCEDURE FOR MAKING UP WORK:

5. Absences other than those excused by the school administrator will be considered unexcused. Based upon guidelines set forth in the Compulsory School Attendance Law, unexcused absences will be

reported to the Attendance Officer. In cases of excessive absences, educational neglect charges may be filed against parents/guardians.(MS Code 37-13-91) (JBA/JBD)

6. It is the responsibility of students to make arrangements on his/her first day back to school for make-up work due to an absence. The number of days allowed for a student to make up missed work will be equal to the number of days missed. (Example: If a student misses three (3) days, he/she will have three days to make up missed work). Failure to complete the work within the required number of days will result in a failing grade for the missed work.
7. **Pre-announced** work or tests missed as a result of an absence shall be made up on the day the student returns to school.
8. If a student is away from school on official school business, i.e., athletic trips and or any other official school reason, the following will apply:
 - The office will publish a list of students and the nature of the school trip.
 - Students are required to make up all work missed due to the school trip.
 - Students representing the school district must report to school at the regularly scheduled time on the day of the activity unless excused by school personnel.

BEING TARDY TO CLASS

A student who arrives in the classroom after the tardy bell rings between classes will be considered unexcused unless he has a note from the administration when he arrives.

Consequences:

- First offense: Warning by the teacher.
- Second offense: Parental contact by the teacher and detention for student with the teacher.
- Third offense: Parental contact by the principal. A third tardy will be considered as a Category II offense.

CHECKING OUT

A student will not be permitted to leave the school grounds during the regular school day without permission from the principal or his designee. A note must include the parent's or guardian's signature and telephone number. The student sign-in/sign-out form maintained in the principal's office must be signed before the student leaves the school campus. Students will NOT be given permission to sign out for lunch. A photo I.D. of individuals signing students out of school will be copied and kept on file. Only the person(s) on each student's permission-to-leave-school form will be allowed to check out the student.

SECONDARY STUDENTS WHO WALK TO SCHOOL

Students who walk to school should come straight to school and leave immediately upon dismissal. They should remember to remain on sidewalks and cross only at designated crosswalks. Remember the safety rules: walk with a friend and never accept a ride with a stranger. Students who are assigned to ride a bus must have a written note from their parent giving them permission to walk rather than ride the school bus at dismissal. The note must

contain a contact number, and the note must be in the office by 8:00 a.m. When school is dismissed, walkers should leave campus immediately.

HAZLEHURST HIGH SUMMER SCHOOL/CORRESPONDENCE COURSE REGULATIONS

The principal must approve all summer school and correspondence credit. “Students enrolled in a summer program are limited to earning one Carnegie unit of credit during the summer school session” (2001 Accountability Standards, p.17). Students may earn no more than one Carnegie unit of credit through a correspondence course.

SCHEDULE CHANGES

No student will be permitted to change his schedule without permission from the principal or counselor. Before any teacher can drop or add a student in any class, the teacher must have a schedule change signed by the principal or counselor. Student-initiated schedule changes will not be made after one full week of the course without a parental conference.

GRADE REPORTING

All students will receive a progress report at the end of four and a half weeks of each term and a report card at the end of each nine weeks. Progress reports are to be signed by the parents and returned to the teacher. Parents may call the office to request additional progress reports and/or conferences with teachers.

HAZLEHURST HIGH SCHOOL, GRADES 9-12

Teachers will record for each term a minimum of ten (10) daily grades and six (6) competency-related test grades in addition to each nine (9) week test grade.

1. For each course in a given grade level, the teacher will follow the Hazlehurst City School District Curriculum of written objectives for the state-mandated competencies in the current curriculum framework.
2. To pass a course in a given grade level, the student must achieve at least an average of 60% on teacher-assigned work required to meet the state-mandated competencies. The student must complete all teacher-required work by date due.
3. The student’s grade in a course will be computed as an average of:

daily grades	40%
competency-related tests	40%
term test	20%

NOTE: Students caught cheating on a test will receive a zero (0) grade on the test.

SYSTEM TO COMPUTE GPA for GRADES 9-12

90 - 100 A - 4.0 Quality Points (1 unit course); 2.0 Quality Points (1/2 unit course)
80 - 89 B - 3.0 Quality Points (1 unit course); 1.5 Quality Points (1/2 unit course)
70 - 79 C - 2.0 Quality Points (1 unit course); 1.0 Quality Point (1/2 unit course)
65 - 69 D - 1.0 Quality Point (1 unit course); 0.50 Quality Point (1/2 unit course)
0 - 65 F - 0 Quality Points (1 unit course); 0 Quality Points (1/2 unit course)

- A. For each course in a given grade level, the teacher will follow the Hazlehurst City School District Curriculum of written objectives for the state-mandated competencies in the current curriculum framework.
- B. To pass a course in a given grade level, the student must achieve at least an average of 60% on teacher-assigned work required to meet the state-mandated competencies. The student must complete all teacher-required work by date due. The student who does not complete work by date due receives an incomplete (I) and is subject to a late penalty of ten (10) points per day overdue. If the term average is 60 or above and the student fails to complete assigned work, his grade for the term is recorded as 59/F.
- C. Every student must take the term test in each course each term.
- D. At least one (1) daily grade in each course for each term must be based on student writing as indicated on the Curriculum Overview.
- E. At least one (1) daily grade in each course for each term must be based on reading assignments as indicated on the Curriculum Overview.
- F. A student caught cheating on a test will receive a zero grade with work not to be made up.
- G. A student who desires to graduate before his/her graduating class must seek permission from the School Board by submitting a letter from the student and the parent(s). In addition, the student will need a letter of recommendation from two of his/her high school teachers. The deadline to submit the request is October 1. The school district will have one commencement exercise per academic year, which will be held in the spring.

Dual Enrollment Courses

Hazlehurst City School District offers the following dual enrollment courses in conjunction with Copiah-Lincoln Community College (CLCC): Psychology, World Civilization, English Composition, and College Algebra.

Each course has its own course requirements and grading scale which are determined solely and independently by CLCC and described in each course’s syllabus. In order to receive college credit the students must adhere to CLCC’s policies.

PROMOTION AND RETENTION OF STUDENTS

Hazlehurst High School, Grades 9-12

Grade classification is based on the number of credits a student has earned, not necessarily when he/she will graduate. Students are classified at the opening of each school year. With permission of the high school principal, a student may enroll in courses at Copiah Lincoln Community College.

Promotion in Grades 9-12 is based on the accumulation of Carnegie units. See Graduation Requirements.

Requirements for Grade Level Classification (Cumulative Units)

- Freshmen- Students who have successfully completed the eighth grade and may have earned two (2) Carnegie units.
- Sophomores- Students who have completed one year of attendance as a freshman and have earned six (6) units of credit. English I must be included in these credits.
- Juniors- Students who have earned twelve (12) units of credit. English I and II must be included in these credits.
- Seniors- Students who have earned eighteen (18) units of credit. English I, II, and III must be included in these credits.

When following the Career Pathway or District Option, a student having earned fourteen (14) credits may be classified as a senior when a three year plan has been established; which assures that all remaining required courses can be obtained in the third year of high school.

Students with Disabilities

Grades received by students with disabilities for special education services shall not be used to determine promotion or retention for those students receiving a MAJOR PORTION of their academic instruction in a specially designed educational arrangement and/ or alternative to regular educational placement. Such students shall be advanced according to age. Students receiving a major portion of their instruction from a specially designed educational and/or alternative to regular educational placement shall use the following grade levels:

Age	Grade
5-----	K
6-----	1
7-----	2
8-----	3
9-----	4
10-----	5
11-----	6
12-----	7
13-----	8
14-----	9
15-----	10
16-----	11
17-21-----	12

HONOR ROLL FOR GRADES 9 - 12

Students enrolled in Hazlehurst City School District who exhibit high academic success will be recognized after each nine-week term in the following way:

<u>Grades 9 – 12</u>	
Superintendent’s Scholar	4.00 GPA
Principal's Scholar	3.50 - 3.99 GPA
Honor Roll	3.00 - 3.49 GPA

In order to be considered for honor roll each term, a student must have taken three courses, all of which must have been academic courses.

HONOR GRADUATES

Students with an Academic GPA of 3.0 or higher will be designated as Honor Graduates.

GPA (Grade Point Average)

Students will receive both a Cumulative GPA and an Academic GPA report. Grades earned in all courses will be included in the calculation of the Cumulative GPA. The Academic GPA will be calculated using grades earned in courses other than PE (Physical Education) with the exception of a half unit of PE for 2008-2009 freshmen class. PE includes participation in interscholastic athletic activities

**REQUIREMENTS FOR VALEDICTORIAN AND SALUTATORIAN
(APPLICABLE FOR THE CLASS OF 2016)**

To be a candidate for valedictorian or salutatorian, a student must complete courses with the following requirements:

GPA Equivalency Scale

Valedictorian, Salutatorian, and Class Ranking

The student(s) having attained the highest and second highest grade point average during his/her high school period, excluding grades acquired in physical education, driver's education, band, and chorus, shall be recognized as Valedictorian and Salutatorian respectively.

The students named Valedictorian and Salutatorian must have attended that particular high school the final four consecutive semesters. The Valedictorian and Salutatorian will be chosen based on the highest grade Point Average through the third (3rd) nine weeks of the senior year.

The GPA Point System will be utilized to compute and determine the rank-in-class of graduating seniors. Rank-in-class is defined as the comparison of a student's academic performance with those of the members of his/her graduating class. Class rank computed on the basis of quality points, rather than on grade-point average, projects a more accurate profile of academic performance. It is also designed to encourage students to enroll in more challenging courses. Students in advanced courses earn additional quality points directly proportionate to regular courses.

Students with a grade point average of 3.0 to 3.49 will graduate with honors. Students with a grade point average of 3.5 to 4.0 will graduate with special honors.

The Grade Point Equivalency Scale is separated into Phase 1 courses which are identified as regular academic classes. Phase 2 courses which are identified as advanced/accelerated classes.

Number Grade Earned	Phase 3 *AP/Dual Enrollment	Phase 2 Accelerated	Phase 1 Regular
100	5.0	4.5	4.0
99	4.9	4.4	3.9
98	4.8	4.3	3.8
97	4.7	4.2	3.7
96	4.6	4.1	3.6
95	4.5	4.0	3.5
94	4.4	3.9	3.4
93	4.3	3.8	3.3
92	4.2	3.7	3.2
91	4.1	3.6	3.1
90	4.0	3.5	3.0
89	3.9	3.4	2.9
88	3.8	3.3	2.8
87	3.7	3.2	2.7
86	3.6	3.1	2.6
85	3.5	3.0	2.5
84	3.4	2.9	2.4
83	3.3	2.8	2.3
82	3.2	2.7	2.2
81	3.1	2.6	2.1
80	3.0	2.5	2.0
79	2.9	2.4	1.9
78	2.8	2.3	1.8
77	2.7	2.2	1.7
76	2.6	2.1	1.6
75	2.5	2.0	1.5
74	2.4	1.9	1.4
73	2.3	1.8	1.3
72	2.2	1.7	1.2
71	2.1	1.6	1.1
70	2.0	1.5	1.0
69	1.9	1.4	0.9
68	1.8	1.3	0.8
67	1.7	1.2	0.7
66	1.6	1.1	0.6
65	1.5	1.0	0.5

****Dual Credit/Dual Enrollment: Note the must obtain a grade of a C or better to receive credit for the course. Copy of approved dual credit courses may be found in the counselor's office. Co-and Multiple Valedictorians and Salutatorians**

In selecting the valedictorian, if the GPA of the top graduates is the same or is a difference of less than .03, the co-valedictorians or multiple valedictorians will be named.

In selecting the salutatorian, if the second highest GPA - after the valedictorian's GPA is determined - is the same or is a difference of less than .03, then co-salutatorians or multiple salutatorians will be named.

When co-valedictorians and co-salutatorians are named, they will be honored in alphabetical order.



STAR Student- The senior with the highest ACT (minimum of 25) and the highest scholastic average in the 10th, 11th, and 12th grades (minimum average of 93) for the subject areas of English, foreign language, math, science and social studies. In the event of a tie on the ACT score:

1. Total ACT score (English, Math, Reading, and Science Reasoning) for each student in the tie. Select the student having the highest sum of these test scores **and** the minimum 93 average on designated courses.
2. If the tie still exists, name as STAR student that senior with the highest overall scholastic average on selected subjects in specified years.
3. If the tie is unbroken, use the first semester senior year scholastic average as the deciding factor.

NOTE: To determine which senior has the highest score on the ACT for STAR student status, the Mississippi Economic Council and its M.B. Swayze Educational Foundation require students to take the ACT before December 31st of each year.

MINIMUM REQUIREMENTS FOR MISSISSIPPI SCHOLARS

English	English I, II, III, and IV	4
Mathematics	Algebra I and II, Geometry, Advanced Algebra, and Trigonometry or College Algebra (Dual Enrollment)	4
Science	Biology I, Chemistry I, Physics (preferred), General Biology (Dual Enrollment) or lab- based science	4
Social Studies	World Geography (1/2), Miss Studies (1/2), World History, US History, US Government (1/2), Economics (1/2)	4
Advanced Electives	Two foreign languages or a 5 th Math or 5 th Science of higher rigor	2
Arts	Visual or Performing Arts	1

Additional Requirements:	Volunteer Services	40 hours
	ACT	18 Composite score
	GPA	2.5
	School Attendance	95%
	Recommendation	(3 Letters) Principal or Counselor

No out-of-school suspensions

Mississippi Scholars must also complete any remaining State-mandated high school graduation requirements. Advanced Placement courses may be substituted in Mississippi Scholars subject areas. **Dual credit and online courses are acceptable.**

Graduation Requirements

- According to Mississippi Department of Education Policy IHF-2, “Any Mississippi public school student shall not be awarded Carnegie unit credit unless the core objectives identified in the Mississippi Curriculum Framework have been mastered.
- Passage of the required Subject Area Test is a separate requirement toward graduation and shall not be criteria for awarding Carnegie unit credit.” Students must pass state tests in the following courses: U.S. History, English II, Biology I and Algebra I.

Mississippi High School Graduation Pathways

A traditional option will meet course requirements for admission to public universities, community colleges, and career and technical institutions in Mississippi.

Requirements:

Career Pathway Option* 21 Credits***		Traditional Pathway Option* 24 Credits Minimum		District Option** 21 Credits Minimum		MS Early Exit Exam Option**** (Applies only to students in a State Board of Education (SBE) approved Innovative Program) 17.5 Credits Minimum	
Graduation Requirements	Required Courses	Graduation Requirements	Required Courses	Graduation Requirements	Required Courses	Graduation Requirements	Required Courses
4 Credits of English 3 Credits of Math 3 Credits of Science 3 Credits of Social Studies 0.5 Credit of Health/Physical Education 1 Credit of Integrated Technology 4 Credits of Career and Technical Education Electives 2.5 Credits of Electives	English I, English II Algebra I Biology I 1 U.S. History 0.5 U.S. Government 0.5 Mississippi Studies Comprehensive Health OR 0.5 Physical Education Technology Foundations, ICT, 9th STEM, or Computer Applications and Keyboarding From Student's Program of Study	4 Credits of English 4 Credits of Math 4 Credits of Science 4 Credits of Social Studies 0.5 Credit of Health 0.5 Physical Education 1 Credit of Business & Technology 1 Credit of Art 5 Credits of Electives	English I English II Algebra I Biology I 1 U.S. History 1 World History 0.5 Geography 0.5 Economics 0.5 U.S. Government 0.5 Mississippi Studies 0.5 Comprehensive Health Technology Foundations, ICT, 9th STEM, or Computer Applications and Keyboarding	4 Credits of English 4 Credits of Math 3 Credits of Science 3 Credits of Social Studies 0.5 Credit of Health 1 Credit of Business & Technology 1 Credit of Art 4.5 Credits of Electives	English I English II Algebra I Biology I 1 U.S. History 1 World History 0.5 U.S. Government 0.5 Mississippi Studies 0.5 Comprehensive Health Technology Foundations, ICT, 9th STEM, or Computer Applications and Keyboarding	2 Credits of English 3 Credits of Math 2 Credits of Science 2.5 Credits of Social Studies 1 Credit of Health & Physical Education 1 Credit of Business & Technology 1 Credit of Fine Art 5 Credits of Electives	English I English II Algebra I Biology I 1 U.S. History 1 World History 0.5 U.S. Government 0.5 Mississippi Studies OR approved SBE equivalent courses 0.5 Comprehensive Health 0.5 Physical Education Technology Foundations, ICT, 9th STEM, or Computer Applications and Keyboarding Electives should align with postsecondary admission standards.

*** Career and Traditional Pathway Options are State Board required. ** District Pathway is a local decision. *** The Career Pathway Option is available for all students beginning in 2011-2012 **** The Mississippi Early Exit Diploma indicates that students are ready to do college level work without remediation and opens up a variety of educational and career pathways within and beyond high school. In order to qualify for a Mississippi Early Exit Diploma, in addition to earning the Carnegie Units listed, students must meet college and career qualification scores in all core content areas on a series of End of Course (EOC) exams and/or the required benchmarks for college readiness on the ACT or Institution of Higher Learning (IHL) approved college entrance exam.**

Individual Career and Academic Plan (iCAP)

Each student in Mississippi schools must have an iCAP that is personalized to meet his or her educational and career goals. Students who choose the Career Pathway Option must complete 4 career and technical education units and 2.5 elective units specified in the students' iCAP.

Subject Area Tests

The Subject Area Testing Program (SATP) consists of four academic, end-of-course tests (Algebra I, Biology I, English II, and U.S. History from 1877). A passing score in each of the four subject-area tests is required.

Graduation Requirements for Students with Special Needs

In lieu of the above requirements, a student who has been ruled eligible for a special education program in the district may exercise an option to work toward a special certificate that states: "This student has successfully completed an Individualized Education Program." Upon or prior to entry into the ninth grade, the procedures and requirements for earning a special certificate and a regular diploma will be explained to the parents of the special education student. The parents and the special education student shall execute an agreement with the district specifying the option selected. This decision can be modified as deemed appropriate by the parent and/or IEP committee.

The Individual Education Plan (IEP) shall thereafter reflect the option selected by the parent(s) and the special education student and shall specify whether the student is seeking a regular diploma or a special education certificate.

By or before age twenty-one, a special education student shall be eligible to receive a special certificate and participate in school graduation ceremonies upon the satisfactory and successful completion of the objectives specified in the student's Individualized Education Plan.

Mississippi Occupational Diploma Requirements

In accordance with Senate Bill No. 2578 of the Mississippi Legislative Session, 2001, the Mississippi Department of Education has developed criteria for an occupational diploma for students with disabilities. This diploma option expands the opportunities available for special education students to the following:

- Academic course of study aimed at obtaining a regular high school diploma, or
- Occupational course of study aimed at obtaining an occupational diploma, or
- Graduation Certificate as specified by Mississippi Code 37-16-11, or

-
- General Education Equivalency Certificate (GED).

Students choosing to participate in this occupational course of study must have 20 course credits, career/technical requirements, and an approved portfolio containing a collection of evidence of the student's knowledge, skills, and abilities related to the occupational core curriculum. The primary postgraduate goal for these students is competitive employment.

The decision regarding participation in this program will be made by the student's Individualized Education Program (IEP) team, which must contain a school counselor. Program and diploma options are to be reviewed annually by the IEP team and revisions made as necessary.

Students receiving a Mississippi Occupational Diploma must document evidence of 540 hours of successful paid employment or successfully complete a two-year Career/Technical (Vocational) Program. Students receiving a Mississippi Occupational Diploma must document successful completion of minimum requirements (20 credits) in an Occupational Portfolio.

The Mississippi Occupational Diploma is available for students with disabilities as defined by the Mississippi Code, Section 37-16-11 (1), and by the Individuals with Disabilities Education Act (Public Law 101-476). Students who begin the program in the ninth grade must earn the following course credits and successfully complete an approved occupational portfolio in order to be awarded the Mississippi Occupational Diploma. A student may also begin this program in the 10th, 11th, or 12th grades. Students entering after the ninth grade must also meet the 20 required course-credits listed below for the occupational diploma. Their IEP team, which must include a school counselor, will determine the transfer of credits from the regular education program to the occupational diploma program as well as technical and portfolio requirements.

REQUIREMENTS FOR MISSISSIPPI OCCUPATIONAL DIPLOMA

- ¹ Courses deemed appropriate for each student will be selected from the SPED curriculum and/or general education curriculum as determined by each student's IEP.
- ² Students receiving a MS Occupational Diploma must document evidence of 540 hours successful paid employment OR successfully complete a two-year Career/technical (Vocational) Program.
- ³ Students receiving a Mississippi Occupational Diploma must document successful completion of minimum requirements in an Occupational Diploma.

HAZLEHURST HIGH SCHOOL
Approved Courses

ARTS

General Band
General Music
Visual Arts I/II

ENGLISH

ACT/College Prep
CCSS English I – IV
AP English Literature (12th)
Dual Credit ELA
SREB Literacy Ready

FOREIGN LANGUAGE

Spanish I
Spanish II

HEALTH, SAFETY, AND PHYSICAL EDUCATION

Driver's Education
Safety Education
Physical Education
Physical Educations for Team Sports

MATHEMATICS

CCSS Algebra I
CCSS Geometry
CCSS Algebra II
Dual Credit Math
SREB Math Ready
Algebra III
Advanced Placement Calculus

MILITARY SCIENCE

Army JROTC I
Army JROTC II
Army JROTC III
Army JROTC IV

SCIENCE

Introduction to Biology
Biology I
Biology II
Chemistry
Human Anatomy & Physiology
Physics

SOCIAL STUDIES

Mississippi Studies/ Introduction to World Geography

World History

Dual Credit Social Studies

Advanced Placement World History

U.S. History, 1877 to Present

U.S. Government/ Economics

Family and Consumer Sciences (CTE)

Child Development

Contemporary Health

Family Dynamics

Nutrition & Wellness

Resource Management

STEM

Career Pathway (CTE)

Health Science I & II

Construction Technology

Carpentry

Business Fundamentals

Marketing

OCCUPATIONAL DIPLOMA

Employment English I – IV

Job Skills Math I – IV

Life Skills Science I – IV

Career Preparation I – IV

Compensatory Education

Employability Skills

GED Program

Jobs for Mississippi Graduates I

Note: Algebra II is a prerequisite for Chemistry.

VOCATIONAL COURSES

Health Science, II (2 units each) (May count as 2 units of Science)

Construction and Carpentry I, II (2 units each)

Business and Marketing Fundamentals, Management (2 units each)

(May count as 1 unit of Economics)

HALF/WHOLE UNIT COURSES

*Physical Education

Graduation Practice

In order to take part in graduation ceremonies, a student must attend the graduation practices as set up by the principal or class sponsors.

CORRESPONDENCE COURSES

Each student receiving a standard or advanced diploma has earned Carnegie units from the **Approved Courses for Secondary Schools of Mississippi**. Only on-line and/or correspondence courses listed in the approved Courses for the Secondary Schools of Mississippi shall be offered for credit. No more than one (1) of the minimum required number of units may be earned through completion of an approved correspondence course.

Permission to enroll in a correspondence course or an on-line course must be granted by the principal before enrollment. (MS Code 37-1-3(2))

ONLINE/CORRESPONDENCE COURSES

Carnegie unit credits earned through online/correspondence courses may be counted towards graduation but are limited to the following requirements:

1. The course must be listed in the Approved Courses for the Secondary Schools of Mississippi for the current school year by the Mississippi Department of Education.
2. The principal or designee must approve the request prior to enrollment after making a determination as to the student's probability for successful completion of online coursework **based upon prior academic work in high school.**
3. The student must have adequate access to online resources and the technical skills to use them.
4. If the online course is used for remediation and/or extended learning opportunity (a class that was not failed) will not count as minimum graduation requirements outlined by the Hazlehurst City School District.
5. The student assumes full responsibility for all costs associated with the course.

ADVANCED PLACEMENT

Advanced credit or placement may be established by achieving a minimum score on the **AP** examination. Hazlehurst City School District offers Advanced Placement courses. Students interested in advanced placement and honors should see high School counselors for further information.

ACT DATES AND INFORMATION

The ACT is required of every student who plans to attend anyone of the major Mississippi colleges and universities. Students may pick up their registration forms in the counselor's offices. Students are strongly encouraged to take the ACT no later than their 11th grade year.

ACT Testing Dates for 2015-2016

Test Date	Registration Deadline	Late Registration Deadline
September 12, 2015	August 7, 2015	August 8–21, 2015
October 24, 2015	September 18, 2015	September 19–October 2, 2015
December 12, 2015	November 6, 2015	November 7–20, 2015
February 6, 2016*	January 8, 2016	January 9–15, 2016
April 9, 2016	March 4, 2016	March 5–18, 2016
June 11, 2016**	May 6, 2016	May 7–20, 2016

REQUIRED COURSES FOR ADMISSION TO PUBLIC UNIVERSITIES IN MISSISSIPPI

CURRICULUM AREA	COURSES	UNITS
ENGLISH		4
MATHEMATICS	Algebra 1 ¹ Geometry Algebra II	3
SCIENCE	Select 3 units from the following: Physical Science Biology Advanced Biology Chemistry Advanced Chemistry Physics Adv. Physics or any other science course with comparable content and rigor	3 (2 lab-based)
SOCIAL STUDIES	U.S. History, World History, U.S. Government (½), Economics (½) or Geography (½)	3
COMPUTER EDUCATION	Computer Applications	½
ADVANCED ELECTIVES	Select 2 Units from the following: Foreign Language ² , World Geography, 4 th year lab-based Science, 4 th year Mathematics	2
TOTAL UNITS REQUIRED		15 ½

¹Algebra I or first year Foreign Language taken in the eighth grade will be accepted for admission provided course content is the same as the high school course.

²One of the two units must be in Foreign Language or World Geography.

College Enrollment - Students may enroll in the community or junior college courses under the dual enrollment program, if they meet the following recommended admission requirements:

- a) Students must have completed a minimum of fourteen (14) core high school units;
- b) Students must have a 3.0 grade point average on a 4.0 scale, or better, on all high school courses, as documented by an official high school transcript; a home-schooled student must submit a transcript prepared by a parent, guardian or custodian with a signed, sworn affidavit to meet the requirement of this paragraph; and
- c) Students must have an unconditional written recommendation from their high school principal and/or guidance counselor. A home-schooled student must submit a parent, legal guardian or custodian's written recommendation to meet the requirement of this paragraph.
- d) Students must have taken the ACT prior to enrollment; students must have scored a minimum of 17 in the subject area of the course (s) in which they are enrolling.

MEDICATION POLICY FOR GRADES 9-12

If a student must bring medication to school, the following requirements must be met:

Prescription medicine:

- must have a written consent form signed by the parent/legal guardian;
- must have the prescribing physician complete the school medication permission request form;
- must be in the original prescription bottle, properly labeled by a registered pharmacist as prescribed by law;
- must be stored in the nurse/counselor’s office at the beginning of the school day.

The current State Board of Nursing regulations shall be followed for over-the counter medications. Over-the counter medicine (including, but not limited to, Tylenol, vitamins, dietary supplements...):

- must be clearly identified with the name of the medicine and the dosage instructions;
- must be accompanied by a note dated and signed by the parent, giving the student’s name, dosage amounts, specific dosage times, and other necessary instructions;
- must be stored in the nurse/counselor’s office at the beginning of the school day or stored in the nurse/counselor’s office permanently.

FEES

The following fees will be assessed:

Band.....\$40.00

AWARDS AND SCHOLARSHIPS

Awards and scholarships are presented each year as a means of encouraging high performance in academic subjects and of recognizing student achievement in various school activities. Local citizens, organizations, and the school make these awards possible.

Parent Signature: _____ Student Signature: _____

Date: _____ Date: _____

Hazlehurst High School

Ninth Grade 2015 - 2016

PLEASE PRINT NAME: _____
Last First Middle

Phone _____ Parent Name: _____

REQUIRED COURSES

All students entering 9th grade will be required to take CCSS English I, Math, Science, Social Studies, Physical Education or JROTC and STEM (Science, Technology, Engineering, Math). Placement in the following classes will be based on scores on state and local tests, writing skills, and overall grade averages:

Science (Introduction to Biology or Biology I)

All incoming 9th grade students are required to take STEM, Mississippi Studies, and Introduction to World Geography. Hazlehurst High School is on a seven-period day. These classes will make 5 of the 7 periods. The other periods can be chosen from the following electives.

ELECTIVES

SECTION 1 - REQUIRED ELECTIVES

You must choose one (1) class from this section of subjects. If there are two classes in this section that you wish to take, mark both of them, then skip section 2.

____ General Music or ____ Art or ____ Band* or ____ Spanish** ____ ACT Prep**

Please choose (1) class for Physical Education elective.

____ JROTC I ____ Physical Education/ Contemporary Health

***must have recommendation of instructor**

****must score Proficient or above on MCT2 in ELA**

Ms. Shaunderic Ashmore– 601-894-3780

Student Classification

Freshman (9th grade) – Promoted from the eighth grade level..

Sophomore (10th grade) – Successfully completed six (6) units of credit.

Junior (11th grade) – Successfully completed twelve (12) units of credit.

Senior (12th grade) – Successfully completed eighteen (18) and will meet all graduation requirements at the end of the current school year (normally May).

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

Hazlehurst High School
Tenth Grade
2015 - 2016

MSIS Number: _____ Name: _____

Phone: _____ Address: _____

LANGUAGE ARTS

_____ CCSS English II Regular (1) <grad requirement>

MATHEMATICS

_____ CCSS Algebra I (1) <grad requirement>

_____ CCSS Geometry (1)

_____ CCSS Algebra II (1)

SCIENCE

_____ Biology I (1) <grad requirement>

_____ Botany (1/2)/ Zoology (1/2)

_____ Biology II (1)

_____ Human Anatomy & Physiology (1)

SOCIAL STUDIES

_____ World History (1) <grad req>

_____ Honors World History (pending approval)

ELECTIVES

Choose electives from any of the 6 areas below to complete your schedule. Use numbers to rank your choices in order of preference.
(Use 1, 2, etc. to indicate first choice, second choice etc.)

Fine Arts

_____ Art I (1)

_____ Art II (1)

_____ General Music (1)

_____ Band (1)

General Electives

_____ Contemporary Health (1/2) <grad requirement>

_____ Driver Education (1/2)

_____ Child Development (1/2)

_____ Nutrition and Wellness (1/2)

_____ Psychology (1/2) Sociology (1/2)

_____ Resource Management (1/2)

_____ Family Dynamics (1/2)

_____ ACT/ College Prep (1)

Military Science

_____ JROTC I (1)

_____ JROTC II (1)

Physical Education

_____ Physical Ed. (1/2)

_____ Athletics 10-12 (1)

FOREIGN LANGUAGE

_____ Spanish (1)

Vocational Education

_____ Health Sciences I (2)

_____ Construction (2)

_____ Business Fundamental (2)

For questions concerning scheduling, please contact:

Ms. Shaunderic Ashmore at 601-894-3780

Parent's Signature _____ Student's Signature _____

Hazlehurst High School Eleventh Grade 2015 - 2016

MSIS Number: _____ Name: _____
Phone: _____ Address: _____

LANGUAGE ARTS

- ___ CCSS English III (1)
- ___ AP English Language and Composition (1)
- ___ Debate (1)
- ___ Dual Credit Course in ELA (1)
- ___ Foundations of Journalism (1)

MATHEMATICS

- ___ CCSS Algebra I (1) <grad requirement>
- ___ CCSS Geometry (1)
- ___ CCSS Algebra II (1)
- ___ CCSS Advanced Mathematics Plus (1)
- ___ Algebra III (1)
- ___ Calculus (1)
- ___ AP Calculus (1)
- ___ Dual Credit Course in Mathematics (1)

SCIENCE

- ___ Biology II (1)
- ___ Botany (1/2) and Zoology (1/2)
- ___ Human Anatomy & Physiology (1)
- ___ Chemistry I (1)
- ___ Physics (1)
- ___ Dual Credit Course in Science

SOCIAL STUDIES

- ___ U S History (1) <grad requirement>
- ___ Dual Credit Course in Social Studies

ELECTIVES

Sufficient electives must be chosen to fill seven periods during the day. Use 1, 2, etc. to indicate first choice, second choice etc.

Fine Arts

- ___ Art I (1)
- ___ Art II (1)
- ___ General Music (1/2)
- ___ General Band (1)

General Electives

- ___ Contemporary Health (1/2)
- ___ Driver Education (1/2)
- ___ Family Dynamics (1/2)
- ___ Nutrition and Wellness (1/2)
- ___ Psychology (1/2)
- ___ Sociology (1/2)
- ___ Resource Management (1/2)
- ___ Child Development (1/2)
- ___ ACT/ College Prep (1)
- ___ Jobs for MS Grads (1)

FOREIGN LANGUAGE

- ___ Spanish I (1)
- ___ Spanish II (1)

Physical Education

- ___ Phys Ed 1st semester (1/2)
- ___ Phys Ed 2nd semester (1/2)
- ___ Athletics 10-12 (1)

Military Science

- ___ JROTC II (1)
- ___ JROTC III (1)

Vocational Education

- ___ Health Sciences I (2)
- ___ Business Fundamentals (2)
- ___ Construction (2)
- ___ Health Sciences II (2)
- ___ Marketing (2)
- ___ Carpentry (2)

For questions concerning scheduling, please contact:

Ms. Shaunderic Ashmore 601-894-3780

Parent Signature:

Student Signature:

Hazlehurst High School

Twelfth Grade
2015 - 2016

MSIS Number: _____ Name: _____
Last First Middle Initial
Phone: _____ Address: _____

LANGUAGE ARTS

- _____ CCSS English IV (1)

- _____ AP English Literature and Composition
- _____ Debate
- _____ Dual Credit Course in ELA
- _____ Foundations of Journalism
- _____ SREB Literacy Ready

MATHEMATICS

- _____ CCSS Algebra I (1) <grad requirement>

- _____ CCSS Geometry (1)
- _____ CCSS Algebra II (1)
- _____ CCSS Advanced Mathematics Plus (1)
- _____ Algebra III
- _____ AP Calculus (1)
- _____ Dual Credit Course in Mathematics (1)
- _____ SREB Math Ready (1)

SCIENCE

- _____ Biology II (1)
- _____ A P Biology (1)
- _____ Chemistry I (1)
- _____ Physics (1)
- _____ Human Anatomy & Physiology (1)
- _____ Botany/ Zoology (1/2 each)
- _____ A P Chemistry (1)
- _____ Dual Credit Course in Science

SOCIAL STUDIES

- _____ U.S. Government/Economics (1/2 each)
<grad requirement>

Foreign Language

- _____ Spanish I (1)
- _____ Spanish II (1)

ELECTIVES

Choose electives from any of the 5 areas below to complete your schedule. Use numbers to rank your choices in order of preference.
(Use 1, 2, etc. to indicate first choice, second choice etc.)

Fine Arts

- _____ Art I (1)
- _____ Art II (1)
- _____ General Music (1)

- _____ Band (1)

General Electives

- _____ Contemporary Health(1/2)
- _____ Child Development (1/2)
- _____ Driver Education (1/2)
- _____ Psychology (1/2)
- _____ Sociology (1/2)
- _____ ACT/College Prep (1)
- _____ Resource Management (1/2)
- _____ Jobs for MS Grads (1)

- _____ MS Job Corp

Military Science

- _____ JROTC III (1)
- _____ JROTC IV (1)

Physical Education

- _____ Physical Ed. (1/2)
- _____ Athletics 10-12 (1)

Vocational Education

- _____ Health Sciences II (2)
- _____ Carpentry (2)

- _____ Marketing (2)

For questions concerning scheduling, please contact:

Shaunderic Ashmore- 601-894-3780

Parent's Signature _____ Student's Signature _____

Appendix



**HAZLEHURST CITY SCHOOL DISTRICT
DISTRICT CALENDAR 2015-2016**

August		
3-5	Convocation and Professional Development	Attendance Dates
6	Students' First Day	August 6 through September 30
		39 days
September		
7	Labor Day Holiday(District Wide Closure)	October 1 through October 30
8	Mid-Term Testing	
9	1 st 9 Weeks Progress Reports	20 days
12	ACT at Hazlehurst High School(Saturday)	November 1 through November 30
		16 days
October		
6-9	9 Weeks Exam	
12	No School for Students /Teacher Professional Development	December 1 through December 31
13	2 nd Nine Weeks Begins	15 days
15	College Fair New GYM	1 st Semester a total of 90 days
24	ACT at Hazlehurst High School(Saturday)	January 6 through January 31
		17 days
November		
11	2 nd 9 weeks Progress Reports	
		February 1 through February 29
23-27	Thanksgiving Holidays	19 days
December		
16-18	2 nd 9 Wks. Exam	March 1 through March 31
18	60% Day for students/Professional Development	16 days
18	End of First Semester	April 1 through April 30
22 – Jan 4	Christmas Holidays	20 days
		May 1 through May 25
January		18 days
4	Teachers Return/Professional Development(No Students)	
5	Students Report/ 3 rd Nine weeks begins	2 nd Semester a total of 90 days
18	Martin Luther King, Jr. Holiday (District Wide Closure)	
February		
3-5	Midterm Testing	
6	ACT at Hazlehurst High School(Saturday)	
10	Progress Reports	
15	President's Day Holiday	
March		Early Release Days
2-4	3 rd Nine Wks. Exam	
11	End of 3 rd 9 Weeks	December 21, 2015
14	Term 4 Begin	May 20, 2016
14-18	Spring Break	
		Professional Development Days
25-28	Easter Break Holidays (District Wide Closure)	August 3,4,5 2015 (3 days) October 12, 2015 (1 day) January 4, 2016 (1 day)
April		
9	ACT at Hazlehurst High School(Saturday)	
13-15	4 th Mid Term Testing	
20	Progress Reports	
May		
20	Graduation	
20	63% Day- Last Student Day	
23	Last Day for Teachers	
June		
11	ACT at Hazlehurst High School(Saturday)	

Hazlehurst City School District Discipline Ladder

INFRACTION	NUMBER OF OFFENSES	CONSEQUENCE
Cafeteria (Disturbance in Line To/From Cafeteria, Disturbance in cafeteria; failure to remain with class)	A. 1 st Time B. 2 nd Time C. 3 rd Time D. 4 th Time (and more)	A. Warning B. Parent Contact & 30-min. Recess Detention or Teacher Detention (Wednesday & Thursday) C. Parent Contact & Corporal Punishment D. Office Referral (ISS, CP, ASD or Suspension)
Creating Assemblies Disturbances (Gym)	A. 1 st Time B. 2 nd Time (and more) C. 3 rd Time	A. Parent Contact; 1 day ISS, CP, or 1 day ASD B. Parent Contact; 2 days ASD, CP or Saturday Detention C. 1 day Suspension
Creating Class Disturbances (Minor)	A. 1 st Disturbance B. 2 nd Disturbance C. 3 rd Disturbance D. 4 th Disturbance (and more)	A. Warning; Parent Contact –Teacher issue a Teacher Discipline Report B. Parent Contact & 30-min. Teacher Detention (Wednesday & Thursday) - Issue a Teacher Discipline Report C. Parent Contact & 1 hour. Teacher Detention (Wednesday & Thursday) - Issue a Teacher Discipline Report D. Office Referral (ISS, CP, ASD or Suspension) attach a copy of the four teacher discipline reports.
Creating Class Disturbances (Major)	A. 1 st Time B. 2 nd Time C. 3 rd Time D. 4 th Time (and more)	A. Parent Contact; Office Referral; 1 day ISS or CP B. CP, 2 days ASD and Saturday Detention C. CP or 1-Day Suspension D. CP or 2-Day Suspension
Skiping Class/Truancy	A. 1 st Time B. 2 nd Time C. 3 rd Time D. 4 th Time (and more)	A. Parent Contact; CP, 1 day ASD or Saturday Detention B. CP or Saturday Detention or up to 3 days in ISS C. Up to 3 days ISS D. Extended ISS or up to 3-Day Suspension with an Attendance Officer Referral
Excessive Tardy to Class	A. 1 st Time B. 2 nd Time C. 3 rd Time (and more)	A. Parent Contact; CP, 1 day ASD, or 2 days Extension Detention B. Parent Contact; CP, 3 days ASD or 1 days ISS C. Parent Contact; CP & Saturday Detention
Leaving Class Without Permission	A. 1 st Time B. 2 nd Time C. 3 rd Time D. 4 th Time (and more)	A. Parent Contact; CP and ISS for remainder of the day B. Parent Contact ; CP, ASD, SD or 1 day ISS C. Parent Contact; CP or Saturday Detention D. 1-Day Suspension
Dress Code Violations	A. 1 st Time B. 2 nd Time C. 3 rd Time (and more)	A. Parent Contact – ISS until parent brings clothes B. Parent Contact and Parent Conference C. Parent Contact, CP, ASD or Saturday Detention

INFRACTION	NUMBER OF OFFENSES	CONSEQUENCE
Fighting and or Physical Contact/ Physical Aggression (One-On-One)	A. 1 st Time B. 2 nd Time C. 3 rd and subsequent time	A. Parent Contact; 3-Day Suspension B. Parent Contact; 6-Day Suspension C. Parent Contact; 9-Day Suspension *STUDENTS FIGHTING CAN BE TAKEN INTO POLICE CUSTODY & REFERRED TO ALTERNATIVE SCHOOL. *Please note that assault on a staff person may result in expulsion. The staff person also has a right to pursue legal action.
Fighting (Group)	A. 1 st Time B. 2 nd Time C. 3 rd Time	A. 5-Day Suspension B. 9-Day Suspension C. 9-Day Suspension and alternative school recommendation. *STUDENTS FIGHTING CAN BE TAKEN INTO POLICE CUSTODY & REFERRED TO ALTERNATIVE SCHOOL.
Inappropriate Touch	A. 1 st Time B. 2 ^{ns} Time (or more)	A. Counselor Referral/Mandatory Parent Conference/Contact Resource Officer/Counselor will speak with the class. B. Repeat step one. Possible referral to DHS.
In-School Suspension (Disruptions; Failure to Report)	A. 1 st Time B. 2 nd Time (and more)	A. Parent Contact, CP and ISS as assigned. B. Parent Contact and 1-Day Suspension
Insubordination/Defiance/ Disrespect/ Noncompliance (no profanity/vulgarity)	A. 1 st Time B. 2 nd Time C. 3 rd Time (and more)	A. Parent Contact; CP, 1 day ISS or ASD B. Parent Contact and 2 days ISS; 2 days ASD, or Saturday Detention C. 1-Day Suspension
Insubordination/Defiance/ Disrespect/ Noncompliance (use of profanity/vulgarity)	A. 1 st Time B. 2 nd Time C. 3 rd Time (and more)	A. Parent Contact; CP, 2-Day ISS; 2 days of ASD; or Saturday Detention B. Parent Contact; 5-Days of ISS or 5 Days of ASD; or 2 days Saturday Detention. C. 2-Day Suspension
Items Not Allowed At School (Phones, Radios, CD players, Water guns, etc.) (See Student Handbook)	A. 1 st Time Taken B. 2 nd Time Taken C. Third Time D. Taken (and more) *Refusing to give improper item to school administrator(s) will result in 2-Day suspension.	A. Parent Contact; 30 days or \$25 B. Parent Contact; 60 days or \$50 C. Parent Contact; 90 days or \$75 D. Parent Contact; Kept for rest of year. *Caps, hats, scarves WILL NOT be returned until the last day of school.*
Lying/Cheating	A. 1 st Time B. 2 nd Time C. 3 rd Time (and more)	A. Parent Contact; Warning B. Parent Contact; CP, ASD or Extension Detention C. Parent Conference; CP or Saturday Detention
Harassment/Threat	A. 1 st Time B. 2 nd Time (and more)	A. Parent Contact; CP, 2days ASD or Saturday Detention B. Parent Contact; Automatic 2-Day Suspension *PLEASE NOTE THAT THREATS OF PHYSICAL HARM TO ONES'S SELF OR OTHERS MAY WARRANT A THREAT ASSESSMENT BE COMPLETED BEFORE A STUDENT IS ALLOWED TO RETURN TO SCHOOL.

Any area of discipline not listed in this discipline ladder will be governed in accordance to the Hazlehurst City School District's Student Handbook and Code of Conduct. Consequences levied at all times are at the discretion of school administrators.

Hazlehurst City School District

INFRACTION	NUMBER OF OFFENSES	CONSEQUENCE
Property Damage/Vandalism	A. 1 st Time B. 2 nd Time C. 3 rd Time (and more)	A. Parent Contact; CP, SD, or 1day OSS and pay for damages B. Parent Conference; 2-Days of OSS or Pay for damages C. Parent Conference; 3 days OSS; Pay for Damages
Technology Violation (Unacceptable Internet Use)	A. 1 st Time B. 2 nd Time C. 3 rd Time (and more)	A. Parent Contact; Mandatory Parent Meeting; Counseling Session for students B. Parent Contact; 45 day Internet Usage Suspension C. Parent Contact; Internet Usage Privileges revoked for the remainder of the year & 3 day Suspension The student(s) will not be excluded from completing required online assessments, universal screeners, and intervention software programs.
Use/Sale/Possession of Tobacco/Drugs	A. 1 st Time B. 2 nd Time (and more)	A. Parent Conference; 9 days OSS. B. Expulsion (9 days OSS pending Expulsion Hearing) *STUDENT'S IN POSSESSION OF DRUGS WILL BE TAKEN INTO POLICE CUSTODY.
Public Display of Affection/Inappropriate Written Material	A. 1 st Time B. 2 nd Time C. 3 rd Time (and more)	A. Parent Contact; CP, ASD or ISS B. Parent Contact; CP, ASD, ISS, or Saturday Detention C. Parent Contact; 1-day Suspension
Skipping Saturday Detention/After-School Detention (ASD)	A. 1 st Miss B. 2 nd Miss	A. Parent Contact; CP and Rescheduled for upcoming Saturday B. Parent Contact; Automatic 2-Day Suspension
Skipping Teacher Detention	A. 1 st Time B. 2 nd Time C. 3 rd Time	A. Parent Contact; CP and Rescheduled for another day/date B. Parent Contact; Office Referral and CP, ASD, or Saturday Detention C. Parent Contact; Automatic 2-Day Suspension
Possession of Weapons	9 Day-Suspension pending the outcome of a district hearing. STUDENT'S IN POSSESSION OF WEAPONS WILL BE TAKEN INTO POLICE CUSTODY.	

Note(s): ASD = After School Detention, CP = Corporal Punishment, SD = Saturday Detention, ISS = In School Suspension & OSS = Out of School Suspension

Only school administrators are authorized to issue corporal punishment to any student at Hazlehurst Middle School. Each issuance of corporal punishment shall NOT exceed three (3) hits. Written parent consent must be obtained and documented prior to the issuance of corporal punishment. When issuing corporal punishment, two adults must be present and by rule, a school administrator must issue corporal punishment.

School Bus Discipline Policy

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.

Class I Regulations:

- Students, at no time, are allowed to touch the outside of the bus and are not to hang head, arms, legs, bodies, or hands, out of the windows of the bus.
- Students are to be seated immediately upon entering the bus and are to remain seated until they arrive at the destination - school in the morning and bus debarkation station in the afternoon.
- Loud talking and other noises are not permitted on the bus.
- Pupils are not to molest or bother in any way other pupils while waiting for a school bus and the same rule applies while riding on the bus.
- Vulgar language and smoking are prohibited on the school bus.
- Students will board the bus and leave the bus at bus stop according to the instructions of the driver.
- Students are to obey all orders of the drivers and show proper respect to the drivers.
- Students will be held financially responsible for damage to the interior of the bus, including the seats.
- Students may not leave the bus on its way to or from the school.
- Students are not to throw objects while on the school bus.
- Students must sit in seats assigned by the driver.
- Assistance in keeping the bus clean will be appreciated.
- Each passenger is expected to help in keeping the bus clean - such as picking up paper and other objects he/she may drop on the floor. Shoes/boots should be free of mud as conditions will permit before entering the bus.
- No beverages or food including gum may be eaten on the bus.
- Intentional littering on the school bus is prohibited.
- Students must identify themselves properly when requested to do so by school personnel or the substitute bus driver.
- Students are not allowed to bring toys, radios, tape players, electronic games, beepers, laser lights, cellular phones, digital cameras or other such devices on the bus without permission.

Class II Regulations:

- Disrespect, open defiance, blatant disregard, vulgar signs, etc. directed toward any bus driver, school employee, or other designated adult supervising school related activities.
- Defacing school property.
- Participation in a fight on the bus, while waiting at the bus stop, or while boarding the bus.
- Stealing.
- Bullying, harassment, sexual or other intimidation, instigation of a fight, or threatening other students.
- Profanity or vulgarity, including acts, gestures, or symbols.
- Possession and/or use of tobacco or tobacco related products.
- Threatening a teacher, other school employees, or other designated adult supervising school a school related activities.
- Sale, possession or use of drugs or alcohol.
- Possession of weapons.
- Violent acts such as assault resulting in physical injury, any sexual offense, and kidnapping.

Hazlehurst City School District
Bus Discipline Ladder

Consequences for Class I Regulations:

- 1st Offense: Warning.
- 2nd Offense: Parent contact (preferably from bus driver).
- 3rd Offense: Parent Conference and CP or Bus 3 day Bus Suspension
- 4th Offense: Parent Conference, CP or 3 day Bus Suspension.
- 5th Offense: Parent Contact, 6 day bus suspension and parent conference with school administration and transportation director.
- 6th or more: Parent conference with loss of riding privilege for the remainder of the nine weeks/semester/ year (at administration discretion).

Consequences for Class II Regulations:

- 1st Offense: Parent contact or Conference and 5 day bus suspension.
- 2nd Offense: Parent contact or Conference and 10 day bus suspension.
- 3rd Offense: Parent contact or Conference and 15 day bus suspension.
- 4th or more: Parent contact/conference with loss of riding privilege for the remainder of the nine weeks/semester/ year (at administration discretion).

Fighting:

- 1st Offense: Parent contact or Conference and 3day school suspension.
- 2nd Offense: Parent contact or Conference and 6day school suspension.
- 3rd Offense: Parent contact or Conference and 9 day school suspension.
- 4th or more: Parent contact or Conference, loss of riding privilege for privilege for the remainder of the nine weeks/semester/ year (at administration discretion), and out of school suspension at administrations discretion.

ENGLISH LANGUAGE LEARNER PROGRAM (ELL)

Philosophy

The Hazlehurst City School District recognizes the need and the requirement to provide ELL students with linguistic and academic instruction and support services to develop English language proficiency such that, over time, they progress through school at a rate commensurate with their native-English speaking peers. To ensure educational efforts are consistent district-wide, the following requirements will be met:

- Language minority children will be allowed to attend school, regardless of their ability to produce a birth certificate, social security number, or immigration document.
- Language minority children will be placed within one year of their age-appropriate grade level.
- Language minority children will not fail a subject or be retained in a grade because they do not speak English.

Identification

The Home Language Survey will be completed at the time of school enrollment, and this will identify ELL students for ELL Program Services. Students determined on this survey to be in need of ELL services will be assessed for placement in the ELL Program.

Assessment

ELL students will be tested for English language proficiency within the first ten days following initial identification. This assessment will reveal individual student strengths and weaknesses in order to plan the student academic placement. This assessment will include four areas of language: understanding, speaking, reading, and writing in order to ensure the student's language needs are properly identified and addressed. Prior to placement, parents will be notified, through a form of communication that they can understand, of the student's placement in the ELL program, the parent's right to visit the program, and the parent's right to withdraw the student from the program.

As a part of exiting the ELL program, students will be assessed on functional abilities in understanding, speaking, reading, and writing. Since no single instrument can provide all the information needed to place and exit students from ELL, multiple measures will be used.

Programming

Pullout programming services will be provided for ELL students. This service requires the student to be pulled out of the regular classroom for special instruction in English. An itinerant teacher will provide pullout instruction for individual students or small groups of students as is dictated by the number of students and scheduling feasibility. Programming will address the four areas of language: understanding, speaking, reading, and writing.

Grading

Strict adherence to a —letter| grading system is often inappropriate for ELL students. In order to ensure consistency of grading between teachers and/or schools and to ensure ELL students do not fail due to English proficiency, the policy for grading ELL students in the Hazlehurst City School District will be Pass or Fail. A Pass will be equal to a 65% for ELL students determined to be less than proficient in a subject of course due to English proficiency. The teacher may award a Pass with approval of the principal only.

**NO FAILING GRADES MAY BE GIVEN DURING THE ELLS' PROGRESS FROM LEVEL 1
– ENTERING THROUGH LEVEL 3 – DEVELOPING LANGUAGE PROFICIENCY**
Modified Grading Scale for ELLs

Kindergarten- 5th Grade:

1. Levels 1-3 (Entering, Beginning, and Developing)
 - a. 60-100% Passing (S=Satisfactory)
 - b. 49-59% Passing (N= Needs Improvement)
 - c. 0-48% (U= Unsatisfactory) Documentation Necessary
 - d. —ELLl noted on the report card
2. Levels 4-5 (Expanding and Bridging)
 - a. Common criteria for assigning grade (with necessary accommodations and modifications)
 - b. —ELLl noted on the report card
3. Level 6 (Reaching)
 - a. Common criteria for assigning grades
 - b. —ELLl noted on the report card

6th Grade- 12th Grade:

1. Levels 1-3 (Entering, Beginning, and Developing)
 - a. 60-100% Passing (S=Satisfactory)
 - b. 49-59% Passing (N= Needs Improvement)
 - c. 0-48% (U= Unsatisfactory) Documentation Necessary
 - d. —ELLl noted on the report card
2. Levels 4-5 (Expanding and Bridging)
 - a. Common criteria for assigning grade (with necessary accommodations and modifications)
 - b. —ELLl noted on the report card
3. Level 6 (Reaching)
 - a. Common criteria for assigning grades
 - b. —ELLl noted on the report card

**Carnegie unit credit will be awarded to students in levels 1-3 based on classroom modifications and accommodations for students success.

HAZLEHURST SCHOOL DISTRICT
INTERNET USE PARENT OR GUARDIAN SIGNATURE FORM

Grades Pre-K - 12

(This is a legally binding document)

Student's Full Name (Please Print): _____

Current Grade Level: _____ Date: _____

As the parent or guardian of this student I have read the Acceptable Use Policy of the Hazlehurst City School District and understand the rules and regulations that my child is to follow while using the Internet and/or school network while at school. I understand that the school's Internet access is available for educational purposes only and have discussed the proper use of the Internet at school with my child.

I understand that if my child breaks the rules, he/she will be punished based on the type of rule broken just as it is with any other school activity. If he/she breaks a rule made by the Hazlehurst City School District, the punishment will be determined by the building Principal or the Assistant Principal. If he/she breaks a law, however, I understand that the courts and law enforcement officials who enforce the broken law will determine the punishment received by my child.

I understand that the Hazlehurst City School District has taken available electronic precautions to eliminate controversial material. However, I also recognize it is impossible for the school district to restrict access to all controversial materials and will not hold them responsible for materials this student may acquire on the network. Further, I accept full responsibility for supervision of my child's Internet if and when my child's use is not in a school setting. Further, I accept responsibility for any/all expenses for any damages on the network caused by my child. I hereby certify that the information that I have entered onto this form is correct.

Initial One:

My child has my permission to use the Hazlehurst City School District's network to access the Internet _____

My child **DOES NOT** have my permission to use the Hazlehurst City School District's network to access the Internet and I **DO NOT** want Internet services or any other computer or computer service available to my child. I realize that this will make enrollment in certain classes impossible. _____

Parent or Guardian (please print): _____

Signature: _____ Date: _____

HAZLEHURST SCHOOL DISTRICT
STUDENT INTERNET USE CONTRACT
Grades Pre-K – 12

First Name: _____ Last Name: _____

Current Grade Level: _____ Date: _____

STUDENT CONTRACT AGREEMENT

Carefully read the attached Hazlehurst City School District Acceptable Use Policy. If you have any questions as to what will be expected of you when you are using the district's Internet access or school network or computer equipment, ask a teacher, your librarian or someone in the office to help you with anything you do not understand.

When you feel that you understand the rules, sign the contract below so that you will be able to access the school's network and utilize the available technology.

CONTRACT

I have read the Hazlehurst City School District Acceptable Use Policy. I understand the rules that I am to follow while using the Internet at school.

I understand that if I break the rules, I will be punished based on the type of rule I break. If I break a rule, the punishment will be determined by the respective Hazlehurst School's administration or faculty. If I break a law, however, I understand that the courts and law enforcement officials who enforce the law that I break will determine the punishment I receive.

Student's Name (please print): _____

Student's Signature: _____

TITLE I - PARENTAL INVOLVEMENT OVERVIEW POLICY

The Hazlehurst City School District acknowledges the importance of Parental Involvement as a vital, integral part of the implementation of its Title I program. It is the District's goal to increase parental involvement at the district and school level. To accomplish this goal, the district will:

1. Put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA) as amended. These programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
2. Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement plans meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
3. Convene a district wide and/or building level annual meeting of the parents of Title I schools to:
 - a. Discuss the development of the District's Title I plan.
 - b. Discuss the process of reviewing and providing input into the improvement of the district and school plan.
 - c. Discuss with parents the activities and programs available through Title I funding
 - d. Inform parents of their right to provide input in the design and implementation of the Title I program.
 - e. Provide parents an opportunity to establish mechanisms for maintaining a continuous communication among parents, teachers, administrators, and Title I personnel through the website, meetings, online communication tools, and newsletters. This information will be given to parents in a language or manner that is understandable to parents.
4. Maintain a copy of this policy on the district's website and to make copies of the policy available to Title I parents without access to internet.
5. The district will provide coordination and technical assistance and other necessary supports to assist Title I schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance through meetings at the district and school level, professional development activities and the district's School Improvement Team.

District Title I personnel will be available to assist schools in building capacity for strong parental involvement by the following:

- a. Disseminating information from the State Department regarding the assessment model and mandated academic standards.
 - b. Providing materials and trainings in the area of parental involvement.
 - c. Provide training to all Title I staff in appropriate means of communicating to parents, especially parents of English Language Learners.
6. Coordinate, to the extent possible, Title I parental involvement with programs such as Head Start, state-run preschool programs, and other programs for early intervention.

For review of the full Parental Involvement Policy, please see the policy on the district website, or contact your child's school. Link: www.hazlehurst.k12.ms.us

NO CHILD LEFT BEHIND ACT

On January 8, 2002, President George Bush signed into law the No Child Left Behind Act. This law reflects four components of education reform: accountability and testing, flexibility and local control, funding for what works, and expanded parental options.

Accountability for Results: This component creates strong standards in Mississippi for what every child should know and learn in reading and math in grades 3-8. Student progress and achievement will be measured for every child every year.

Reduce Bureaucracy and Increase Flexibility: This component provides a new flexibility in the use of federal education funds.

Focusing Resources on Proven Educational Methods: This component focuses educational dollars on proven, research-based approaches that will best help children learn by strengthening teacher quality.

Expanded Choices for Parents: This component enhances options for parents with children in chronically failing schools.

HOMEBOUND INSTRUCTION

Students may be enrolled in the homebound program following the sixth consecutive day of absence that is a result of an illness diagnosed by a physician, provided that all requirements for homebound enrollment are met. Parents are asked to contact the school principal to arrange for up to fifteen (15) days of homebound instruction. School board approval is needed for each period of fifteen (15) days of homebound instruction thereafter.

HOMELESS CHILDREN AND YOUTH

Homeless students in the district will have access to the education and other services needed to ensure that they have the opportunity to meet the same achievement standards to which all students are held.

The district will provide written notification to parents concerning placement decisions. Parents have the right to appeal the decision at the school and district levels. The district will designate a liaison for students in homeless situations to carry out duties as required by the McKinney-Vento Homeless Assistance Act. Any child, who is homeless, is eligible for free lunch/breakfast. To qualify, the student must submit a completed lunch application with —homeless|| indicated on the proper section of the form

Hazlehurst City School District
Parental Consent Form
Photography, Media, and Websites
2015-2016 School Year

During the school year there are occasions when photographs of your child may be taken by staff of the Hazlehurst City School District and from time to time the media may cover events or activities at Hazlehurst Middle School and at activities associated with the school. These images and video may include your child's performance(s) in the classroom, sporting event(s), or school program (s). Your authorization to use a photo and/or video of your child in school brochures, newsletters, the school and district websites, and by media outlets is requested.

Signing this form will be deemed as your consent for Hazlehurst City School District to allow your child to be photographed and/or videoed throughout the 2015-2016 school year. Must circumstances change during the year, you reserve the right to withdraw this consent. Notice to withdraw consent must be placed in writing and addressed to the school principal.

Name of student (please print): _____

Name of parent or guardian (please print): _____

Signature of parent or guardian: _____

Date: _____

**Hazlehurst City School District
119 Robert McDaniel Drive
Hazlehurst Mississippi 39083**

To: Parents/Guardians
From: School Nurse
Re: Regulations for the administration of medication to students by school personnel

Medication may be administered to a student by school personnel provided the regulations for the administration of medication have been satisfied. It is desirable for medication to be scheduled at times other than school hours. We recognize that this is not always possible and will cooperate when necessary with the parent and physician for the student to be given prescribed medication during the school day. The regulations apply to both prescribed and over-the-counter medication. The guidelines for administering medication require:

A student who is to be administered medication at school must have on file a physician's written order detailing the name of the drug, dosage, and time interval medication is to be take and the parent's written consent. The Medication Authorization form on the reverse side is to be used for this purpose.

1. The form is to be completed each school year and whenever there is a change in the medication, the dosage or the duration of the order expires.
2. A form must be completed for each medication to be administered by school personnel.
3. Medication must be delivered to school by the parent/guardian or another adult designated by the parent in a container properly labeled by the pharmacy or physician. Over-the-counter drugs must be received in the original unopened container.
4. Prescribed medication that has been discontinued by the physician must be picked up within two (2) weeks. The parent/guardian or another adult designated by the parent shall pick up all medication that has not been given at the end of the school year on or before the last day of school.
5. Parents may come to the school and administer medication to their child(ren) at the appropriate times if the above requirements are not suitable. All medication to be administered by a parent/guardian must be administered in the Nurses' Station/Office.

School personnel will not administer medication to students unless they have received a properly completed "Permission to Give Medication at Schools" form. This form must be signed by the parent/guardian, the child's doctor, and received by the school nurse in the appropriate labeled container. In fairness to those giving the medication and to protect the safety of your child, there will be no exceptions to this policy.

Hazlehurst City School District
Permission to Give Medication at Schools

School Medication Prescriber/Parent Authorization

Student Name:		School Year:	
School:	Grade:	Homeroom Teacher:	
List any known allergies/reactions		Height(inches)	Weight (pounds)
Prescriber Authorization (to be completed by child's physician)			
Name of Medication:		Reason for taking:	
Dosage:	Route:	Frequency/Time(s) to be given	
Date to begin medication:		Date to stop medication:	
Special Instruction(s): Does medication require refrigeration? _____ Yes _____ No Is the medication a controlled substance? _____ Yes _____ No Is self-medication permitted and recommended for this student? _____ Yes _____ No If asthma inhaler or emergency medication, do you recommend this medication be kept "on person" by the student?" _____ Yes _____ No			
Potential Side Effects/Contradictions/Adverse Reactions:			
Treatment order in the event of an adverse reaction (attach additional sheet or use the back of this form if necessary).			
Signature of Prescriber:		Date:	Phone: Fax:
Parent/Guardian Authorization (to be completed by child's legal guardian)			
I authorize the School Principal or his designee to assign unlicensed school personnel who has completed the Mississippi Board of Nursing Assisted Self Administration Curriculum the task of assisting my child in taking the above medication. I understand that additional parent/prescriber signed statements will be necessary if the dosage of the medication change. I also authorize the School Nurse, School Principal, or his designee to talk with the prescriber or pharmacist must a question come up about medication. Medication must be registered by the school nurse. It must be in the original container and be properly labeled with the student's name, prescriber's name, date of prescription, name of medication, dosage, strength, time interval, route of administration, and the date of drug's expiration when appropriate.			
Date:		Signature of Parent or Guardian	
Or (DO NOT SIGN IN THE ABOVE SPACE IF YOU SIGN BELOW)			
Before any medication is administered to my child by non-nursing personnel, I request that I be called to come to the school to administer the above medications to my child.			
Date: _____		Signature of Parent or Guardian _____	
If any questions or problems arise, call me at (H) _____ (W) _____ (C) _____			

HAZLEHURST CITY SCHOOL DISTRICT

Student Health Record

(Please complete confidential information to be shared with teaching staff.)

School _____

Grade _____ Homeroom _____

Male Female Age _____

Student's Name _____ Date of Birth _____

Address: _____ Home Ph: _____ Cell Ph. _____

Father/Mother/Guardian _____ Work Ph _____

Emergency Contact Person _____ (Relationship) _____ Phone _____

Social Security No. _____ Medicaid No. _____ Health Ins. _____

Student's Medical History

Problem	No	Yes	Past & current problems (explanation of severity)
Allergies to drug and or food			
..... insect bites or stings			
..... other			
Asthma			
Attention deficit/ADD/ADHD			
Birth defects/physical handicap			
Bone or joint problems			
Convulsions (seizure/epilepsy)			
Diabetes (High blood sugar)			
Emotional/Psychological disorder			
Headaches (frequent or on medicine)			
Heart problem			
High blood Pressure			
Nose bleeds			
Sinus problems			
Speech and/or Hearing problems			
Stomach or digestive problems			
Surgery			
Vision (seeing) problems			Glasses: <input type="checkbox"/> yes <input type="checkbox"/> no Contacts? <input type="checkbox"/> yes <input type="checkbox"/> no

Describe any handicaps or special needs of student: _____

Student's Doctor or Primary Care Provider _____ Phone No. _____

Is the student taking daily medication? no yes - Name _____

I give permission for my child to participate in the school's health program and to receive first aid care and health education from the school nurse (or from school personnel as designated by the principal). This may include basic vision, hearing, and scoliosis screening, body and vital sign measurements, and school health education programs.

I give my consent for pertinent medical information to be shared between the medical provider and the school nurse and /or school personnel who would be directly involved in my child's medical care.

Parent/Guardian Signature _____ Date _____

Health Form for Children Diagnosed with Asthma

If your child has asthma, please fill out the information below (If you have filled out this information on a previous form, please do so again):

1. Has your child ever been diagnosed with Asthma? _____yes _____no
If yes, when was he or she diagnosed? _____
2. Has your child been seen in the emergency room for asthma this past year? _____yes _____no
3. Does your child have any quick relief/rescue medication related to Asthma? _____yes _____no
If yes, please list the medications _____

4. Does your child take daily/routine medicine for Asthma? _____yes _____no
If yes, list daily/routine medications are being taken and how often (example: once/day, twice/day...) _____

5. What triggers your child's asthma? _____

Emergency Contact Information

1. Doctors name and phone number _____
If applicable, Specialist's name and number _____
2. Guardians Contact information (name, phone number and relation to child)

HAZLEHURST PK12 SCHOOL
PARENT-STUDENT-TEACHER-PRINCIPAL COMPACT
2015-2016

The compact below between parent/guardian, student, teacher, and Principal outlines the commitments required to make this mission possible.

PARENT/GUARDIAN AGREEMENT

I want my child to achieve. Therefore, I will:

- *See that my child attends school regularly and on time.*
- *Support the school in its efforts to maintain proper discipline.*
- *Establish a time for homework and review it regularly.*
- *Encourage my child to read at home and to monitor his/her TV viewing.*
- *Communicate regularly with my child's teacher.*
- *Talk to my child about his/her activities every day.*
- *Stay aware of what my child is learning.*

Signature _____

Date _____

STUDENT AGREEMENT

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

- *Always do my best in my work and behavior.*
- *Attend school regularly and on time.*
- *Complete and return homework assignments on time.*
- *Show respect for my school, other people and myself.*
- *Come to school each day with the necessary tools for learning.*
- *Observe regular study hours.*
- *Work cooperatively with my classmates.*
- *Believe that I can learn and will learn.*

Signature _____

Date _____

TEACHER AGREEMENT

It is important that all students achieve. Therefore, I will:

- *Show respect for each child and his/her family.*
- *Come to class each day prepared to teach.*
- *Provide an environment conducive to learning.*
- *Provide meaningful and appropriate homework activities.*
- *Enforce school and classroom rules fairly and consistently.*
- *Communicate with parents regularly about their child's progress; provide timely feedback to students.*
- *Encourage/Motivate students to do their best and be the best they can be.*
- *Use special activities in the classroom to make learning enjoyable.*
- *Seek ways to involve parents in the school program.*
- *Demonstrate professional behavior and a positive attitude.*

Signature _____

Date _____

PRINCIPAL AGREEMENT

It is important that all students are successful. Therefore I will:

- *Support and encourage positive communication between administration, teachers, parents, and students.*
- *Encourage teachers to use curriculum and assessment effectively to drive meaningful classroom instruction.*

Signature: _____

August , 2015

Hazlehurst City School District

**Acknowledgement Form
2015-2016**

Parents and Students,

It is the responsibility of parents, guardians, and students to familiarize themselves with this handbook. After carefully reviewing the contents of this *Student Handbook* with your child, please sign the acknowledgment form and return to your child's homeroom teacher.

Your signature indicates that you agree to abide by the contents set forth in this handbook. Failure to sign this acknowledgement form does not relieve the student from abiding by the student handbook.

Student's Name:

(Please print)

Grade: _____

Date: _____

Student Signature:

Parent's Name:

(Please print)

Parent/Guardian Signature:

Please complete this form and return it to the school office.

**HAZLEHURST CITY SCHOOL DISTRICT
CORPORAL PUNISHMENT CONSENT FORM**

Signing this form and returning it to your child's school indicates that you have received and read the Hazlehurst High School Student Handbook. The guidelines for student conduct and the Code of Conduct are explained in this document.

In addition, your signature on this form indicates that you and your child are aware of the district's Corporal Punishment Policy.

If clarification or explanation of any of these policies or procedures is needed, please contact the building principal at your child's school.

Student's Name: _____ **Grade:** _____

Student's Signature: _____

Parent's Name: _____ **Daytime Phone:** _____

Parent's Signature: _____ **Date:** _____

YOU HAVE MY PERMISSION TO ADMINISTER CORPORAL PUNISHMENT TO MY CHILD.

Parent's Signature

Date

YOU DO NOT HAVE MY PERMISSION TO ADMINISTER CORPORAL PUNISHMENT TO MY CHILD.

Parent's Signature

Date

Please complete this form and return it to the school office.