



# Student Pictures

## 2016-2017 Student Handbook



*Educators answering the question,  
"Do all lives matter?"*



## 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 is 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.

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

Educationally Yours,

**Lisa Davis**

Lisa Davis, 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.*

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## **DISTRICT VALUES**

### **District Vision**

We will move the district forward by becoming one of the best schools in the State of Mississippi. We will impact the lives of the children in this district by helping to develop productive, successful young men and young ladies who are proud to return to their community. We will provide opportunities for the best education which will lead to an improvement in the test scores and graduates who become lifelong learners with the ability to face life's challenges.

### **District Mission**

Hazlehurst City School District will prepare all students to exceed expectations for academic success. We will maximize our resources through the community, businesses and education partners. We will provide opportunities for students to develop creative and critical problem-solving skills as leaders and learners to meet global challenges of today's life challenges.

### **District Goals**

#### **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.

## PERSONNEL

### HAZLEHURST CITY SCHOOL DISTRICT CENTRAL OFFICE PERSONNEL

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119 Robert McDaniel Drive | Business Office | Hazlehurst, MS 39083  
601.894.1152 office | 601.894.3470 fax | [www.hazlehurst.k12.ms.us](http://www.hazlehurst.k12.ms.us)

#### Central Office Hours

8:00 a.m. – 5:00 p.m. Monday – Friday

Superintendent	Lisa Davis
Director of Curriculum/Instruction	Iscinova D. Gray
Director of Special Programs	Brenda Holmes
Director of Teacher and Student Services	Tiffany Hicks
Director of Operations (Maintenance/Transportation)	Todd McDaniel
Business Manager	Sherry Terry
Accounts Payable/Fixed Assets	Kenyatta Mickels
Payroll/Insurance	Paula Dominick
Business Office Assistant	Melissa Hall
Coordinator of ELL/School Improvement	TBA
Coordinator of Child Nutrition	Mona Fauver
Coordinator Human Resource	Donna White
MSIS Coordinator	Kawana Tanner
School Resource Officer	Andre' Watson

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Andre Watson

HAZLEHURST CITY SCHOOL DISTRICT BOARD MEMBERS and SITE ADMINISTRATION

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119 Robert McDaniel Drive | Business Office | Hazlehurst, MS 39083  
601.894.1152 office | 601.894.3470 fax | [www.hazlehurst.k12.ms.us](http://www.hazlehurst.k12.ms.us)

**SUPERINTENDENT**

Lisa Davis

**HAZLEHURST CITY SCHOOL BOARD MEMBERS**

Paul Rhodes, President

Kenneth Thrasher, Secretary

Kevin Brown, Member

Randal Day, Member

Alberta Nelson, Member

**SCHOOL BOARD ATTORNEYS**

Debra McDonald

Lequisha Stevenson

**Hazlehurst Elementary School**

**Kim Lockett-Langston, Principal**

Nicholas Dodson, Assistant Principal  
Krispen Williams, Instructional Interventionist  
, Counselor  
Latashie Brown, Counselor Assistant  
112 Marvin Minor Drive  
Hazlehurst, MS 39083  
Phone (601) 574-2783  
Fax (601) 894-3960

**Hazlehurst Middle School**

**Kristi Harris, Principal**

Steven Douglass, instructional Interventionist  
Terry Bridges, Administrative Assistant  
Kawana Tanner, Counselor  
Anita Easterling, Counselor Assistant  
112 Marvin Minor Drive  
Hazlehurst, MS 39083  
Phone (601) 894-3463  
Fax (601) 894-2629

**Hazlehurst High School**

**Jeffery Mumford, Principal**

Alfreda Craft, Assistant Principal  
Patoria Flowers, Administrative Assistant  
Sundra King, Counselor  
Counselor Assistant  
101 South Haley Street  
Hazlehurst, MS 39083  
Phone (601) 894-2489  
Fax (601)894-3120

**ENROLLMENT POLICY AND PROCEDURES**

Enrollment Requirements (IEC) and Assignments

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 1 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. A transfer student must have proper documentation and must have board approved release from the previous district before student will be eligible for consideration of enrollment.
5. 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.

#### 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.

#### 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).**

#### Child Find

The Hazlehurst City School District is committed to serving students with learning, physical, and/or mental disabilities, homeless children, wards of the State and children with disabilities attending private schools. 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.

### English Language Learners (ELL) and Homeless Students

Admission of ELL and homeless students' will be conducted in accordance with federal law. For more information please contact the school your child will be attending or contact the District's Federal Programs Director at (601) 894-1152.

### Address Change

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

## **ATTENDANCE POLICY AND PROCEDURES**

### 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 1 of the calendar year and who has not attained the age of seventeen (17) years on or before September 1 of the calendar year; and shall include any child who has attained or will attain the age of five (5) years on or before September 1 and has enrolled in a full-day public school kindergarten program.

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 (12) unexcused absences, 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)** parent written 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, 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 days after returning to school in order to receive an excused absence. Excuses not submitted within the aforementioned time period will be unexcused.

#### 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.

#### College Day Attendance

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 Out of School Suspension (OSS). Excessive absences due to a reported illness may require a doctor's note at the Principal's discretion.

#### 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.(MS Code 37-13-91)  
**(JBA/JBD)**

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 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.

### 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 7:50 a.m. each morning. If a student arrives to the school campus at 7:55 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 7:55 a.m. or later.

A tardy to school will be excused only for medical appointments or court proceedings which 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 7:45 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 7:50 a.m.

### Additional Attendance Information

- 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.**
- He/she 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 In School Suspension (ISS) will be counted present at school, but will not be eligible for Perfect Attendance.
- 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).**

#### Check Out Procedure (JGFC)

Students are dismissed at the 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 8:45 a.m.)
- After 2:15
- 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.\*\*



\*\*Students are not allowed to change bus assignments unless proof of residency or daycare is established. Phone calls will not be accepted to make changes to a student's dismissal procedure. \*\*

### Early Dismissal for Inclement Weather or Emergency 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.

### 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.

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.

## **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:
  - Class work
  - Homework
  - Test scores
  - Participation
  - Skill application
  - 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 (10) daily grades** will be recorded by the teacher for each subject with the exception of K-3; science and social studies will require a minimum of 5. 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 with the exception of K-3; science and social studies will require a minimum of 3.

A **nine weeks test** will be issued in each subject in grades K-12.

### 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  
 $21.81 + 46.75 + 17 = 85.56 = 86$  is the student's average for the 9 weeks

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.

### Exemption for Juniors and Seniors (Grades 11-12)

In an effort to reward students for making excellent academic progress, students who meet the following criteria shall be exempted from their 4<sup>th</sup> 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.

### Mississippi Assessment Requirements

#### **Grade Level Testing Program**

- A universal screener in grades PK - 8.
- A criterion-referenced test in reading/language arts and mathematics in grades 3-8.
- 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, Biology, English II, U.S. History

#### **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.*

\*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.

### Promotion and Retention (IHE)

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

1. Pre-K: No numerical grades are given.
2. Kindergarten: No numerical grades are given. Multiple criteria including meeting the target scores on standardized assessments in early literacy and early numeracy will be utilized to determine promotion/retention for Kindergarten students.
3. Grades 1 – 3: Students will achieve a minimum grade of 65 (D) in each of the core subjects of Reading/Language Arts and Math for promotion to the next grade. Promotion will also include meeting the target benchmark scores on standardized assessments given in reading and math to all students.
4. Grades 4 – 8: Students will achieve a minimum grade of 65 (D) in each of the core subjects of Reading/Language Arts, Math, Science and Social Studies for promotion to the next grade.
5. Any course offering Carnegie units – a passing grade of 65 or better.
6. If a student fails any subject in grades 1-8 the student will be retained.

## **MULTI-TIERED SYSTEM OF SUPPORTS 3-TIER INTERVENTION PROCESS**

The Hazlehurst City School District has implemented a Multi-Tiered System of Supports (MTSS) to accelerate and maximize student academic and social emotional outcomes through appropriate intervention, data collection, databased decision making, evaluation, and progress monitoring for students in need of supplementary intensive academic and behavioral supports in order to ensure all students graduate high school college and career ready.

The MTSS 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 (c) modify instruction early enough to ensure each and every student gains essential skills. Monitoring of student progress is an ongoing process that may be measured through informal classroom assessment, benchmark assessment instruments and large scale assessments.

If strategies at Tiers 1 and 2 are unsuccessful, students must be referred to 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 and 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.

### 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

### 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 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 a local 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 after a three year plan has been established; which assures that all remaining required courses can be obtained in the third year of high school.

### Cumulative Folders

The Hazlehurst City School District is in compliance with provisions granted under the Family Educational Rights and Privacy Act of 1974. Under this law, the

parents of students enrolled in any educational institution receiving federal funds are given certain rights concerning the school records of their children.

The following rights are accorded to parents under this act:

- Parents are entitled to have access to their child's records upon request. This request should be directed to the building principal.
- Parents are entitled to inspect and review the contents of their child's school records, and to challenge the contents if the parents feel they are inaccurate, misleading, in violation of the privacy or other rights of students, or contain inappropriate data.
- Before any school records will be released to third parties (colleges, potential employers, etc.) that have requested copies of a child's records, the school must have written consent from the parent(s).
- Upon receipt of a subpoena or judicial order requiring the principal to relinquish control of a child's records, the parents will be notified of the subpoena or judicial order.
- Whenever a child seeks to enroll in another elementary or secondary school outside this district, the parents must request transfer of the record in writing.
- The law allows "directory information" (annual, football programs, etc.) about students to be made public without specific permission from parents. However, parents are entitled to request the deletion of certain information about their child from school directories.
- The school will maintain a list containing the signature, the date, and the reasons for all persons receiving access to a child's record. Parents are entitled to have access to this list. The law, however, allows certain school officials, including a child's teachers, to have access to school records without signature.
- When a child becomes eighteen years of age, the rights formerly accorded to parents with respect to school records will become the sole right of the student.

#### Fast Track Program and Extended School Year

The Hazelhurst City School District may offer an extended school year that may include a Fast Track 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 8<sup>th</sup> grade Mississippi College and Career Readiness Standards and Frameworks. Sixth grade students who are two or more grades below placement and are currently successful in their academic subjects are eligible to participate in the Fast Track Program.

#### 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 K-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 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.

#### 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.

#### Report Cards

Reports cards will be sent home with students at the end of second nine week grading period. At the first and third grading periods, report cards will be picked up by parents. The final report card at the end of the year 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 behavior accomplishments. Students 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 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.

#### Extended School Year (IDCA)

The HCSD may offer an Extended School Year (ESY) program. The program will be determined by the district administration in cooperation with our school. Grades K -12 are eligible to participate in Extended School Year program for enrichment and promotion purposes. Promotions will be determined by the mastery of grade level skills and objectives at 65% or better. Grades for students in 1- 8 who attend an out of district summer school program will not be accepted. **Students in grades 9 -12 must have prior approval from the building**

## **level principal before attending an out of district summer school program.**

### 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.

### Homework

Homework is an important part of each student's school experience. The work assigned will provide practice in skills taught at school and will give parents an opportunity to observe the student's work habits. Homework promotes habits of responsibility and will require a period of home study. Students are unable to achieve to the best of his/her ability unless a quiet study time for work at home is provided. This helps to develop good study habits and assures that students keep up with assigned work. The amount of time spent on homework varies with the individual student.

### 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.

## **DRESS CODE POLICY AND PROCEDURES**

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-12:

- Solid navy blue, solid white (PreK-8<sup>th</sup>) or solid maroon (9<sup>th</sup> – 12<sup>th</sup>) 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
- Shirt-tails 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.**

**Hoodies may be worn only during the cold season. It is preferable that solid colored hoodies that are of the following colors are to be worn: gray, maroon, navy blue and white.**

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 student 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.

**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.**

\*\* 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.)

## **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 PK -12 schools 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 are capable of conducting themselves in a manner in which the Student Code of Conduct is satisfied.

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 poor record can be a liability. Special awards, incentives, and/or recognition for Good Citizenship will be given by the 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, 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 counselor's 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 parent 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 which 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

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.

After the informal hearing, the principal may take the following actions:

#### 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.

#### 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 but when an immediate suspension is not or may not be appropriate. A student sent home under these circumstances shall be instructed to return the following day with his legal guardian.

#### 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.

#### 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.

#### 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 rights to legal counsel, to present witnesses and to cross-examine witnesses presented against him 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 [School Appeals Committee or appropriate body 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 [School Appeals

Committee or appropriate body 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 [School Appeals Committee or appropriate body 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 [School Appeals Committee or appropriate body or designee] may be held at any appropriate time without application of the 10-day limitation.
- c. The hearing will be before the [School Appeals Committee or appropriate body or designee:]
  - i. [The Committee shall be composed of three or more school administrators, none of whom may be on the staff of the school from which the student is enrolled.
  - ii. The superintendent's designee will serve as the investigator, convener and administrative officer of the Committee but shall not vote.]
- d. The [Committee or appropriate body 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. Subject to review and approval of the superintendent, to recommend limited or unlimited expulsion or non-admission to the Board.

- iv. The [Committee or appropriate body or designee] shall prepare a written summary of each case.
- e. All expulsion and non-admission recommendations shall be subject to review by the superintendent and by the Board.
- f. 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.

#### [OPTIONAL] STEP THREE: REVIEW BY THE SUPERINTENDENT/CONSERVATOR

Applies to: Expulsions

Denials of admission

The superintendent shall review all recommendations by the [School Appeals Committee or appropriate body or designee] for expulsions or denials of admission:

1. If the superintendent concurs in the decision of the [Committee or appropriate body or designee], he shall submit the recommendation to the Board for final action.
2. If the superintendent does not concur in the decision of the [Committee or appropriate body or designee], he may remove expulsion, assign an appropriate duration of suspension or recommend expulsion or, in the case of other denial of admission, recommend admission.
3. All recommendations by the superintendent of expulsions or denials of admission shall be subject to review by the Board.

#### STEP FOUR: 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**

Hazlehurst City School District Disciplinary Chart

**CATEGORY I Referrals—DISRUPTIVE BEHAVIOR**

LUNCHROOM:

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

LITTERING:

Throwing paper or other trash on the school campus grounds.

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.

IMPROPER HALLWAY CONDUCT:

Running in the hall and/or loud, boisterous activity in the hall, including being in the hall without permission.

**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).

**LAVATORY MISCONDUCT:**

Using the lavatory for a purpose for which it is not intended.

**FAILURE TO BE PREPARED FOR CLASS:**

Arrival to class without the necessary materials; these materials include books, pencils, pens, paper, and/or any other teacher-designated materials.

**LOITERING:**

Being in an area of campus that is unsupervised and/or which has been established as off-limits.

DRESS CODE VIOLATION:

Failure to comply with the District's stated uniform policy.

FORGERY:

Falsely writing a person's name or falsifying times and/or dates. (For example: It is forgery for a student to sign his/her parent's name to his/her report card.)

USE OF PROFANITY:

Profanity is considered language that is offensive to most people.

MEDICATION:

Failure to follow the District's policy and procedural requirements for medication.

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

#### **EXTORTION:**

The use of threats, intimidation or force to coerce a person to give up money or valuables.

#### **THREATS, HARASSMENT, INTIMIDATION, or BULLYING:**

Implying to physically harm another person.

#### **SEXUAL MISCONDUCT:**

Use of sexual gestures (physical, verbal, or written).

#### **STEALING/THEFT:**

Taking something that belongs to the school or another person without permission.

#### **DISREGARD OF AUTHORITY:**

Profanity and/or threats directed at a staff member or flagrant disregard of authority.

#### **GAMBLING:**

Participating in games of chance for money and/or other items of value.

#### **FIREWORKS:**

Having possession of and/or igniting fireworks or firecrackers.

#### **PROVOKING A FIGHT:**

Engaging in any verbal argument that encourages a fight.

#### **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.



**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.

**SKIPPING CLASS/LEAVING CAMPUS WITHOUT PERMISSION:**

Leaving or skipping out of class is not allowed.

**OUT OF ASSIGNED AREA:**

The presence of a student out of his/her assigned area without a pass.

**INTERNET USE VIOLATION:**

Punishment for violating Internet policy will be at the discretion of the principal.

**VANDALISM/DAMAGE OR DESTRUCTION OF PROPERTY:**

Intentionally committing an act, by any means, in which results the injury or damage to personal or public property.

**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:**

1. First Offense: Parental contact, suspension for three (3) days. Parental conference before student returns to class. Behavior Compact.
2. 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

#### **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.

#### **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.

#### **ALCOHOL:**

Being under the influence of and/or having possession of alcohol.

#### **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.

#### **GANG-RELATED ACTIVITIES:**

Displaying gang paraphernalia or behaving in a manner related to gang activities.

#### **ARSON:**

Setting of fires maliciously.

#### **BOMB THREATS:**

Directing any such communication Hazlehurst City School District employees that has the effect of interrupting the educational environment.

#### **EXPLOSIVES:**

Having, using, selling, or giving away any explosives.





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:

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

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

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.
- 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 bully 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, 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
- 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 up to 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 Another 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 in addition 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 which 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.

### 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.**

## WEAPON, 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.

## **TECHNOLOGY**

### 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 use 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 and pornographic or 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.
- 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 your 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-12<sup>th</sup> 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 Hazlehurst City School District.

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.

#### Electronic Devices/Other Prohibited Items

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.

**In the event that a cell phone violation occurs during a state test, the violation will be reported and the school will take possession of the device. The student will automatically receive OSS and the parent/guardian will meet with the administrator to discuss further disciplinary actions.**

#### 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.

### **CARE OF SCHOOL PROPERTY (EBHA)**

All buildings and whatever they contain in the way of equipment are provided at a great expense by parents, other citizens, and the 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. If a student is found guilty of damaging property, he/she will be subject to paying a fine along with other disciplinary consequences.

### 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.

### 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.

## **LOST AND FOUND POLICY AND PROCEDURE**

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.

## **ATHLETICS POLICY AND PROCEDURES**

### Title IX Policy Statement

The Hazlehurst City School District adheres to the regulations for Title IX of the Education Amendments of 1972. In following these guidelines, no student enrolled in Hazlehurst City School District shall on the basis of sex, be excluded from the benefits of, or be subjected to, discrimination under any education program or activity offered in the Hazlehurst City Schools.

### Grades 7-12 (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, 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 and Cheerleading will be offered to students in grades 7-12.

#### Clubs and Organizations (Title 73, Chapter 33 of Mississippi Code 1972)

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.

#### 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.

### **FIELD TRIP POLICY AND PROCEDURES**

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.

### **CAFETERIA POLICY AND PROCEDURES**

#### Breakfast/Lunch Program (JGH-R)

Our school cafeteria serves nutritious, well balanced meals that are designed to help our students 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 their 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.
3. **No breakfast or lunch drop offs from restaurants is accepted.**

**Prices for the 2016-2017 school year will be:**

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

**MEDICAL POLICY AND PROCEDURES**

MEDICATION POLICY (JGCD-R)

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

It is the position of the Hazelhurst 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.

### **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 to transport a child to the hospital rest solely with the parent/guardian.

## 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 (Form 121).

**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

## Communicable Diseases and Infections (JGCC)

The law provides the school district the power to exclude any student suffering from contagious or infectious diseases. 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

### 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.”

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.

**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 you develop *with your doctor* to help control your 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 go to the emergency room.

If your 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

your child follow his or her action plan.

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

## **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.

## **TRANSPORTATION**

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.

### Car Riders

Car riders will be dismissed immediately following bus dismissal from the campus.

### Buses (37-41-2 Mississippi Code Annotated 1972)

#### **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 rules and regulations of the State Board of Education, and rules and regulations adopted by the Boards of the respective school districts.

Students are only allowed to ride their ASSIGNED bus to and from school. For safety reasons, there will be no bus changes throughout the school day.

### Instructions to Students Who Ride School Buses

Loading and Unloading:

- Be at your assigned loading zone on time.
- Exercise extreme caution on getting to and from your assigned bus stop.
- Look in both directions before stepping from behind parked cars.
- Stay well off the roadway until the bus comes to a complete stop and the bus driver indicates that it is safe to Board.
- Do not play on or near the road while waiting for the bus to arrive.
- Look in both directions before crossing any roadway.
- Never walk on the road when there is a sidewalk or pathway.
- Always walk on the left side of the road facing on-coming traffic and step off the road when a motor vehicle approaches.
- Wait until the bus comes to a complete stop before trying to load and unload.
- Use the handrail while getting on and off the bus.
- 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.
- 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

- Remain seated.
- Do not distract the driver's attention other than when necessary.
- 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.
- Keep head, hands, and articles inside the bus.
- Do not bring unauthorized articles on the bus (i.e. pets, combustibles, large articles, weapons).
- Do not smoke or use profane language.
- Do not fight or scuffle.
- Be courteous and follow the instructions of your bus driver and safety patrol.
- 

#### Pupils riding a school bus shall not:

- Smoke or use intoxicants



- Fight or tussle
- Strike or threaten bus driver
- Use profane language or make vulgar gestures
- Carry deadly weapons
- Make excessive noise
- Throw objects
- Commit any other act of improper conduct

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

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.

Category I Violations:

- 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.

#### Category II Violations:

- 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.

#### Bus Discipline Ladder

##### Consequences for Category I Regulations:

- First offense: Warning.
- Second offense: Parent contact (preferably from bus driver).
- Third offense: Parent Conference and CP or Bus 3 day Bus Suspension

- Fourth offense: Parent Conference, CP or 3 day Bus Suspension.
- Fifth offense: Parent Contact, 6 day bus suspension and parent conference with school administration and transportation director.
- Six or more: Parent conference with loss of riding privilege for the remainder of the nine weeks/semester/ year (at administration discretion).

#### Consequences for Category I Violations:

- First offense: Parent contact or Conference and 5 day bus suspension.
- Second offense: Parent contact or Conference and 10 day bus suspension.
- Third offense: Parent contact or Conference and 15 day bus suspension.
- Four or more: Parent contact/conference with loss of riding privilege for the remainder of the nine weeks/semester/ year (at administration discretion).

#### Fighting:

- First offense: Parent contact or Conference and 3day school suspension.
- Second offense: Parent contact or Conference and 6day school suspension.
- Third offense: Parent contact or Conference and 9 day school suspension.
- Four 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.

#### 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.

### **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 Hazelhurst 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 (HCSD) with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, HCSD 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 27, 2016. 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.)

## 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 for volunteer information.

## **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.

**BELL SCHEDULE****Hazlehurst Elementary School**

<b>Begin</b>	7:50
Lunch	10:15-11:40
Dismissal	2:30

**Hazlehurst Middle School**

1 <sup>st</sup>	7:50-8:45
2 <sup>nd</sup>	8:48-9:43
3 <sup>rd</sup>	9:46-10:31
4 <sup>th</sup>	10:34-11:29
5 <sup>th</sup> Lunch 12:15-12:45	11:33-12:50
6 <sup>th</sup>	12:53-1:48
7 <sup>th</sup>	1:51-2:46

**Hazlehurst High School**

1 <sup>st</sup>	7:50-8:45
2 <sup>nd</sup>	8:49-9:39
3 <sup>rd</sup>	9:43-10:33
4 <sup>th</sup>	10:37-11:27
5 <sup>th</sup> Lunch 11:40 – 1:00	11:31-1:06
6 <sup>th</sup>	1:11-2:01



7 <sup>th</sup>	2:05-2:55
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## SECONDARY POLICY AND PROCEDURES

### 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.

### Student Grading

- 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 65% 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 65 or above and the student fails to complete assigned work, his grade for the term is recorded as 64/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.

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:

<b><u>Grades 9 – 12</u></b>	
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 Equivalency Scale**

<b>Number Grade Earned</b>	<b>Phase 3 *AP/Dual Enrollment</b>	<b>Phase 2 Accelerated</b>	<b>Phase 1 Regular</b>
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

**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:

## **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

same or is a difference of less than .03, the co-aledictorians 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.

### Dual Credit/Dual Enrollment

The student must obtain a grade of a C or better to receive credit for the course. A 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

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 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> 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 31<sup>st</sup> 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 <sup>th</sup> Math or 5 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**

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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

Requirements:

Career Pathway Option* 21 Credits***		Traditional Pathway Option* 24 Credits Minimum	
Graduation Requirements	Required Courses	Graduation Requirements	Required Courses
<p>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</p>	<p>English I,English II Algebra I Biology I</p> <p>1 U.S. History 0.5 U.S Government 0.5 Mississippi Studies 0.5 Comprehensive Health OR 0.5 Physical Education</p> <p>Technology Foundations, ICT, 9th STEM, or Computer Applications and Keyboarding</p> <p>From Student’s Program of Study</p>	<p>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 &amp; Technology 1 Credit of Art 5 Credits of Electives</p>	<p>English I English II Algebra I Biology I</p> <p>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</p> <p>Technology Foundations, ICT, 9th STEM, or Computer Applications and Keyboarding</p>
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
<p>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 &amp; Technology 1 Credit of Art 4.5 Credits of Electives</p>	<p>English I English II Algebra I Biology I</p> <p>1 U.S. History 1 World History 0.5 U.S Government 0.5 Mississippi Studies 0.5 Comprehensive Health</p> <p>Technology Foundations, ICT, 9th STEM, or Computer Applications and Keyboarding</p>	<p>2 Credits of English 3 Credits of Math 2 Credits of Science 2.5 Credits of Social Studies 1 Credit of Health &amp; Physical Education</p> <p>1 Credit of Business &amp; Technology 1 Credit of Fine Art 5 Credits of Electives</p>	<p>English I English II Algebra I Biology I</p> <p>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</p> <p>Technology Foundations, ICT, 9th STEM, or Computer Applications and Keyboarding Electives should align with postsecondary admission standards.</p>

\* 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 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> 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

- 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.
- 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.
- Students receiving a Mississippi Occupational Diploma must document successful completion of minimum requirements in an Occupational Diploma.

ARTS

General Band  
General Music  
Visual Arts I/II

ENGLISH

ACT/College Prep  
CCSS English I – IV  
Debate  
Dual Credit ELA  
Foundations of Journalism  
SREB Literacy Ready

FOREIGN LANGUAGE

Spanish I  
Spanish II

HEALTH, SAFETY, AND PHYSICAL  
EDUCATION

Driver's Education  
Drug & 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  
Dual Credit Science  
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

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

Note: Algebra II is a prerequisite for Chemistry.

### 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:

- 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.
- 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.**
- The student must have adequate access to online resources and the technical skills to use them.
- 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.
- The student assumes full responsibility for all costs associated with the course.

### Advanced Placement (AP)

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 11<sup>th</sup> grade year.

### ***ACT Testing Dates for 2016-2017***

Test Date	Registration Deadline	Late Registration Deadline
September 10, 2016	August 5, 2016	August 6–19, 2016
October 22, 2016	September 16, 2016	September 17-30, 2016
December 10, 2016	November 4, 2016	November 5–18, 2016
February 11, 2017*	January 13, 2017	January 14–20, 2017
April 8, 2017	March 3, 2017	March 4–17, 2017
June 10, 2017	May 5, 2017	May 6-19, 2017

\*No test centers are scheduled in New York for the February test date.



## REQUIRED COURSES FOR ADMISSION TO PUBLIC UNIVERSITIES IN MISSISSIPPI

CURRICULUM AREA	COURSES	UNITS
ENGLISH		4
MATHEMATICS	Algebra I Geometry Algebra II Algebra III	4
SCIENCE	<b>Select 4 units from the following:</b> Physical Science Biology Advanced Biology Chemistry Advanced Chemistry Physics Adv. Physics or any other science course with comparable content and rigor	4 (2 lab-based)
SOCIAL STUDIES	Mississippi Studies(½) / Geography(½), World History, U.S. History, U.S. Government (½)/ Economics (½)	4
COMPUTER EDUCATION	Computer Applications	1
	<b>Select 2 Units from the following:</b> Foreign Language Geography, 4 based Science, 4 Mathematics	2

TOTAL UNITS REQUIRED	19

<sup>1</sup>Algebra I taken in the eighth grade will be accepted for admission provided course content is the same as the high school course.

<sup>2</sup>One 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:

- Students must have completed a minimum of fourteen (14) core high school units;
- 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
- 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.
- 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.

### 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.

### Student Drivers

Students who desire to do so may drive their personal vehicles to Hazlehurst High School. However, certain regulations must be adhered to.

- Parking permits must be purchased by each student who drives to school. The permit must hang from the rear view mirror. If more than one vehicle will be used by the student, a permit should be purchased for each vehicle which will be parked on campus.
- State and local laws regulating the driving of an automobile will be strictly enforced.
- The automobile must be parked in the area designated for student parking. The parking lot across the street from the school located next to the JROTC building.
- Drivers must enter and exit from the parking lot at a reasonable speed.

- Students are not to go to their vehicles during the school day without permission from an administrator. Only extreme emergencies will be permitted.
- Only those vehicles with "Handicapped" designation may park in the spaces so marked.
- No vehicle shall park at any time in such a manner as to block another car.
- Drivers of vehicles are responsible for the conduct of their passengers.
- After a car has been properly parked, the driver should not move the car until the end of his/her regular school day.
- If probable cause exists, with a vehicle parked on school grounds, the driver/owner will be notified and allowed to be present at the time of an inspection/search. At this time, and upon the request of the driver/owner, other agents of interest may be present.
- Students who do not follow the parking regulations will be disciplined by the following actions:
  - First violation.....\$5.00 fine or one day in detention
  - Second violation.....\$10.00 fine or two days in detention
  - Third violation.....\$15.00 fine or three days in detention
  - Fourth and further violations - MANDATORY - three days in detention

Parent Signature: \_\_\_\_\_

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

Student Signature: \_\_\_\_\_

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

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).

**Hazlehurst High School**  
**Ninth Grade**  
**2016 - 2017**

MSIS Number: \_\_\_\_\_ Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

**LANGUAGE ARTS**

\_\_\_\_\_ CCSS English I Regular (1) <grad requirement>

**SCIENCE**

\_\_\_\_\_ Biology I (1) <grad requirement>

\_\_\_\_\_ Intro to Biology

**MATHEMATICS**

\_\_\_\_\_ CCSS Foundations of Algebra I (1)

\_\_\_\_\_ CCSS Algebra I (1) <grad requirement>

**STEM**

\_\_\_\_\_ STEM (1) <grad requirement>

**SOCIAL STUDIES**

\_\_\_\_\_ Mississippi Studies (1/2) <grad requirement>

\_\_\_\_\_ Intro to World Geography (1/2) <grad requirement>

**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)

\_\_\_\_\_ General Music (1)

\_\_\_\_\_ Band (1)

**General Electives**

\_\_\_\_\_ Contemporary Health (1/2) <grad requirement>

\_\_\_\_\_ ACT/ College Prep (1)

**Military Science**

\_\_\_\_\_ JROTC I (1)

**Physical Education**

\_\_\_\_\_ Physical Ed. (1/2)

**\*must have recommendation of instructor**  
**\*must score Proficient or above on the State ELA assessment.**

**FOREIGN LANGUAGE**

\_\_\_ Spanish (1)

**For questions concerning scheduling, please contact:**

The counselor's office at 601-894-3780

Parent's Signature \_\_\_\_\_

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

Student's Signature \_\_\_\_\_

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

**Hazlehurst High School  
Tenth Grade  
2016 - 2017**

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 requirement>

\_\_\_ 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)

**General Electives**

\_\_\_ Contemporary Health (1/2) <grad requirement>

\_\_\_ Driver Education (1/2)

\_\_\_ Child Development (1/2)

\_\_\_\_\_ Band (1)

\_\_\_\_\_ 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**

**Physical Education**

\_\_\_\_\_ JROTC I (1)

\_\_\_\_\_ JROTC II (1)

\_\_\_\_\_ 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:**

The counselor's office at 601-894-3780

Parent's Signature \_\_\_\_\_

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

Student's Signature \_\_\_\_\_

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

**Hazlehurst High School Eleventh Grade**

**2016 – 2017**

MSIS Number: \_\_\_\_\_ Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

**LANGUAGE ARTS**

**MATHEMATICS**

\_\_\_\_\_ CCSS English III (1)

\_\_\_\_\_ AP English Language and Composition (1)

\_\_\_\_\_ CCSS Algebra I (1) <grad requirement>



- \_\_\_\_\_ Debate (1)
- \_\_\_\_\_ Dual Credit Course in ELA (1)
- \_\_\_\_\_ Foundations of Journalism (1)

- \_\_\_\_\_ 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)

<b><u>SCIENCE</u></b>	<b><u>SOCIAL STUDIES</u></b>
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- \_\_\_\_\_ Biology II (1)
- \_\_\_\_\_ Botany (1/2) and Zoology (1/2)
- \_\_\_\_\_ Human Anatomy & Physiology (1)
- \_\_\_\_\_ Chemistry I (1)
- \_\_\_\_\_ Physics (1)
- \_\_\_\_\_ Dual Credit Course in Science

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

<b><u>ELECTIVES</u></b>	
Sufficient electives must be chosen to fill seven periods during the day. Use 1, 2, etc. to indicate first choice, second choice etc.	

<b><u>Fine Arts</u></b>	<b><u>General Electives</u></b>
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- \_\_\_\_\_ Art I (1)
- \_\_\_\_\_ Art II (1)
- \_\_\_\_\_ General Music (1/2)
- \_\_\_\_\_ General Band (1)

- \_\_\_\_\_ 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)

<b><u>FOREIGN LANGUAGE</u></b>	<b><u>Physical Education</u></b>
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- \_\_\_\_\_ Spanish I (1)
- \_\_\_\_\_ Spanish II (1)

- \_\_\_\_\_ Phys Ed 1
- \_\_\_\_\_ Phys Ed 2
- \_\_\_\_\_ Athletics 10-12 (1)

<b><u>Military Science</u></b>
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- \_\_\_\_\_ JROTC II (1)
- \_\_\_\_\_ JROTC III (1)

<b><u>Vocational Education</u></b>		
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- |   |                |                        |
|---|----------------|------------------------|
| _____ Health Sciences I (2)<br>Fundamentals (2) | _____ Business | _____ Construction (2) |
|---|----------------|------------------------|

\_\_\_\_ Health Sciences II (2)      \_\_\_\_ Marketing      \_\_\_\_ Carpentry (2)  
(2)

**For questions concerning scheduling, please contact:**

The counselor's office at 601-894-3780

Parent's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Hazlehurst High School**  
**Twelfth Grade**  
**2016 - 2017**

MSIS Number: \_\_\_\_\_ Name: \_\_\_\_\_

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)

**General Electives**

- \_\_\_\_ Contemporary Health(1/2)
- \_\_\_\_ Child Development (1/2)
  
- \_\_\_\_ Driver Education (1/2)
  
- \_\_\_\_ Psychology (1/2)

\_\_\_\_\_ Band (1 )

\_\_\_\_\_ 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)

\_\_\_\_\_ Marketing (2)

\_\_\_\_\_ Carpentry (2)

**For questions concerning scheduling, please contact:**

The counselor's office at 601-894-3780

Parent's Signature \_\_\_\_\_

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

Student's Signature \_\_\_\_\_

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

# Appendix



**HAZLEHURST CITY SCHOOL DISTRICT  
DISTRICT CALENDAR 2016-2017**

July 4-5, 2016	Holiday – District Closed
August 2, 2016	New Teacher Orientation
August 3, 2016	Teachers Report/Assistant Teachers Report
August 3, 2016	District Convocation/School Level Professional Development/Child Nutrition staff report
August 4 -5, 2016	Teacher Work Days
August 8, 2016	Students Report
August 16, 2016	Open House
	MKAS Pre-K Readiness pretest and initial Universal Screener for all Kindergarten students
August 29 – September 2, 2016	Mid-Term Testing
September 5, 2016	Labor Day/District Closed
September 8, 2016	Progress Report
	SATP Retest (English II & Algebra I)
	SATP2 Retest (U S History & Biology I)
October 3 – 7, 2016	9 Week Exams
October 10, 2016	Fall Break/No School(Weather Make-Up Days)
October 12, 2016	Term 2 Begins
	Professional Development Day – Early Dismissal
October 13, 2016	Term 1 Report Cards Pick Up
	Mid-Term Testing
	Professional Development Day – Early Dismissal
November 10, 2016	Progress Reports
November 21 – 25, 2016	Thanksgiving Break
	9 week Exams
December 19 – January 2, 2017	Christmas Break
August	18 student days & 21 teacher days
September	21 student days & 21 teacher days
October	20 student day & 20 teacher days
November	17 student days & 17 teacher days
December	12 student days & 12 teacher days
	total 88 student days & 91 teacher days
January 3, 2017	Teachers Return Professional Development

	MKAS Universal Screener K-3 Middle of the Year Universal Screener
January 4, 2017	Students Return Term 3 Begins
January 16, 2017	MLK Day (District Closed)
	Parent Conference (Term 2 Report Cards)
January 30 – February 3, 2017	Mid Term Testing
February 16, 2017	Progress Reports
February 20, 2017	President's Day /District Closed(Weather Make-up Day)
	Professional Development Day – Early Dismissal
	ACT Statewide Administration for all 11
	9 Weeks Exams
March 6 – 10, 2017	Spring Break/District Closed
March 13, 2017	Term 4 Begins
	PARCC Assessment
March 16, 2017	Term 3 Report Card Pick Up
	SATP2 Retest (English II & Algebra I)
	MKAS2 3 <sup>rd</sup>
	WIDA Access for ELL
April 10 -12, 2017	Mid Term Testing
April 14, 2017	Good Friday/ District Closed (Weather Make up Days)
April 17, 2017	Easter Monday/District Closed (Weather Make up Days)
	MKAS K Readiness Post Test
	MKAS 3 <sup>rd</sup> Grade Reading Test
	Professional Development Day/Early Dismissal
	SATP2 Retest (Biology I & US History)
	CPAS Test
	Mid-Term Testing
April 20, 2017	Progress Reports
	PARCC EOY
	MKAS Universal Screener
	MS Science Test2 for Grade 8
	MS Science Test2 for Grade 5
	SATP2 Biology I & U S History
	MKAS2 3 <sup>rd</sup>

	Final Exams
	Last day for Students (60% Day) Teacher Assistants last day
May 25, 2017	Student Last Day
May 26, 2017	Teacher's Work Day/Graduation Day
May 29, 2017	Memorial Day
	Bad Weather Make up Days
May 30, 2017	Teachers Last Day
January	19 student days & 20 teacher days
February	19 student days & 19 teacher days
March	18 student day & 18 teacher days
April	18 student days & 18 teacher days
May	19 student days & 21 teacher days
	total 93 student days & 96 teacher days

**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: \_\_\_\_\_



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**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: \_\_\_\_\_

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## 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](http://www.hazlehurst.k12.ms.us)

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**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.

## **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 —homelessll indicated on the proper section of the form

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**Hazlehurst City School District  
Parental Consent Form  
Photography, Media, and Websites  
2016-2017 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 2016-2017 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)
<b>Prescriber Authorization</b> (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  
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 asthmas 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 that are being taken and how often  
(example: once/day, twice/day...)

5. What triggers your child's asthma? \_\_\_\_\_

**Emergency Contact Information**

Doctor's name and phone number \_\_\_\_\_

If applicable, Specialist's name and number \_\_\_\_\_

Guardian's Contact Information (name, phone number and relationship to child)

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**HAZLEHURST PK12 SCHOOL  
PARENT-STUDENT-TEACHER-PRINCIPAL COMPACT  
2016-2017**

*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 \_\_\_\_\_ Date \_\_\_\_\_

**Hazlehurst City School District  
Acknowledgement Form  
2016-2017**

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:** \_\_\_\_\_

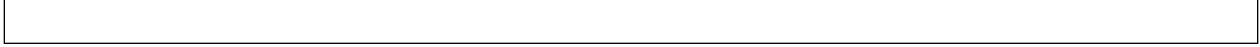
**Parent's Name:**

\_\_\_\_\_

**(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.*

