



Keys Alternative Education Center

Student Handbook 2019-2020

Revised May 2017

ALTERNATIVE EDUCATION CENTER HANDBOOK

AMENDMENTS TO THE FOLLOWING OCEAN SPRINGS SCHOOL DISTRICT'S HANDBOOKS:

**ALL OCEAN SPRINGS ELEMENTARY HANDBOOKS
OCEAN SPRINGS MIDDLE SCHOOL HANDBOOK
OCEAN SPRINGS HIGH SCHOOL HANDBOOK**

The information contained in this handbook summarizes the policies of the Ocean Springs School District and should not be considered a substitute for the official policies of the district. All policies adopted by the Board of Trustees for the Ocean Springs School District are maintained in the Office of the Superintendent and are available for inspection and review. Copies of the OSSD School Board Policies are also housed at each school in the office of the principal and on the OSSD website.

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Introduction

Statement of Philosophy

As alternative educators, we believe our role is to help our students reach their fullest potential. We believe each child is a unique individual, and we seek to provide a safe and positive learning environment which supports academic excellence through individualized instruction.

George Washington Carver stated “Education is the key to unlock the golden door of freedom.” In a world of choices, we realize many of our students may seek education at the next level, choose a military career, or enter the workforce. The faculty and staff of the AEC are dedicated to providing each student with the keys to unlock the skills necessary for a successful life beyond our doors.

Inasmuch as the faculty and staff of the AEC are dedicated to meet the educational goals we have set, we cannot be successful without the help of the parent. We encourage the parents of our students to become actively involved to help our students be successful. As we unlock doors to new opportunities, we invite and implore parents to be active in this journey.

Please do not hesitate to contact us with your questions or concerns.

ALTERNATIVE SCHOOL PROGRAM

Section: J Students

Policy Code: JCD Alternative School Program

The Ocean Springs School District Board of Trustees shall establish, maintain and operate, in connection with the regular programs of said school district, an Alternative School Program. This District will also comply with all applicable provisions of the Mississippi Code of 1972, annotated including but not limited to Section 37-13-92 and as amended, and with all other applicable federal and state laws, and the Mississippi Public School Accountability Standards.

The Alternative School Program shall serve compulsory-school age students:

1. Who have been suspended or expelled from school, except for any student expelled for possession of a weapon or other felonious conduct.
2. Who are referred to such alternative school based upon a documented need for placement in the alternative school program by the parent, legal guardian, or custodian of such child due to disciplinary problems?
3. Who are referred to such Alternative School Program by the dispositive order of a chancellor or youth court judge, with the consent of the Superintendent of the child's school district?
4. Whose presence in the classroom, in the determination of the school superintendent or principal, is a disruption to the educational environment of the school or a detriment to the best interest and welfare of the students and teacher of such class as a whole?

The Mississippi Public School Accountability Standard for this policy is Standard 22.

District Mission Statement

The mission of Ocean Springs School District is to teach our students essential content, skills, and core values to enable them to transfer knowledge between educational accomplishments and the larger life issues and to have a positive impact on society.

E.H. Keys Mission Statement

The AEC will provide a safe and positive learning environment which fosters academic excellence through individualized instruction while encouraging self-discipline, self-respect, and good citizenship.

E.H. Keys Vision

The vision of E.H. Keys is that each student deserves the key to unlock the door to a new opportunity.

Alternative Education Program

Academics and Attendance

Alternative Education Program

Alternative program classes shall meet Monday through Friday from 8:30 AM until 3:20 PM. Instruction of the student shall be scheduled to reflect his/her Individualized Instructional Plan (IIP). If the student is a special education student the schedule will reflect both the IIP and the IEP. All schedules will require a full-day attendance with rigorous workload and minimal free time. The administrator of the Alternative Education Center will schedule all activity times and lunch schedules. The alternative program shall observe all school district holidays. Students shall be in supervised status at all times. Emergency situations will be addressed according to the policies of the Ocean Springs School Board and the judgment of the school administrator.

Students are expected to participate in the education program of the AEC. Refusal to complete assignments is unacceptable and will result in disciplinary action. Sleeping or having their head down in class is also unacceptable and will result in disciplinary action.

Student Code of Conduct/Academic, Behavior, Attendance Contract

While enrolled at E.H. Keys Alternative Education Center, students will honor the Code of Student Conduct as well as the Academic, Behavior and Attendance Contract that was discussed and signed during the intake process.

School-wide positive behavior intervention and supports (SW-PBIS) is a framework for creating customized school systems that support student outcomes and academic success. It is preventative, and it changes the paradigm of focus from negative behaviors and exchanges to positive expectations and interactions. Systems in place at E.H. Keys include the use of incentive points and rewards, small group mentoring, and school-wide rules and expectations.

Alternative School Curriculum

Each student assigned to the alternative program by the school board shall have an Individual Instructional Plan (IIP). The IIP emphasis shall be on basic academic skills in limited content areas of Math, Science, English, Social Studies, Career and Behavior Modification. However, when possible, the student's individual needs above the basics shall be addressed. Individual grade level assignments, which parallel those of the student's regular classrooms, shall be followed as much as possible. The students shall be tested on the subject area learning objectives at intervals to coincide with regular grading periods of the school district. Progress reports and grade reports shall be issued to the student each academic term.

Computer assisted instruction will be employed when available and appropriate to the instruction of those in the program.

Exemption Policy for the Alternative Education Center

All students will follow the exemption policy of their home school. (See OSHS and OSMS handbooks)

A teacher may elect not to participate in the exemption program. Any teacher who chooses not to participate must present this fact to students *in writing* during the first week of the term. If a teacher elects to participate in the program, he/she must notify students of their exemption status at least two (2) school days prior to the scheduled exam.

The exam time will be spent with your assigned teacher; however, you will not be expected to take the exam. You will be asked to bring something to study or read as not to disturb any other students during their testing time.

Attendance Policy

Mississippi House Bill 1530-

AN ACT TO AMEND SECTION 37-13-91, MISSISSIPPI CODE OF 1972, TO PROVIDE THAT A COMPULSORY-SCHOOL-AGE CHILD WHO IS ABSENT MORE THAN 37% OF THE INSTRUCTIONAL DAY MUST BE CONSIDERED ABSENT THE ENTIRE DAY; TO AMEND SECTION 37-151-5, MISSISSIPPI CODE OF 1972, TO REVISE THE DEFINITION OF THE TERMS "MINIMUM SCHOOL TERM" AND "AVERAGE DAILY ATTENDANCE" AS SUCH TERMS ARE USED FOR DETERMINING ALLOCATIONS TO SCHOOL DISTRICTS UNDER THE ADEQUATE EDUCATION PROGRAM; AND FOR RELATED PURPOSES.

Excused Absences

A student is allowed two parental absences per nine week grading period. Prior to or on the day of the absence, the parent must notify the AEC by phone, in writing, or in person for the absence to be considered a parental excuse. If notification is not received prior to or on the day returned, the absence is considered unexcused.

All other absences require medical or legal documentation to be submitted to the AEC. Documentation must be submitted on the day the student returns to school for the absence to be considered excused.

If parental, legal, or medical documentation is not presented as required, the absence shall be considered unexcused. The student will receive a grade of “0” for any graded work missed on the day of the unexcused absence.

If a student is going to be absent for an extended period of time due to extenuating circumstances, the parent/guardian is required to notify the school in advance. Notifying the school does not insure that the absences will be excused. If the parent/guardian does not contact the school prior to the absences, and the days missed exceed the allowed two parental excuses, the days exceeding the limit of two will be unexcused.

Unexcused Absences

The Ocean Springs School District follows the Compulsory School Attendance Law in reporting unexcused absences to the County Attendance Officer and the Department of Human Services. An accumulation of unexcused absences may be one factor in determining promotion/retention of a student.

Tuancy

Any absence is considered truancy if

- * The parent/guardian was not aware that the student was absent.
- * The parent/guardian was aware but chose not to excuse or does not call the school.
- * The reason for the absence is not a valid excuse for temporary nonattendance according to the states’ Compulsory Attendance Law.

The absence is recorded as unexcused and the student is not allowed to make up work missed. Cutting school is truancy. After 3 offenses, skipping days may result in days added to total AEC time to be served.

Tardy to School

School commences officially at 8:30. Breakfast begins at 8:15, students wishing to order lunch must be present before the tardy bell rings. After the 3rd tardy, students will receive disciplinary consequences. Students who miss 25 minutes or more of any block will have an unexcused absence, unless it is documented. Only written medical or legal excuses are documented. Medical documentation WILL be verified by the AEC.

Tardy Consequences

1st Time – Parental Contact

2nd Time – Warning – Parental Contact

3rd Time – After School Detention

4th Time – One Day ISI

5th Time – Discipline Ladder Step 1

Make-Up Work

For excused absences, a student shall have two (2) days for each day’s absence to complete missed assignments. It is the student’s responsibility to initiate the necessary process with the teacher for making up missed assignments. (Example: A student is absent on Monday and returns to school Tuesday. Tuesday is the first day in which make-up work is to be done. The make-up work is due on Thursday when the student comes to class). Make-up work does not excuse the student from the current assigned work. Make-up work is to be completed in conjunction with current work.

General Information

Asbestos Management Plan

To provide continuing management of the asbestos in our schools, all asbestos containing materials are inspected every six months by an engineering firm. Any changes in the asbestos containing materials are being recorded in a surveillance report as part of the Asbestos Management Plan. A copy of the surveillance report along with the Asbestos Management Plan is located in the principal's office at each school. Any interested party should feel free to review these reports.

Counseling Program:

The responsibilities of the counselor go beyond that of providing one to one counseling, although this is considered the "heart" of the guidance program. Other responsibilities include:

1. Working with students in planning a program of studies in subject selections
2. Administering tests and interpreting test results
3. Working with faculty members and parents in a consultative role
4. Individual and group guidance sessions
5. Providing career information
6. Conducting evaluation and research of the student's total school program
7. Assisting students as they enter the Alternative Education Center
8. Assisting students as they plan to return to their home school

Restroom Breaks

Because all students are monitored during the day, students must have written permission to use the restroom. ***Only one person is allowed in the restroom at a time.*** Always check the box outside the restroom to see if another student is already in the restroom. It is your responsibility to report anything out of the ordinary when you enter the restroom. Anything not reported will be considered the responsibility of the last person who was in the restroom. ***No restroom use is allowed between classes.***

Grades

A student's nine-week average represents a combination of homework, classwork, in-class projects, practice test, unit tests and a cumulative exam. If a student enters the AEC when a nine-week grading period is in progress, the referring school provides grades which are averaged with grades earned while attending the AEC. Upon returning to the referring school, the student's end of term average will be provided to the home school.

Participation in School Programs and Activities

Students enrolled in the AEC for disciplinary reasons DO NOT have the right to participate or be spectators in school programs, sporting events, or other school sponsored activities. It is the responsibility of the student not to attend these events, and to understand that they are subject to arrest for trespassing should they choose to attend. Students are not allowed at any time to be on their home school campus without AEC supervision. Parking on the AEC Campus is prohibited.

Parental Placement

All students being served at E. H. Keys Alternative Education Center under the category of Parental Placement will be required to follow all rules and expectations identified in the student handbook including but not limited to student incentive system, attendance, code of conduct, and academic contract with the **exception** of “ *Participation in home school activities*”. Students being served through parental placement will be allowed to participate in extracurricular activities at their home school. If a student intends to participate in extracurricular activities the principal must be notified in writing in order to communicate the participation request with the home school principal. The home school principal and the AEC principal will make the determination to accept or decline this request base on the student’s behavior, attendance, and academic performance.

Articles Prohibited in the Alternative Education Center

Possession of firearms, knives, guns, or any items that can be used or mistaken for (real or fake) as a weapon are strictly prohibited. Any drugs, legal or illegal, (such as marijuana, & any pills- to include prescription drugs), over the counter items (such as Tylenol, Midol or aspirin) or any item or substance that would be considered illegal (including paraphernalia) is prohibited. Any item that is illegal may result in law enforcement officials being notified.

Cell Phones/Electronic Devices

****NOTE** If, at any time, the student causes a disturbance concerning an electronic device, the student will be subject to disciplinary action.**

Students will leave their electronic devices in the office each day to be picked up at the end of the day.

1st Offense- Cell phone will be held for parent pick-up and student will be prohibited from bringing phone to school.

2nd Offense- Cell phone will be confiscated and held in a safe until students’ last day at AEC.

Dress Code

Students should dress in modest apparel. In order to ensure the personal appearance regulations are not exceeded, the faculty and administration will monitor these regulations. Students who do not comply with the standards listed below will face consequences.

Positive learning situations depend on the best possible behavior and attitude of students. Students should be encouraged to take pride in their appearance and to strive to meet public expectations. Students should be neat and clean, thus reflecting favorably on themselves and the school. If a student’s clothing is disruptive to the learning environment or if it is embarrassing to others, steps will be taken to deal with the individual student. Teachers and/or staff may counsel with students about attire that may not be acceptable. Where there is any doubt that students are not adhering to the standards of dress, the principal or designee will render the final decision. Students may be subject to discipline and loss of incentive points if the dress code is violated.

Shirt –Students may wear a t-shirt or polo. Shirts should not have holes in them. Any graphics and/or images on shirts must be school appropriate. Optional long or short sleeve solid white t-shirt may be worn under t-shirt or polo. **Hooded garments are not allowed.** No shirts may be worn inside out. All shirts must be tucked in.

Pants –Pants must be worn around the waist. Sagging pants are not permitted. If a student is caught with sagging pants a belt will be issued by the office. Pants may not have holes in them. Shorts and skirts must be no more than 3 inches above the knee. Athletic shorts may **Not** be worn under pants.

ID Badges – Badges will be presented at check-in each day.

Shoes – Must be worn at all times.

Outerwear – All jackets, sweaters, and sweatshirts with hoods will be placed on the coat rack in the hallway and should be properly labeled with student’s complete name. **NO** hat, cap, or other head covering is allowed on the bus or in the building.

Jewelry – Facial jewelry is prohibited. Students may not wear colorful bracelets, shoelaces, necklaces or other distracting jewelry.

Tattoos and electronic monitoring devices must be covered completely at all times.

Backpacks are prohibited.

Dress Code Consequences

1st Time – Parental Contact

2nd Time – Warning – Parental Contact

3rd Time – After School Detention

4th Time – One Day ISI

5th Time – Discipline Ladder Step 1

Discipline

School Board Policy JD

When a student who is already on the discipline ladder is found to have violated another infraction on the discipline ladder, he/she automatically moves to the next step on the discipline ladder, below. The purpose of the progression along the ladder is to discourage students from continuing a pattern of misbehavior.

Bus Conduct

While the law requires school district to furnish transportation, it does not relieve the parent/guardians from the responsibility for their child/children(s) conduct. In view of the fact that a bus is an extension of the classroom, the OSSD School Board requires children to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. In cases when a student does not conduct himself/herself properly according to the bus discipline plan, such conduct will be brought to the attention of the building director by the bus driver through the issuance of a bus conduct report.

The director will inform parents/guardians of the misconduct and request their cooperation in the control of their child's behavior. Inappropriate behavior will result in the student be removed from the bus.

Bus Conduct Discipline Plan:

1st offense	Student conference with the director
2nd offense	Suspended from the bus for 3 days
3rd offense	Suspended from the bus up to 5 days
4th offense	Expelled from the bus for the remainder of time at AEC

Discipline Plan Definitions

Moderate Infractions

Open defiance to teacher or administrator.....	Step 1 or 2
Disruptive or disrespectful.....	Step 1 or 2
Profanity or vulgarity (to include acts, gestures or symbols).....	Step 1 or 2
Improper behavior anywhere on campus.....	Step 1, 2 or 3
Use or possession of any form of tobacco or tobacco paraphernalia on school property at any time.....	Step 1, 2, 3 or 4
Cutting classes, teacher advisory groups, and/or detention.....	Step 1 or 2
Tardy to class 5 or more times per quarter.....	Step 1
Dress Code violation 5 or more times per quarter	Step 1
Out of bounds.....	Step 1, 2 or 3,
Leaving campus without authorization.....	Step 1, 2, or 3

Major Infractions

Use, sale, or possession of drugs or alcohol on school grounds.....	Step 3, 4 and/or 5
Defacing or otherwise injuring property that belongs to school district (plus restitution for damages).....	Step 2 or 3
Fighting at school or on the way to/from school.....	Step 2, 3, 4, or 5 (notify authorities)
Use or possession of dangerous objects or weapon.....	Step 5
Harassment, intimidation or threats.....	Step 2, 3 or 4
Stealing, theft, and/or possession of stolen property (including restitution).....	Step 2, 3 or 4
Other behaviors as determined by administrator.....	Step 1, 2, 3, 4, or 5

Discipline Ladder

Step 1	A. Administrative Time out or one to two (1-2) days In-School Isolation B. One to five (1-5) days detention, one to two (1-2) days In-School Isolation, or Administrative Time out.
Step 2	A. One to five (1-5) days In-School Isolation or one to two (1-2) days Out-Of-School Suspension B. Two to nine days (2-9) In-School Isolation, or one to two (1-2) days Out-Of-School Suspension
Step 3	A. Two to nine (2-9) days In-School Isolation or three (3) days Out-of – School Suspension
Step 4	A. Three to nine (3-9) days Out-of School Suspension
Step 5	A. Nine days of Out-of School Suspension B. Possible referral to Ocean Springs School Board for expulsion.

Parents will be notified when a discipline action of ISI or OSS is assigned.

Repeated referrals may result in additional days being added to assigned time at the AEC.

All students will have the opportunity to return to the previous step of the discipline ladder if not referred to administrator for ten (10) consecutive school days.

Policy JDDA- Bullying

STUDENT BULLYING

STUDENT COMPLAINTS OF BULLYING OR HARASSING BEHAVIOR

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

I. Definitions

Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits.

A "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

The above conduct constitutes bullying if that conduct interferes with a student's education or substantially disrupts the operation of a school. (HB 263-6)

Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, or on a school bus, or when it takes place off school property when such conduct, in the determination of the 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 OSSD 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. Retaliation or reprisal against any person, including a victim, a witness, or another person, who in good faith provides information concerning an incident of bullying or harassing behavior, is prohibited. (HB 263-B)

The OSSD discipline policies and procedures 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 OSSD defines "reasonable action," which includes but it's not limited to, prompt reporting of the behavior to a teacher, principal, counselor, or other school employee when subjected to bullying or harassing behavior.

II. Procedures for Processing a Complaint

1. Any student, school employee or volunteer who feels he/she has been a victim of bullying or harassing behavior, or has witnessed or who has reliable information that a student, school employee or volunteer has been subject to bullying or harassing behavior shall report such conduct to a teacher, principal, counselor or other school official. The report shall be made promptly but no later than five (5) school days after the alleged act or acts occurred.
2. An initial investigation will be completed by the school official to deem if the allegation is viable. If a proposed resolution appears to be a reasonable solution, the resolution may be presented to all parties involved. If acceptable, the parties will sign a statement of resolution that the issue has been resolved and no further investigation is necessary. If no resolution is agreed upon, a formal investigation will be pursued.
3. If the complaint is deemed viable and no resolution is agreed upon, the school official shall complete a "Bullying/Harassing Behavior" complaint form which shall include the name of the reporting person, the specific nature and date of the misconduct, the names of the victim or victims of the misconduct, the names of witnesses and other information that would assist in the investigation of the complaint. The report shall be given promptly to the principal or designee who shall institute an immediate investigation. (Complaints against the principal shall be made to the superintendent and complaints against the superintendent shall be made to the BOT.) (HB 263-F)
4. The complaint shall be investigated promptly.
5. Parents will be notified of the nature of any complaint involving their student.
6. The principal or designee will arrange such meetings as may be necessary with all concerned parties after initial receipt of the complaint by the principal or designee. The parties will have an opportunity to submit evidence and a list of witnesses.
7. All findings related to the complaint will be reduced to writing.
8. The principal or designee conducting the investigation shall notify the victim and parents as appropriate when the investigation is completed and a decision regarding disciplinary action, as warranted, is determined. (HB 263-C)
9. If the victim is not satisfied with the decision of the principal or designee, he/she may submit a written appeal to the Director of Student Services. Such appeal shall be filed within five (5) working days after receipt of the results of the initial decision. The Director of Student Services will arrange such meetings with the victim and other affected parties as deemed necessary to discuss the appeal. If a proposed resolution appears to be a reasonable solution, the resolution may be presented to all parties involved. If acceptable, the parties will sign a statement of resolution that the issue has been resolved and no further investigation is necessary. If no resolution is agreed upon, a formal investigation will be pursued. The Director of Student Services shall provide a written decision to the victim's appeal within ten (10) working days.
10. If the victim is not satisfied with the decision of the Director of Student Services, he/she may submit a written appeal to the superintendent. Such appeal shall be filed within five (5) working days after receipt of the results of the initial decision. The superintendent will arrange such meetings with the victim and other affected parties as deemed necessary to discuss the appeal. If a proposed resolution appears to be a reasonable solution, the resolution may be presented to all parties involved. If acceptable, the parties will sign a statement of resolution that the issue has been resolved and no further investigation is necessary. If

no resolution is agreed upon, a formal investigation will be pursued. The superintendent shall provide a written decision to the victim's appeal within ten (10) working days.

11. If the victim is not satisfied with the decision of the superintendent, a written appeal may be filed with the BOT. Such appeal shall be filed within five (5) working days after receipt of the decision of the superintendent. The BOT shall, within twenty (20) working days, allow the victim and parents as appropriate to appear before the BOT to present reasons for dissatisfaction with the decision of the superintendent. The BOT shall provide a written decision within seven (7) working days following the victim's appearance before the BOT.
12. If, after an investigation, a student is found to be a victim of bullying, such student shall not face disciplinary action on the basis of that student's use of "reasonable self-defense was in response to the bullying." (HB 263-G & 2)
13. If the victim of bullying is a student with disabilities, disciplinary action for the offender shall comply with the requirements of federal law including the Individuals with Disabilities Education Act (20 USCS Section 1400 et seq.) (HB 263-H)

The OSSD shall maintain and make available a list of counseling services to any student who is a victim of or a witness to bullying, or who engages in bullying. The following list of the types of counseling and support services are available to any victim of or a witness to bullying. This list is presented as a guide that by no means limits this school district from including other additional support services. (HB 263-E)

These procedures shall be appropriately placed in OSSD personnel policy handbooks, school handbooks that include discipline policies and procedures, and any other policy or procedure that deals with student or employee behavior.

The procedures for reporting bullying shall also be posted on the district website. (HB 263-3)

COUNSELING OPTIONS OFFERED BY THE DISTRICT:

School/District Counseling

Support may be provided by the school district through the assistance of any of the following agencies:

Mississippi Department of Education

Mississippi Department of Health

Mississippi Department of Human Services- Juvenile Services Department

Community/Family Public or private community-based mental health services

Law enforcement agencies

Students Returning To Home School Program

Students Returning To Home School Program

Students will be allowed to return to their home school upon completion of the nine week grading period, on the date determined by the school board at the time they were placed in the AEC, or by the date the IEP determines to be the release date. To ensure that the transition to the home school is successful for the student, the return date will be at the end of a grading period. If a student enters the AEC after the 10th day of a grading period, they will return to the home school at the end of the following grading period.

A screening committee will determine if the student is ready to return to the home school based on the following criteria.

1. Students must meet their target goals on their Individual Instruction Plan and/or Individualized Education Plan
2. Earn **80% of incentive points** to qualify for release to the home school.
3. Complete recommended time unless student qualifies for early release (See policy JCD below)

A student may be assigned additional time at the AEC if he/she is not showing improvement in any of the following areas: academics, behavior, attitude and attendance. This will be determined by the AEC director.

Section: J Students

Policy Code: JCD Alternative School Program

REASSIGNMENTS TO THE REGULAR EDUCATION CLASSROOM

The Board recognizes that the laws of the state of Mississippi provide for the assignment of students to the Alternative Education Center in a number of ways and as such, different classes or categories of students are established depending upon the reason for assignment. The district strives to assure equal treatment of students similarly situated in each class/category.

The Board further acknowledges that students assigned to the Alternative Education Center for disciplinary reasons have disrupted the educational environment and the students have failed to comply with the rules, regulations, and policies of the Ocean Springs School District, as well as, in some instances the laws of the State of Mississippi.

Students assigned to the Alternative Education Center for the first time and removed from the regular school program/campus for disciplinary reasons shall complete 80% of the time for which he/she was assigned to the Alternative Education Center prior to being considered for early release or return to the regular school program/campus, unless a Court of competent jurisdiction orders an earlier release or an earlier release is required by IDEA or other applicable federal and state laws.

A student who has been assigned to the Alternative Education Center for the first time due to expulsion or suspension may request a release from the Alternative Education Center with a return to the regular educational program/class prior to the expiration of the time period for which he/she was initially assigned to the Alternative

Education Center. Any request for an early release and return to the regular educational program/campus shall be in accordance with this policy and shall be evaluated by a Screening Committee consisting of the home school principal, Alternative Education Center director and guidance counselor. An early return to the regular school program/campus is neither guaranteed nor automatic.

The following criteria shall be used in evaluating a request for the early return of a student:

1. Grades achieved while in attendance at the Alternative Education Center
2. Attendance at the Alternative Education Center
3. Student's achieving and maintaining the highest level of behavioral leveling system as implemented by the Alternative Education Center Administrator
4. Whether a change in IEP is recommended or necessary
5. Recommendation of the Alternative Education Center principal and counselor
6. The nature of the offense committed by the student which resulted in the placement of the student in the Alternative Education Center
7. The reason for placement in the Alternative Education Center

A majority of the Screening Committee shall determine whether or not the student shall be recommended for early release. Only students who have been assigned to the Alternative Education Center for the first time shall be considered for early release from the Alternative Education Center and return to the regular school program/campus. Students who are enrolled in the Alternative Education Center by parental placement shall also be considered for early release.

Handbook Notification Receipt

I have received a copy of the E.H. Keys Student Handbook. I understand that this handbook is to be given to my parents or legal guardian(s) so that they may be fully informed regarding policies and procedures regarding the school district.

Student's Signature

Date

Parental Responsibility and the Law

- 1. Weapons Possession:** A parent may be guilty of a misdemeanor and fined up to \$1,000 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-MS Code Annotated 1972
- 2. General Responsibility for Child's Act:** A parent, guardian, or custodian of a compulsory school-age student enrolled in a public school district shall be responsible for any criminal fines brought against such student for unlawful activity occurring on school grounds (fine not to exceed \$3,500). 37-11-53-MS Code Annotated 1972
- 3. Damages:** The public school district is entitled to recover up to \$20,000 in damages in addition to any other recovery, from parents of a child (7 to 17 years of age) who maliciously and willfully damages or destroys property belonging to the School District. 37-11-53 MS Code Annotated 1972
- 4. 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 misdemeanor and upon conviction, shall be fined not to exceed \$250. 37-11-53 MS Code Annotated 1972

Any parent, guardian, or custodian of a compulsory school-age child who refuses or willingly 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. 37-11-53

Parent/Guardian(s) Receipt of Handbook

I have read a copy of my child's handbook which includes the district's discipline plan and the Prevention of School Violence Act, Senate Bill 3349.

Parent/Guardian Signature

Date

OCEAN SPRINGS SCHOOL DISTRICT
GREYHOUND HANDBOOK
ACKNOWLEDGEMENT

Student handbooks are located online at the Ocean Springs School District website: www.ossdms.org. There are unique handbooks for elementary, middle, and high school. Handbooks are prepared for the purpose of presenting information that will help students and parents to know the opportunities and responsibilities that will be a part of the school experience. Handbooks should be of interest to all students and their parents, and we hope that information supplied in it will be of material assistance. Student handbooks are designed

- _ to acquaint students with the organization of the Ocean Springs Schools
- _ to prevent loss of time and to reduce confusion to a minimum in getting the school organized for this year's work
- _ to put in writing the policies and procedures which the administration and faculty have set up as guides for the students
- _ to systemize the school work for students

Students and parents are encouraged to read, discuss, and develop a thorough understanding of the discipline guidelines presented in the Greyhound Handbooks. After reading the handbook online, please provide the information requested below, sign in the space provided, and return this paper to your child's homeroom or advisory teacher.

Please note: The Ocean Springs student handbooks do not constitute a contract between the school district and its students. The plans, policies and procedures described in the student handbooks are subject to change by the Board of Trustees and/or school administration at any time. Failure to read the student handbook and other sources of regulations governing the Ocean Springs School District does not excuse the student from the requirements and regulations described therein.

The policies of the Ocean Springs School District are published in their entirety at www.ossdms.org.

As parent, guardian, or custodian of _____, I acknowledge the plans, policies, and procedures of the Ocean Springs School District as outlined in the student handbook at www.ossdms.org

Signature of Parent, Guardian, or Custodian

Date