

**2019 - 2020  
GREYHOUND HANDBOOK**



**A Guide for Students and Parents in Ocean Springs Upper Elementary**



**Ocean Springs Upper Elementary  
2320 Government Street  
Ocean Springs, MS 39564  
(228) 875-4367**



# **GREYHOUND HANDBOOK**

## **A Guide for Students and Parents**

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## **FOREWORD**

The *Greyhound Handbook* has been prepared for the purpose of informing parents and students of the opportunities and responsibilities that will be a part of the elementary school experience. This handbook has been designed to provide information regarding the organization of Ocean Springs Upper Elementary School and to put in writing the policies and procedures that have been set up as guides for students and parents.

Parents are advised to become acquainted with their child's teacher as soon as possible. A spirit of cooperation between the teacher, the student, and the parent will promote making this school year the best possible. The *Greyhound Handbook* has been prepared to assist you; therefore, if you do not find desired information, please check with your child's teacher or the school office.

## **VISION**

OSUE is a positive respectful learning community where we care, strive, learn, and grow!

## **MISSION STATEMENT**

Our mission is to "Provide a Safe, Nurturing Environment Where Every Child Meets Success."

## **PHILOSOPHY**

We believe that the major responsibility of Ocean Springs School District is to recognize the worth of each individual student and to guide and instruct each student so that his/her capabilities and interests will develop appropriately in all phases of the student's growth: intellectual, physical, and moral, thus enabling him/her to fulfill as much of his/her potential as is possible.

Under competent leadership, the administration, faculty, and staff will work together to offer rich school experiences that stimulate intellectual curiosity, develop self-discipline, and promote competence for living in a democratic society. We believe that the school program should not only achieve the acquisitions for knowledge and skills, but it should also develop appreciation, attitudes, and ideals that prepare the individual for living in a world where he/she must think competently for herself/himself and make the necessary adjustments to changing conditions in a complex society.

Every decision made will be based on the following values:

- **All Students Learning:** We are committed to all of our students learning.
- **Competent and Caring Faculty and Staff:** We are committed to selecting, developing, and supporting the best possible faculty and staff.
- **Respect for Individual Differences:** We are committed to recognizing the contributions and awareness of our multicultural community and to facilitate an appreciation of our individual and collective American heritages.
- **Staff Participation in Decision Making:** We are committed to shared decision making through extensive involvement of our staff.
- **Safe, Orderly, and Attractive Environment:** We are committed to maintaining a safe, orderly, and attractive environment which stimulates learning.
- **Effective Use of Resources:** We are committed to aggressively seeking and creatively managing our resources. These resources include parents, community, finances, technology, time, facilities, and other physical resources.
- **Excellence in All We Do:** We are committed to our collective contribution to learning, high levels of performance, continuous improvement, and pride in our schools.

## DISTRICT CONTACT INFORMATION

Ocean Springs School District  
2300 Government Street  
Ocean Springs, MS 39564

228-875-7706

[www.ossdms.org](http://www.ossdms.org) -- District website

Facebook: Ocean Springs Upper Elementary School

Twitter: @os\_upper

Instagram: OCEAN\_SPRINGS\_UPPER\_ELEMENTARY



## SCHOOL CONTACTS

### Ocean Springs Upper Elementary

\_\_\_\_\_, Principal

Dr. Carol Viator, Assistant Principal

Mr. Jon Wilson, Assistant Principal

Dr. Mary Lee Rodgers, Assistant Principal

[cviator@ossdms.org](mailto:cviator@ossdms.org)

[jwilson@ossdms.org](mailto:jwilson@ossdms.org)

[mrogers@ossdms.org](mailto:mrogers@ossdms.org)

228-875-4367- Office

228-872-5048 - Fax

228-875-3283 - Attendance



# DISTRICT POLICIES

## STATEMENT

The information contained in *2019–2020 Greyhound Handbook, A Guide for Students and Parents in the Ocean Springs Upper Elementary School*, 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 OSSD School Board Policies are also available online at the district website. Policies are subject to change by school board action.

## RELATED SCHOOL BOARD POLICIES

The rules adopted by the School Board, as well as administrative regulations that pertain to student control and discipline, are found in the *Policies and Regulations of the Ocean Springs School District* which can be viewed online at <http://oceansprings.msbapolicy.org>. This handbook is not intended to be a complete review of all school board policies and does not equate to an irrevocable contractual commitment to students and their parents/guardians, but only reflects the current status of the Ocean Springs School District's School Board policies and elementary school rules.

## 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.

## ASSESSMENT PROGRAMS

Based on school board policy (Section I-Instructional Program; Policy Code II – Testing Program), student performance and achievement are assessed periodically in each school. Assessment programs are based on local goals and objectives which are compatible with the state's plan of education and which supplement the minimum performance standards approved by the State Board of Education. In order to provide an assessment of student performance, a wide range of tests are administered. As required by the State Department of Education's Mississippi Assessment System, students in grades 4 – 6 participate in the Mississippi Assessment Program (MAAP) for English Language Arts and Math and the Mississippi Science Test 2<sup>nd</sup> Edition (MAAP-SCI) for 5<sup>th</sup> Grade. Dates for these tests will be published on the school newsletter, website, and on the district website once the dates are released by the Mississippi Department of Education.

## COMPLIANCE WITH TITLE IX OF THE EDUCATION AMENDMENTS OF 1972

The policy of the Ocean Springs School District (Section J – Students; Policy Code JB – Students Complaints of Sexual Discrimination/Harassment – Title IX) is to promote and ensure a work environment where students and employees are free from all forms of discrimination including sexual harassment. Conduct that is harassing to students or employees will not be tolerated. Such conduct whether committed by supervisors, non-supervisory personnel, school contractors, volunteers or students is prohibited and is grounds for severe disciplinary action.

It is the intent of the Ocean Springs School District to ensure that students will not be excluded from participation in, or denied the benefits of, or be subject to discrimination, based on sex, in any course offerings, athletics, counseling, or school activity, as put forth under Title IX of the Education Amendments of 1972. Due process rights of students and their parents will be enforced as set forth in Title IX.

**COMPLIANCE WITH SECTION 504, AMERICANS WITH DISABILITIES ACT (ADA), AND INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)**

It is the policy of the Ocean Springs School District (Section I – Instructional Program; Policy Code IDDH – Section 504 – Americans With Disabilities Act – Non-Discrimination) to provide a free, appropriate public education to students with disabilities as defined in Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and Individuals with Disabilities Education Act of 1990 (P.L. 105-17). It is the intent of the district to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. Due process rights of the students with disabilities and their parents, as set forth under Section 504, the Americans with Disabilities Act, and Individuals with Disabilities Act will be enforced.

The Office of Student Services has been designated as the Section 504/Americans with Disabilities Act Coordinator and will handle inquiries regarding the Ocean Springs School District’s non-discrimination policies, the filing of grievances, and requests for grievance procedures covering discrimination on the basis of disability:

Director of Student Services  
2300 Government Street  
Ocean Springs, MS 39564  
Telephone: 228-875-7706

Ocean Springs School District  
Post Office Box 7002  
Ocean Springs, MS 39566-7002  
Fax: 228-875-1775

**NON-DISCRIMINATION POLICY**

It is the policy of the School Board of Ocean Springs (Section J - Students; Policy Code JAA – Equal Educational Opportunities) that every pupil will have equal educational opportunities regardless of race, color, creed, sex, handicap, religion, or marital status. No student shall be excluded on such basis from participating in or having access to any course offerings, athletics, counseling, employment assistance, and extra-curricular activities.

As provided under Title IX of the Education Amendments of 1972, no person in the U.S. shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving federal financial assistance.

**HARASSMENT PROHIBITED:** Further, the Ocean Springs School District prohibits sexual harassment of or by any student. This policy (Section J - Students; Policy Code JAA – Equal Educational Opportunities and Policy Code JB – Student Complaints of Sexual Discrimination/Harassment – Title IX) applies to conduct during and relating to school and school-sponsored activities. Sexual harassment is inappropriate behavior and offensive. Any student who engages in the sexual harassment of anyone in the school setting may be subject to disciplinary action up to and including expulsion.

**PARENTAL RIGHTS IN INSPECTION OF SCHOOL RECORDS**

Pursuant to the Family Educational Rights & Privacy Act [FERPA] and other federal and state laws, parents have certain rights concerning information and records. In accordance with the policy of the Ocean Springs Board of Trustees, the following regulation shall govern the release of student records to students, members of the student’s family, legal custodian, or legal guardian. Parents and eligible students have the following rights under the Family Education Rights and Privacy Act and this policy:

1. The right to inspect and review the student’s education record,
2. The right to exercise a limited control over other people’s access to the student’s education record
3. The right to seek to correct the student’s education record in a hearing, if necessary
4. The right to report violations of the FERPA to the Department of Education
5. The right to be informed about FERPA rights

All rights and protections given parents under *FERPA* can be obtained through the Ocean Springs School District Policy Manual (Section J – Students; Policy Code JRAB – Compliance with FERPA).

## **RELEASE OF STUDENT INFORMATION AND PARENT NOTIFICATION/PERMISSION**

During the school year, students are often involved in activities that go beyond the confines of the classroom and the usual day-to-day instructional process. In most cases these are routine events associated with learning and the culture of the schools. Such activities may include field trips, classroom events/parties which relate to cultural observances, plays or programs, individual and group pictures in the school yearbook, school academic and activity photographs in news articles in newspapers, and recognition in general interest and news television reports. Please realize that this list may not include all activities that could arise during the year. Understand also that the school will require specific permission for field trips or certain activities or programs. School officials recognize it is their responsibility to conduct a thorough review of programs and activities to ensure they aligned to educational standards and are in good taste and respect for the status and integrity of children.

The Buckley Amendment Regulations of 1980, called the Privacy Rights of Parents and Students, also known as the Family Education Rights and Privacy Act (FERPA), 34 Code of Federal Regulations Part 99, permits school officials under certain conditions to disclose certain *directory information* about enrolled students. School officials have the right to release *directory information* unless the parent or eligible student informs the principal that any or all of the information designated below should not be released without prior consent. The following information is designated *directory information*:

- the student's name, address, telephone listing, and date and place of birth;
- parent or lawful custodian's name, address, and telephone listing;
- major field of study and grade level classification;
- student's participation in officially recognized activities or sports;
- dates of attendance, dates of enrollment, withdrawal, re-entry;
- certificates, awards, and honors received;
- most recent previous educational agency or institution attended.

**Should a parent/guardian have objections to the release of *directory information* being included in press releases, directories, official school rosters, honor roll lists, school publications, and the like, the parent/guardian must inform the principal in writing, by means of the *Acceptable Use Agreement for Media Use*, the first week of school or the first week after enrollment. Additionally, should the parent/guardian have objections to their child's photograph being included in the yearbook, to their child being photographed for a news article, or to their child being videotaped in conjunction with general interest and news television reports, the parent/guardian must inform the principal in writing, by means of the *Acceptable Use Agreement for Media Use*, the first week of school or the first week after enrollment.**

### **MULTI-TIERED SYSTEM OF SUPPORT (MTSS) – TEACHER SUPPORT TEAM (TST) INTERVENTION PROCESS**

The Ocean Springs Upper Elementary Multi-Tiered System of Support (MTSS) Team also known as the OSUE Teacher Support Team (TST) is an integral part of the Ocean Springs School District's Multi-Tiered System of Support. The primary purpose of the Teacher Support Team is to identify students who demonstrate a need for academic, behavioral, social or emotional intervention. The Teacher Support Team develops strategies and plans to improve the student's educational performance in the classroom and in the school environment. The TST process is supported by the Mississippi Department of Education (MDE) State Board Policy Part 3 Chapter 41, Rule 41.1 Intervention which outlines a Multi-Tiered System of Support (MTSS) to accelerate and maximize student academic and social emotional outcomes through the application of collaborative data-based decision making, evaluation, and progress monitoring to support and ensure all students graduate high school college and career ready.

The Ocean Springs School Board Policy (Section I – Instructional Program; Policy Code IEA – Intervention Process) uses The Three Tier Instructional Model was adopted by the State Board of Education (SBE Policy 41.1) designed to meet the needs of every student is in place at Ocean Springs Upper Elementary. The model consists of three tiers of instruction:

- Tier I: Quality classroom instruction based on Mississippi Curriculum Frameworks.
- Tier II: Focused supplemental instruction.
- Tier III: Intensive research based interventions specifically designed to meet the individual needs of students.

Teachers use progress monitoring, benchmark assessments, state assessment data, and the student’s classroom performance to determine if the student is making adequate progress. As soon as a student is identified using this criteria, a meeting is held where instructional interventions are developed and/or targeted behavioral intervention plans are created to ensure that every student has the opportunity to gain essential skills needed to be successful in school. Monitoring of student academic progress is an on-going and may be measured through classroom assessments, benchmark assessments, and i-Ready progress monitoring. Monitoring of student behavioral or social progress is also on-going and measured by Tier II Targeted Support Plans (TSP) or by Tier III Behavioral Intervention Plans (BIP) that are created after parent consent for a formal Functional Behavioral Analysis (FBA) has been given to the school. The intervention process requires a broad range of competencies and shared responsibilities for educational planning so that all who have an interest in the student’s success (teacher, administrator, counselor, parent and/or guardian) can cooperate and continue to work for the best interest of the student. This increases the clarity of teacher, staff, and home communication. The TST process will be utilized throughout the school year to resolve issues, problems, or concerns related to the performance of students that have been identified at risk by teachers, administrators, counselors, parents and/or guardians. It is important to note that the referral of a student for a child study to begin the process for consideration of a student for special services under the provisions of the Individuals with Disabilities Education Act [IDEA] may be considered after all other appropriate instructional interventions and strategies have been implemented and the student continues to be “at risk” or if the student is obviously disabled.

### **VERIFICATION OF RESIDENCY**

The residency policy (Section J – Students; Policy Code JBC – School Admission) adopted by Ocean Springs School District is based on the State Board of Education Policy (Code 6600) Residency Verification. According to this policy, the definition of residence for school attendance purposes is: **The student physically resides full-time, weekdays/nights and weekends, at a place of abode located within the limits of the school district.** Any new student enrolling or entering the Ocean Springs School District or any continuing student whose residence has changed is required to verify through written documentation his/her residence as part of the registration process.

#### **Students Living With Parents/Guardians**

According to state law, the parent or legal guardian of a student seeking to enroll must provide the school district with at least **TWO (2)** as verification of their address with one **(1) from items 1-7** listed on the Allowable Proofs to Verify Residency chart shown on the next page.

All documentation must be current (**current being defined as within 30 days**). A document with a post office box as an address **will not** be accepted. The parent/guardian must also provide custody paperwork in the form of a divorce decree, guardianship document, and/or other legal documents establishing custody for educational purposes if such paperwork exists.

## ALLOWABLE PROOFS TO VERIFY RESIDENCY

<p>A Minimum of <u>one</u> residency proof should be from 1-7</p> <ol style="list-style-type: none"> <li>1. Filed Homestead Exemption Application Form</li> <li>2. Mortgage documentations or property deed</li> <li>3. Apartment or home lease</li> <li>4. Current gas bill</li> <li>5. Current water bill</li> <li>6. Current electric bill</li> <li>7. Current cable bill</li> </ol>	<p style="text-align: center;"><u>About Proof of Residency</u></p> <ul style="list-style-type: none"> <li>• Documents presented for residency verification must include the same address as the accompanying utility bill.</li> <li>• The bill must have the name and address of the enrolling parent/guardian.</li> <li>• In the event the spouse's last name on the proof of residency differs than that of the child, a copy of the marriage license must be provided.</li> <li>• A telephone/cell phone bill is <u>not</u> acceptable.</li> <li>• A contingency sales contract is <u>not</u> acceptable.</li> <li>• <u>Exception:</u> A deed without an address is acceptable if accompanied by proofs 4-7 with the same address in attendance zone.</li> </ul>
<ol style="list-style-type: none"> <li>8. Driver's license</li> <li>9. Voter precinct identification</li> <li>10. Automobile registration (current year)</li> <li>11. <b>**Affidavit</b> and/or personal visit by a designated school district official (<b>to be done in designated central location</b>)</li> <li>12. Any other documentation that will objectively and unequivocally establish that the parent or guardian resides within the school district (to be approved by an administrator only)</li> <li>13. Certified copy of filed petition for guardianship if pending and final decree when granted</li> <li>14. Ocean Springs School District Employees will file form: <u>Petition to Enroll Out of District Student When Parent is an Employee (only for instructional employees)</u></li> </ol>	

**\*\*All affidavits are required to be resubmitted every ninety (90) days of school. All affidavits are subject to the Ocean Springs School District random residency verification procedures and/or Ocean Springs School District reasonable suspicion residency verification procedures.**

### Student's Family Residing with a Third Party

If the student's family is residing in the home or apartment of another individual, the following is necessary for enrollment:

<ul style="list-style-type: none"> <li>• Notarized Residency Affidavit Including:             <ul style="list-style-type: none"> <li>○ Signature of person with whom the family is living</li> <li>○ Apartment manager's signature, if applicable</li> </ul> </li> <li>• Two forms of Proof of Residency of person with whom family is living (See Above Chart: Allowable Proofs to Verify Residency)</li> </ul>
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The Ocean Springs School District intends to enroll only those children who are qualified to be enrolled in the school district and to either deny enrollment or dismiss those students who have not qualified for failure to meet the conditions set out in the policy. In the event that good faith questions are raised about any student's eligibility to attend the Ocean Springs School District, the principal or her designee shall attempt to establish the student's residency and shall request additional documentation as may be required to satisfy the questions raised. If the verification of residency, as set forth in the policy, is not established, a notice of noncompliance will be sent to the home of the student giving notice that the student will be dismissed from school after ten (10) days if proper verification of residency is not completed.

### Out-of-District Students

Board policy (Section J – Students; Policy Code JBC – School Admission) pertaining to out-of-district students is as follows:

1. Children of district employees who live out-of-district are accepted as long as the employee receives a legal release for the school district in which they reside.
2. No other student who lives out-of-district will be allowed to attend Ocean Springs Upper Elementary School. Students who move out of the Ocean Springs School District are no longer eligible to attend Ocean Springs Schools.
3. Any student found to be in violation of this policy will be removed from school immediately and will not receive school credit where in violation.

### Home Schooling/Transfer Student Testing

Board policy (Section J – Students; Policy Code JBAB – Home Schooling/Transfer Student Testing) pertaining to admission of students from any public, private, or homeschool within or outside the boundaries of the State of Mississippi to a public school within the state may be required to take a test to determine the grade and class to which the pupil shall be assigned at the time of pupil transfer. The parent will be given advance notice for testing, and the counselor at the Upper Elementary will administer and score the test. The student will be assigned to a specific grade and class for which the test shows he/she is best suited only after the test has been given and scored. Pending the administration of the test, the principal may temporarily assign the student to a grade and class comparable to that in which the student would have been had the student continued in the school from which the transfer was being made.

### **INTERNET ACCEPTABLE USE POLICY**

Ocean Springs School District takes every reasonable precaution to ensure that the Internet is safe. However, students may attempt to bypass the school filters or use home computers that expose your student to the following risks:

- Sharing offensive websites with other students
- Sending and receiving inappropriate e-mail, blogs and other prohibited messages
- Sharing offensive material created at home
- Sending or receiving libelous electronic messages
- Engaging in the violation of criminal and civil laws
- Illegally uploading or downloading copyrighted material
- Using your child's picture in a false light
- Violating your child's privacy regarding health and other personal issues

The Ocean Springs School District School Board of Education provides Internet access to students for educational purposes only. The use of the Internet is necessary for many school research projects. **Misuse of the Internet violates school board policy** (I – Instructional Program; Policy Code IFBGA – Internet and Email Safety and Acceptable Use Computer Policy) **and subjects your child to suspensions and other school disciplinary consequences.** Additionally, your child may incur civil and criminal penalties under Mississippi and Federal law for misuse of the Internet. Some of the misuses are as follows:

- using proxy sites (sites that allow the user to bypass the district Internet filter) to avoid the district filter
- sending and distributing offensive material on district computers or school grounds
- sending cyber-threats of death, bodily harm, damage to property to other students or staff
- creating offensive materials on home computers and distributing them on school grounds
- using their own portable devices to distribute offensive material on school grounds

General guidelines include, but are not limited to, the following:

- The student should have no expectation of privacy at any time while using district resources, or at home when it pertains to school business.
- The district is authorized to monitor e-mail logs and Internet histories of students and does so.

- Students should use the Internet/network for appropriate educational purposes and research.
- Students should use the Internet/network only with the permission of designated school staff.
- Students should be considerate of other users on the network.
- Students must use appropriate language for school situations and must not use vulgar or profane language or images, including those with implied vulgarity, profanity, and/or violence.
- Students should immediately report any security problems or breeches of these responsibilities to the supervising teacher.
- Students must adhere to copyright laws and plagiarism rules when using the Internet.
- Students must not share user IDs and passwords required to access email and other programs.
- Students must not give out personal information about themselves or where they live.
- Students must not fill out forms on the Internet without parent/teacher permission.
- Students must not send pictures of themselves through email.
- Students may not have access to e-commerce or publicly provided Internet Service Providers.
- Students will receive district accounts to be used for educational assignments.
- Students must not use proxy avoidance sites (sites that allow the user to bypass the district Internet filter) or other sites indicated as blocked. Use of these sites violates this contract and could result in loss of Internet access and/or other disciplinary actions.
- Students must not intentionally degrade or disrupt Internet network services or equipment. This includes but is not limited to tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, unauthorized redirection of school web pages or violating copyright laws.
- Students must not work directly on teacher, school, or district department webs without express written permission from the district Web Administrator and/or Director of Technology.
- Students must not construct websites using content or links that violate state or federal laws.
- Students must not use the network in a fashion inconsistent with directions from teachers and other staff.

The parent/guardian of each elementary student will be expected to read the *Internet Acceptable Use Policy* (I – Instructional Program; Policy Code IFBGA – Internet and Email Safety and Acceptable Use Computer Policy) and to sign an *Acceptable Use Agreement for Internet/Media Use*. Parents/guardians are expected to properly supervise their child’s computer activity at home and to advise the Ocean Springs School District immediately if they discover any violation of the user agreement at home or at school. Additionally, parents/guardians are expected to notify the Ocean Springs School District immediately if they discover their child or their child’s fellow students are committing civil and criminal violations of the law. Failure to report this behavior is negligent supervision and relieves the school of any liability that flows from this behavior if the school could not have reasonably foreseen this type of behavior on the child’s home computer. Any conduct by a student that is in conflict with these responsibilities is inappropriate and such behavior may result in the termination of access and possible disciplinary action. No student will be given Internet access unless a completed and signed *Acceptable Use Agreement for Internet/Media Use* form is on file.

### **VANDALISM/DISTRUCTION OF PROPERTY**

The intent of the Ocean Springs School District is to provide a clean, safe, and orderly environment for the students, teachers, administrators, and others in order that conditions conducive to learning may be present at all times. As outlined in the Ocean Springs District Policy (Section J – Students; Policy Code – Vandalism/Destruction of Property), any student who destroys or damages school property or the property of another student, teacher, administrator, or any employee of the district shall be suspended and/or expelled in accordance with law and other policies of the district.

The parent, guardian, or custodians of a compulsory school-aged child enrolled in the district shall be financially responsible for the student’s destructive acts against school property as defined by policy, and the district is authorized to institute legal proceedings against the parents, guardians, or custodians of the student

in an effort to recover damages in an amount not to exceed \$20,000 plus necessary court costs in an effort to recover damages caused by the willful and malicious destruction of property.

## **JURISDICTION**

All policies of the Ocean Springs School District and the *Greyhound Handbook* apply to all school sponsored events, including those activities occurring off-campus.

## **MEDICATION**

Ocean Springs School Board Policy (Section J – Students; Policy Code – JGCD – Student Health Services -- Medicines) requires any student who is required to take medication, whether prescribed or over-the-counter, during regular school hours must comply with school regulations.

1. Written permission is to be provided by the parent or guardian requesting that the school district comply with the physician's order for all prescribed medication. The medication permission request form is to be filled out stating: name of medication, dosage to be given, time medication is to be given, number of days to be given, and any other special instruction.
2. Medication is to be given to the student by the nurse or principal/designee provided that the prescribing physician submits medication permission in writing.
3. Medication is to be brought to the nurse or principal/designee by the parent/guardian or adult designated by the parent/guardian in a container appropriately labeled by the pharmacy or physician. Over-the-counter medication is to be provided by the parent and brought to the nurse or principal/designee in the original container with the child's name clearly labeled on the container. **Under no circumstances are students allowed to bring medication to school or take medication home from school.**
4. The principal will designate the staff member(s) to administer the prescribed or over-the-counter medicine to the student. The person designated to administer the medication will document on the medicine log each time the medicine is given.
5. A locked cabinet or drawer is provided for the storage of prescribed medication.
6. Communication between the parent, school personnel, and physician regarding the effectiveness of the medication administered during school hours is encouraged.
7. The nurse or principal/designee of the school will notify the parent/guardian as quickly as possible when the student taking the prescribed or over-the-counter medication shows signs of having an adverse reaction to the medication. (The parent's current telephone number(s) must be available on the student's emergency procedure card which is located in the school office.)
8. In the event emergency medical treatment is required for any student and the school is unable to contact the parent/guardian by telephone within a reasonable period of time, the parent/guardian consents to and gives authority to school officials to secure the required treatment for the child/ward. The statement for emergency medical treatment is on the student's emergency procedure card. The written consent for emergency medical treatment by the parent/guardian also includes a statement of understanding that the parent/guardian accepts sole responsibility for payment of such medical costs incurred.
9. Non-prescription medication (i.e., aspirin, Tylenol, cold medicine, cough drops, etc.) will not be given to a student by school personnel without prior written permission from a physician. Non-prescription medication must be provided by the parent or guardian as indicated in item #3 above.
10. The district recognizes that some students have medical conditions which require that the student possess certain medical supplies in order to immediately treat their condition. Therefore, students shall be allowed to possess items such as inhalers, epi packs, medical supplies, and medications if the student presents to the district a written statement from a licensed physician documenting the need for the student to possess the medical supply and/or medication. In addition to the physician's statement, the student's parents shall execute the district medication permission request form.

## **GIFTED EDUCATION**

The Mississippi Gifted Education Act of 1989, as amended in 1993, mandates that each public school district within the state provide gifted education programs for intellectually gifted students in grades 2-6. Students must meet specific state and district guidelines as outlined in state regulations and Ocean Springs School Board Policy (Section I – Instructional Program; Policy Code – IDE – Gifted Education Program). Although students are usually referred by teachers for screening, parents can also initiate referrals by contacting the child’s teacher or a Connections teacher at the child’s school. All students who have been continuously enrolled in the Ocean Springs School District were initially screened for the gifted education program in second grade.

# ACADEMIC INFORMATION

## GRADE REPORTING

### Report Cards

Grades are issued four (4) times each school year (every 9 weeks) in all classes in all schools. Report cards will be accessible online through Parental Portal.

#### The following reporting code is used:

A	-	Outstanding/Excellent
B	-	Exceeds Requirements
C	-	Meets Minimum Requirements
D	-	Working Below Ability Level
F	-	Unacceptable Performance

#### The following grading scale is used in core academic subjects:

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

#### The following marks are used for special subject areas:

E - Excellent	.....	90 - 100
S - Satisfactory	.....	80 - 89
N - Needs improvement	.....	65 - 79
U - Unsatisfactory	.....	0 - 64

Teacher-parent conferences are encouraged and effort should be made to arrange such conferences as needed to insure student progress.

### Principal's List/Honor Roll

Students in grades 4-6 having earned a numeric average of 80 or above or better in core academic subjects will be considered Honor Roll students. Students in grades 4-6 having earned a numeric average of 90 or better in core academic subjects will be considered Principal's List students. (OSSD Board Policy Section I-Instructional Program; Policy Code IHD – Honor Roll)

## HOMework

Homework is a very important component of the educational program for the student. Homework is a teacher-planned learning activity which takes place outside the student's regular school hours. It is used to reinforce classroom learning and expand on a student's school experience. Homework supplements class work and strengthens the student's understanding of what he/she is studying. Parents are encouraged to set aside a regular time each evening to discuss any papers the child may have brought home from school, to talk with their child about the day's events, and to supervise completion of homework assignments. Although homework may not be assigned every night, time should be spent reading, writing, studying math facts, reviewing for tests, and discussing current units of study. Parents are encouraged to make sure that assignments are completed and returned to the teacher on time. (OSSD Board Policy: Section I – Instructional Program; Policy Code IHB – Homework)

## **PARENT CONFERENCES**

The Ocean Springs School Board reaffirms the school district's strong commitment to the role of parents in their children's education and to effective, comprehensive parental involvement. Parent/family involvement in a child's learning is a critical link to achieve academic success and to promote a safe and disciplined learning environment (OSSD Board Policy: Section L – Organizational Relations; Policy Code LA – Parental Involvement). Parent-teacher conferences are encouraged. At various times during the school year and for various reasons, teachers and parents/guardians should confer concerning students. If the teacher feels a conference is necessary, the teacher will contact the parent. If for any reason a parent wishes a conference with the teacher, the parent should contact the teacher. When parents have concerns or issues to discuss, they are encouraged to discuss the issue with the classroom teacher first. If the situation is not resolved, parents may address the issue with administration. Teachers, administrators, and parents share the common goal of creating the best learning experiences for students. Conferences may be scheduled for before or after school or during a teacher's planning period and must be scheduled at least one day in advance.

## **PROMOTION AND RETENTION**

The Ocean Springs instructional program has sequential planned instructions for all subject/grade levels. Minimum proficiency requirements are necessary for students to progress to the next higher level/grade.

Considerations for promotion are:

1. Minimum numeric average of 65 in current subject/grade level.
2. Potential for doing work in the next higher grade level.
3. Attendance.
4. Willingness to complete work.
5. In grades 4 through 6, three (3) of the four (4) major subjects (English Language Arts, Mathematics, Science, and Social Studies), at least two (2) of which must be **reading and mathematics, must be passed in order to be promoted.**

The final decision to promote or retain a student will be a joint decision made by the teacher and principal based on the considerations listed above. (OSSD Board Policy: Section I – Instructional Program; Policy Code IHE – Promotion and Retention)

## **PERMANENT RECORDS**

The Ocean Springs School District (Board Policy Section J – Students; Policy Code JR – Student Records) requires a permanent record is kept for each student who enrolls in the district. Active permanent records are housed in the current school where the child is in attendance. This record begins when the student starts to school and is kept current on the student until he/she finishes school. The permanent record follows the student wherever he/she goes. In compliance with the Family Education Rights and Privacy Act of 1974, permanent records are available for review by parents upon request. When a student is withdrawn from the Ocean Springs School District and enrolls in another school, the student's educational record will be forwarded to a requesting school once a record request is received. Permanent and cumulative records for individual students are collected, maintained, and disseminated in compliance with Mississippi Codes 37-3-49 through 37-15-3 and the Family Educational Rights and Privacy Act of 1974.

# ATTENDANCE INFORMATION

## MISSISSIPPI COMPULSORY SCHOOL ATTENDANCE LAW

The School Board (Policy: Section J – Students; Policy Code JBA – Compulsory School Attendance/School Age) is committed to providing the students of the Ocean Springs School District a performance-based educational program. The School Board believes that all children can learn and that their daily attendance enhances the educational process. Regular attendance promotes a sense of responsibility, ensures educational continuity, and facilitates academic growth. Therefore, in accordance with MS Code §37-13-91, Ocean Springs School District shall enforce the Mississippi Compulsory School Attendance Law and shall apply the same standards to all students.

"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. ' 37-13-91 (2) (f)

An "unlawful absence" is an absence during a school day by a compulsory-school-age child and is not due to a valid excuse for temporary nonattendance.

Each of the following shall constitute a valid excuse for temporary nonattendance of a compulsory-school-age child enrolled in school, provided satisfactory evidence of the excuse is provided to the superintendent of the school district or his/her designee.

1. An absence is excused when the absence results from the compulsory school-age child's attendance of an authorized school activity with the prior approval of the superintendent of the school district or his/her designee. Such activities may include field trips, athletic contests, student conventions, musical festivals and any similar activity.
2. An absence is excused when the absence results from illness or injury which prevents the compulsory-school-age child from being physically-able to attend school.
3. An absence is excused when isolation of a compulsory-school-age child is ordered by the County Health Officer or by the State Board of Health.
4. An absence is excused when it results from the death or serious illness of a member of the immediate family of a compulsory-school-age child. The immediate family member(s) of a compulsory-school-age child shall include children, spouse, grandparents, parents, brothers, and sisters, including step-brothers and step-sisters.
5. An absence is excused when it results from a medical or dental appointment of a compulsory-school-age child where an approval of the superintendent of the school district or his/her designee is gained prior to the absence, except in the case of an emergency.
6. An absence is excused when it results from the attendance of a compulsory-school-age child at the proceedings of a court or administrative tribunal if such child is a party to the action or under subpoena as a witness.
7. An absence may be excused if the religion to which the compulsory-school-age child or such child's parents adheres requires or suggests the observance of a religious event. The approval of such absence is within the discretion of the superintendent or his/her designee, but approval should be granted unless the religion's observance is of such duration as to interfere with the education of the child.
8. An absence may be excused when it is demonstrated to the satisfaction of the superintendent of the school district or his/her designee that the purpose of the absence is to take advantage of a valid educational opportunity such as travel including vacations or other family travel. Approval of such absence must be gained from the superintendent of the school district or his/her designee prior to the absence but such approval shall not be unreasonably withheld.
9. An absence may be excused when it is demonstrated to the satisfaction of the superintendent or his/her designee that conditions are sufficient to warrant the compulsory-school-age child's nonattendance.

Any parent, guardian or custodian of a compulsory-school-age child subject to the provisions of this policy who refuses or willfully fails to perform any of the duties imposed upon him or her under the provisions of this policy, or who intentionally falsifies any information required to be contained in a certificate enrollment will be guilty of contributing to the neglect of a child and, upon conviction, shall be punished in accordance with the provisions of MS Code §97-5-39. If a compulsory-school-age child has not been enrolled in a school within fifteen (15) calendar days after the first day of the school year of the school which such child is eligible to attend or such child has accumulated ten (10) unlawful absences during the school year, the principal or school superintendent shall report such absences to the school attendance officer of the youth court or family court.

## **ABSENCE FROM SCHOOL**

Regular and punctual attendance on the part of all students is necessary for successful accomplishment in elementary school. Therefore, it is important that parents not only encourage their students to attend school regularly, but also that the students be punctual. Also, only in unavoidable cases should a student be taken out of school before the close of the school day. **If students are not present for 63% of the academic day they will be considered absent.** (OSSD Board Policy: Section J – Students; Policy Code JBD – Attendance, Tardiness and Excuses)

### **Reporting an Absence**

Each day a child is not in school, the **parent must notify the school office by phone, in writing, or in person that the student will be absent.** If notification is not received, the principal or her designee will investigate the absence in a timely manner.

### **Excused Absences**

A student is allowed **two parental absences** per nine weeks grading period. Parents must notify the attendance office by phone, in writing or in person no later than the day the student returns for the absence to be considered a parental excuse. All other absences require medical or legal documentation to be submitted to the school office. Documentation must be submitted to the office within **two (2) days of the student's return to school** for the absence to be considered excused. **Medical documentation will only be excused full day if the excuse indicates it to be full day. If doctor's excuse indicates beginning and ending times, the excuse may only be accepted for those times, not the entire day. The doctor's office can fax the excuse to the school.** The school fax number is 228-872-5048.

### **Unexcused Absences**

If parental, medical, or legal documentation is not presented as required, the absence shall be considered unexcused. The student may have limited time or access to make-up any graded work missed on the day of the unexcused absence or unexcused tardy which may result in the student receiving a grade of "0" for any graded work. 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.

### **Make-up Work**

For excused absences, students should make every effort to complete any missed assignments within two days for each day's absence upon the student's return. After that time, students may have limited time or access for the assignments to be completed. It is the student's responsibility to initiate the necessary process with the teacher for making up missed assignments. If parental, medical or legal documentation is not submitted, the absence shall be considered **unexcused**. Students may receive a grade of "0" for any work not completed by the end of the grading period.

### **Absence Summary**

- Regular and punctual attendance is necessary for academic growth.
- A student is allowed only two parental absences per nine week period. The office must be notified by the parent prior to or on the day of absence for the absence to be considered an excused absence.
- All other absences require medical or legal documentation for the absence to be considered excused. Documentation must be submitted to the school office or to the student's teacher prior to the absence or within 2 days of the student's return to school.
- If parental, medical or legal documentation are not presented as required, the absence is considered unexcused, and the student may receive a grade of "0" for any graded work or tests missed. This also applies to unexcused late check-ins and tardies.
- Whether the absence is excused or unexcused, any graded work or test not made up by the end of the grading period may result in the student receiving a grade of "0" on the missing assignments or assessments

## **TARDINESS**

Students may enter the building at 6:50 A.M. **Class will begin at 7:20. If a student is not in the classroom by 7:20, they will be considered tardy. After 5 unexcused tardies, students will receive detention as outlined on the new discipline ladder. Please see the new discipline ladder on page 28 of this handbook.** Punctual daily attendance is necessary for student success. Being on time ensures that the student is properly accounted for in the morning attendance report and allows the student to hear important morning announcements. Arriving late for school can also cause students to miss out on social interactions and activities designed by the teacher to build a class family. Not only does it establish bad punctuality habits, arriving late can also negatively affect the overall class environment by causing disruptions for the teacher and other students in the class. Parents who provide transportation for their child to school are encouraged to consider possible traffic congestion as well as inclement weather conditions in developing a schedule to make sure the student arrives by no later than 7:10 A.M. Tardiness to school caused by any of the following reasons shall be excused. **All other tardies shall be considered unexcused.** Reasons to be accepted for an excused tardy include:

1. school transportation or other school-related actions,
2. medical or dental appointments if accompanied by a written excuse from the physician, dentist, or other medical personnel, and
3. special circumstances in accordance with the Mississippi Compulsory School Attendance Law and deemed acceptable by the principal or her designee.

**The principal or her designee will investigate excessive tardiness. Excessive tardiness is considered more than five tardies in a nine week period.** Administrative action, including referral to the County Attendance Officer and/or Department of Human Services, may be taken.

## **LATE CHECK-IN AND EARLY CHECK-OUT**

It is in the best interest of the student and the school's instructional program that all students are in class and ready to begin when the instructional days starts at **7:20 A.M.** Late check-ins should be avoided. **Car riders will be dropped off at the back of the school by the auditorium (round building) until 7:20.** For your child's safety, please follow the directions of the personnel on duty when dropping your child off for school. Students are considered tardy at **7:20.** After 7:20, parents are required to bring students into front office for check-in. To protect the integrity of the instructional program, medical appointments should be scheduled after the end of the school day whenever possible. Late check-ins and early check-outs are discouraged and are subject to school attendance policies. **The OSUE school day begins at 7:20 and ends at 2:25.** Furthermore, any student who checks in late or checks out early will be responsible for making up all work that was missed. The teacher will provide make-up work to ensure that the student does not fall behind academically.

A student is expected to remain at school throughout the school day except in case of emergency. In the event a student becomes ill during the school day, the parent/guardian will be contacted and, if necessary, expected to come to school and check the student out. When early check-out is necessary, the student's parent/guardian or adult designated by the parent/guardian on the student's emergency card must personally sign the student out in the school office. Teachers are not authorized to release students to parents who come to the classroom. The time when schools are preparing for dismissal and loading students on buses and into parents' vehicles is extremely sensitive. Every possible step must be taken to ensure the safe dismissal of all students. **No students will be checked-out after 2:00 p.m.**

## **HEALTH POLICIES REGARDING IMMUNIZATION**

According to Mississippi State Law, it is unlawful for any child to attend any public or private school, including kindergarten, unless the child has been vaccinated against those diseases specified by the State Health Officials. The required vaccinations for students in grades K - 5 are as follows:

Diphtheria/Tetanus/Pertussis .....	DTaP - 5 doses
Polio .....	IPV - 4 doses
Hepatitis .....	Hep B - 3 doses

Measles/Mumps/Rubella . . . . .	MMR - 2 doses
Varicella [Chickenpox] . . . . .	- 2 doses

Vaccinations may be received at the Jackson County Health Department or at the office a physician. In all cases, only Certificates of Vaccination issued on Form 121 specified by the Mississippi State Board of Health will be acceptable by school officials by showing compliance with the immunization requirements. Parents whose children have previously been vaccinated at the County Health Department or at a physician's office still must obtain a certificate of vaccination for their children. (OSSD Board Policy Section J – Students; Policy Code JGCB – Student Health Services Inoculations)

**HEALTH EXAMINATIONS/OBSERVATIONS**

**Vision and Hearing**

As a means of determining whether vision and/or hearing problems are the cause of a child’s lack of success in the regular program, a teacher may recommend a vision and/or hearing examination of a student. Vision and hearing screenings are conducted yearly on all first and fourth grade students. These examinations are done by qualified personnel under the supervision of health services. (OSSD Board Policy Section J – Students; Policy Code – Student Health Services)

**Head Lice Examination**

According to state law, public schools must monitor students for head lice. Students in grades K – 6 will be checked periodically for head lice as determined by the principal. The classroom teacher will do the first screening and have all suspected cases rechecked by the school nurse. The Ocean Springs School District policy (Section J – Students; Policy Code – Student Health Services) regarding head lice is based on recommended guidelines by the Centers of Disease Control (CDC), American Academy of Pediatrics, National Association of School Nurses, and the Harvard School of Public Health. If live lice are observed, then parents will be asked to pick up their student and begin treatment. Once treatment has been verified (signing of document sent home with child and proof of treatment), the child will be allowed to return to school. Upon return, school staff will re-examine the student before the child returns to the classroom. The student will be examined again in 7-10 days by school staff to confirm the absence of lice and nits. If only nits (lice eggs) are observed, parents will be notified and information will be sent home advising how to address the condition. Once treatment has been verified (signing of document sent home with child and proof of treatment), the child will be allowed to return to school. Upon return, school staff will re-examine the student before the child returns to the classroom. The student will be examined again in 7-10 days by school staff to confirm the absence of lice and nits. The county health department will be notified of a recurring head lice problem with a student if the student has three (3) consecutive occasions during one (1) school year.

**COMMUNICABLE DISEASES**

The Ocean Springs School District (Board Policy Section J – Students; Policy Code JGCC – Communicable Diseases) works cooperatively with the Mississippi Health Department to prevent, control, and contain communicable disease in schools. Students are expected to be in compliance with the required immunization schedule (OSSD Board Policy Section J – Students; Policy Code JGCB – Student Health Services Inoculations). The building principal is required under Section §41-23-37 to exclude students from school attendance who are out of compliance with the immunizations required by this act. School personnel cooperate with public health personnel in completing and coordinating all immunization data, waivers and exclusions, including the necessary Immunization Assessment Program Forms, to provide for preventable communicable disease control.

The superintendent has the authority and obligation under the Mississippi State Board of Health Rules and Regulations Governing Reportable Diseases to exclude students or staff members from school when reliable evidence or information from a qualified source confirms his/her having a communicable disease or infection that is known to be spread by form of casual contact and is considered a health threat to the school population. Such a student or staff member shall be excluded unless his physician approves school attendance or the condition is no longer considered contagious.

When reliable evidence or information from a qualified source confirms that a student/staff member's illness is known not to be spread by casual contact (i.e., HIV infection, Hepatitis B, and other like diseases), the decision as to whether the affected person will remain in the school setting will be addressed on a case-by-case basis by a review panel to ensure due process. Mandatory screening for communicable diseases that are known not to be spread by casual contact is not warranted as condition for school entry or for employment or continued employment.

Regardless of disease presence, routine procedures shall be used and adequate sanitation facilities will be available for handling blood or other body fluids within the school setting or school buses. School personnel will be trained in the proper procedures for handling blood and body fluids, and these procedures will be strictly adhered to by all school personnel.

All persons privileged with any medical information that pertains to students or staff members shall be required to treat all proceedings, discussions and documents as confidential information.

Instruction on the principle modes by which communicable diseases are spread and the best methods for the restriction and prevention of these diseases is taught to students by their teachers and the school nurse. Any student having evidence of a significant communicable disease must remain out-of-school until the disease is no longer a threat to others.

Common communicable diseases as listed below will automatically result in exclusion from school and school-related activities for the designated period of time shown below. For these or other communicable disease, the principal may require a written note from the student's family doctor or public health department for a student's return to school after having a communicable disease.

<i>Disease</i>	<i>Exclusion from School</i>
Chicken Pox .....	Until no new blisters are present
German Measles .....	4 days after onset of rash
Red Measles .....	7-10 days after onset of rash
Mumps .....	9 days after glands swell
Hepatitis .....	Clearance by physician
Mononucleosis .....	Clearance by physician
Conjunctivitis (Pink Eye) .....	Until proper treatment
Impetigo .....	Until proper treatment
Pediculosis (Lice) .....	Until proper treatment
Ringworm .....	Until proper treatment
Scabies .....	Until proper treatment

# DISCIPLINE GUIDELINES

## MISSISSIPPI SCHOOL SAFETY ACT OF 2001

*The Mississippi School Safety Act of 2001* is cumulative and in addition to the school district's existing authority regarding discipline of students. The Act recognizes the teacher as the authority in classroom matters regarding the school district's code of conduct. Pursuant to the Mississippi School Safety Act of 2001, a teacher may remove a student who, in the professional judgment of the teacher, is disrupting the learning environment. **If 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 an agreement will be reached that no further disruption will be tolerated. The conference may be in person, by telephone, by email, or other written communication. (OSSD Board Policy Section J – Students; Policy Code JCA – Student Conduct)

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.) For children under the age of 13, the district is authorized to have a psychological evaluation performed on the child following a second act of disruptive behavior.

The term *disruptive behavior* means conduct of a student that is so unruly, disruptive or abusive that it seriously interferes with a teacher's or 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. The law defines such behaviors to include, but not limited to: foul, profane, obscene, threatening, defiant or abusive language or action toward teachers or other school employees; defiance, ridicule or verbal attack of a teacher; and willful, deliberate and overt acts of disobedience of the directions of the teacher.

The term habitually disruptive in the law refers to actions by 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 such behavior, the child may be expelled. After the second 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.

The Mississippi School Safety Act of 2001 authorizes the district to use audio/visual monitoring equipment in classrooms, hallways, buildings, grounds, and buses for the purpose of monitoring disciplinary problems. Requirements imposed by federal law such as IDEA, Section 504, or the Protection of Pupil Rights Amendment (PRPA) supersede any state statutory provisions.

### Special Education Students

Special Education students are responsible for adhering to the same rules of conduct as non-disabled students. All special education students are entitled to a free appropriate public education, even those who have been suspended or expelled. Whenever a special education student is removed for disciplinary reasons from his/her current education setting and placed in an interim alternative setting, the setting must be one which enables the student to continue to participate in the general curriculum, to continue to receive those services and modifications described in the student's current IEP, and to receive services and modifications designed to address the student's behavior. The Director of Student Services or his/her designee should be contacted immediately when a special education student commits a violation of the rules of conduct which may result in the removal from the classroom by suspension or expulsion. All procedural safeguards described in IDEA shall be followed whenever a special education student is disciplined. As provided under Section 2 of Senate Bill 2506 (1999 Legislative Session), "Educational services for children with disabilities

who have been suspended or expelled from school shall be provided based on the requirements of IDEA, applicable federal and state regulations.”

## **CODE OF STUDENT CONDUCT**

In compliance with MS Code §37-11-55, the Ocean Springs School Board has adopted the following code of student conduct (OSSD Board Policy Section J – Students; Policy Code JCB – Code of Conduct). The code of conduct will be made available to all teachers, school personnel, students and parents/guardians at the beginning of each school year. The code of conduct includes specific grounds for disciplinary action; procedures to be followed for acts requiring discipline; and explanation of the responsibilities and rights of students with regard to attendance, respect for persons and property, knowledge and observation of rules of conduct, the right to learn, free speech and student publications, assembly, privacy and participation in school programs and activities.

Students and parents are encouraged to read and develop a thorough understanding of the details presented in this document. In order to deter and minimize violations of this code of conduct, a need for a cooperative relationship exists between students, parents, and school officials. Responsibilities of each are listed below:

### **Parents/Guardians**

- The school welcomes respectful communication concerning the student’s conduct and progress.
- Make efforts to insure that their child is in daily attendance; report and explain any absence.
- Provide their child with the resources needed to complete class work.
- Assist their child in being well groomed and in compliance with personal appearance regulations.
- Bring to the attention of school authorities any problem or condition which affects their child in the school community.
- Discuss report cards and work assignments with their child.
- Care for their child's physical well-being.

### **Students**

- Attend all classes daily and on time.
- Be prepared for class with proper materials.
- Be respectful to all individuals and property.
- Conduct himself/herself in a safe and responsible manner.
- Be well-groomed and in compliance with personal appearance regulations.
- Be responsible for his/her own work.
- Abide by the rules and regulations set forth by the school and individual classroom teacher.

### **Schools**

- Maintain an atmosphere conducive to learning
- Exhibit an attitude of respect for students and parents
- Plan a flexible curriculum to meet the needs of all students.
- Keep an open line of communication between themselves, students and parents.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Statements of rights and responsibilities of students are summaries of broad principles. More specific details of application of these principles in the practices and procedures of Ocean Springs Upper Elementary School can be found throughout the handbook. These principles are meant to guide students toward finding more and greater opportunities to serve themselves and society. Notice that for every right that is listed, a corresponding responsibility is also listed. Rights cannot exist for all without responsible behavior by every student.

### **Attendance**

The student has the right to information on School Board (OSSD Board Policy Section J – Students; Policy Code JD – Attendance, Tardiness and Excuses) rules and individual school policies that define excused, documented, and unexcused absences and tardiness. *The student has the responsibility to attend all scheduled classes and to report to class on time.*

The student has the right to make-up class work after an absence. *The student has the responsibility to*

*request the make-up assignment from their teachers in advance or upon return to school.*

#### **Respect for Persons and Property**

The student has the right to be respected by his/her peers and school personnel. *The student must show respect to his/her peers and school personnel.*

The student has the right to personal property, within school rules, that does not interfere with the educational process. *The student has the responsibility of knowing school rules and of gaining school approval for possession of other properties.*

The student has the right to protection of property, as set forth in the laws of the State of Mississippi. *It is the responsibility of the student to notify the parent of proper authority of the damage.*

The student has the right of access to appropriate use of public school properties to develop educational skills and knowledge. *The student has an obligation to respect and protect public property and individual property.* (OSSD Board Policy Section J – Students; Policy Code JCBD – Vandalism/Destruction of Property)

#### **Knowledge and Observation of Rules and Conduct**

The student has the right to be made aware of rules of conduct relating to school and school activities. *The student has the responsibility to abide by rules of conduct as prescribed by School Board policy (Section J – Students; Policy Code JCA – Student Conduct) and school procedures.*

The student has the right to know that corrective disciplinary action will be administered when rules are broken. *The student has the responsibility to accept corrective disciplinary action as a means of helping him/her improve behavioral patterns.*

#### **The Right to Learn**

The student has the right to a school atmosphere conducive to learning. *The student has the responsibility to help maintain an atmosphere conducive to learning.*

#### **Free Speech and Student Publications**

The student has the right to refrain from any activity which violates the precepts of their religion. *The student has the responsibility to respect the rights of the religious beliefs of others.* (OSSD Board Policy Section I – Instructional Program; Policy Code IGAA – Student Religious Liberties)

The student has the right to form and express their own opinion on issues without jeopardizing their relations with their teacher or school. *The student has the responsibility to make efforts to become informed and knowledgeable about issues and express their opinion in a manner that is suitable for the forum in which the discussion is taking place.*

The student has the right to discuss issues related to school environment. *The student has the responsibility to respect the decision rendered after discussion.*

The student has the right to express themselves through use of school publications. *The student has the responsibility to respect the rights of others. Also, they may seek consent and approval of teachers, advisors and school administration and must observe the normal rules of responsible journalism.*

The student has the right to conference with teachers, counselors and administrative staff concerning personal or school-related problems. *The student has the responsibility to request a personal conference.*

#### **The Right to Privacy**

The student has the right to private consultation with teachers, counselors and school administrators concerning matters of a personal nature. *The student has the responsibility to respect the discretion and judgment of the teacher, counselor or administrators in a situation which may involve a violation of a federal, state or local law. If a situation should occur regarding a violation of the law on school property, then the principal should be notified and parent involvement should be accomplished as soon as possible.*

#### **The Right to Participate in School Programs and Activities**

The student has the right to participate as a spectator. *The responsibility of the student is to participate in school activities, not only in attendance, but to show good sportsmanship along with good behavior and respect the rights of others as well as for personal and public property.*

The student has the right to participate in school programs and activities. *The student has the responsibility to develop to his/her fullest potential and to promote the activities of the school by participating in school activities at maximum performance levels and to abide by sponsor, school and county regulations while participating in in-county or out-of-county activities.*

## **PHILOSOPHY OF DISCIPLINE**

There is an intimate relationship between teaching/learning and discipline. The chief aim of any program of discipline is the development of intelligent self-control by students. The Upper Elementary is a **Positive Behavioral Interventions and Support (PBIS)** school. PBIS builds systems capacity for implementing a multi-tiered approach to social, emotional, and behavioral support. The faculty and staff use the **Conscious Discipline** structure and processes as our model for **PBIS**. This is a decision making framework that guides selection, integration and implementation of the best evidence-based academic and behavioral practices for improving academic and behavior outcomes for all students. Using this positive approach ensures learning environments are more engaging and productive. Most importantly, Conscious Discipline maximizes academic engagement and achievement for all students and gives students the tools to be successful in an academic environment. We believe as our vision statement says, OSUE is a positive respectful learning community where we care, strive, learn, and grow! Our school motto is to be respectful, be responsible, and be self-controlled. The objectives of discipline within our school may be considered as follows:

1. To establish and maintain favorable learning conditions, as well as teaching conditions free from distractions, disruptions, and misbehavior.
2. To establish and maintain respect for authority within the school.
3. To develop, on the part of the student, ideals, interests, habits, and skills that make for self-government and good citizens.

We look upon discipline primarily as a means of building enlightened self-control in the pupil, and only secondarily as a force to secure external control of the student. We believe that a reward/award system is an integral part of the discipline plan. Rewards are positive reinforcements of good behavior that elevate citizenship to a higher level. Therefore, the principals and teachers will reward/award students in a meaningful manner when desirable behavior/citizenship is exhibited.

The Ocean Springs School District Discipline Program includes:

1. Rules for students who ride school buses, rules for the classroom, and rules for overall school behaviors that are developed collaboratively for each age group.
2. Student behavior objectives which are consistent throughout the school and district.
3. Disciplinary rules that are published via teacher newsletters, school bulletins, school assemblies, parent groups, and community organizations.
4. Special arrangements to advise new students and their parents of disciplinary rules.
5. Special awards and/or recognition for good citizenship.
6. Consistent enforcement of rules with all due process provisions being implemented.
7. Records of disciplinary actions that affect individual students.
8. A procedure of notifying parents when their child is involved in serious or recurring disciplinary problems. Grievances are handled according to the regular chain of command within the school and the school district according to School Board Policy (OSSD Board Policy Section J – Students; Policy Code JDAA – Student Discipline: Isolation, Suspension, and Expulsion).

## **GENERAL PROVISIONS -- DISTRICT DISCIPLINE PLAN**

The Ocean Springs School District (Board Policy Section J – Students; Policy Code – JCD (2) Student Conduct –Discipline Plan) recognizes that discipline is necessary to the orderly operation of the education process. Actions which are disruptive or which interfere with the educational process must be dealt with in a fair, consistent and positive manner.

1. A copy of the discipline plan shall be distributed to each student and the parent/guardian of the student shall sign a statement verifying that they have been given notice of the discipline policies. The school board shall have its official discipline plan legally audited on an annual basis to insure

that its policies and procedures are currently in compliance with applicable statutes, case law and state and federal constitutional provisions.

2. All discipline plans shall include, but not be limited to, the following:
  - The parent/guardian of a compulsory-school-age child enrolled in a public school shall be responsible financially for his or her minor child's destructive acts against school property or persons;
  - The parent/guardian of a compulsory-school-age child enrolled in a public school may be requested to appear at school by an appropriate school official for a conference regarding acts of their child;
  - The parent/guardian of a compulsory-school-age child enrolled in a public school who has been summoned by proper notification by an appropriate school official shall be required under this provision to attend such discipline conference;
  - The parent/guardian of a compulsory-school-age child enrolled in a public school shall be responsible for any criminal fines brought against each student for unlawful activity as defined in Section 37-11-29 occurring on school grounds;
3. Any parent, guardian or custodian of a compulsory-school-age child subject to the provisions of this section imposed upon him or her under the provisions of this section shall be guilty of a misdemeanor and, upon conviction shall be fined not to exceed three thousand five hundred dollars (\$3500.00).
4. Any public school district shall be entitled to recover damages in an amount not to exceed twenty thousand dollars (\$20,000.00), plus necessary court costs, from the parents of any minor under the age of eighteen (18) years and over the age of six (6), who maliciously and willfully damages or destroys property belonging to the school district. However, this section shall not apply to parents whose parental control of such child has been removed by court order or decree. The action authorized in this section shall be added to all other actions which the school district is entitled to maintain and nothing in this section shall preclude recovery in a greater amount from the minor or from a person, including the parents, for damages to which such minor or other person would otherwise be liable.

### **GENERAL EXPECTATIONS OF BEHAVIOR**

It is not possible to list all behaviors which may be displayed during the school day by our students or the consequences which are judged appropriate. Consequently, at some point, experienced, trained, and fair-minded school administrators must make judgments about the appropriateness or inappropriateness of student behaviors and assign appropriate consequences.

#### **School in General:**

Respect constituted authority and abide by school regulations. Avoid loud talking, whistling, running, and pushing. Be in the correct area for the student's grade level and class or activity assignment. Be respectful of yourself and others.

#### **Field Trips:**

Behavior in class, at school, and on field trips will determine if students are allowed to participate in field trip activities. Students serving ISI or OSS may not attend any school trip or function during the 9 week period in which the violation occurred. Students with a disability that have a documented plan to address behaviors related to their disability will be reviewed by a building administrator on an individual basis to determine field trip participation. Note: Field Trip fees are nonrefundable.

### Overall School Rules

The following overall school rules serve as a general guide to student behavior, but not as an exhaustive list of behavior expectations.

- Listen and follow directions.
- Take care of school property, including technology, and keep our school neat and clean.
- Stay in assigned areas, and act in an orderly manner.
- Keep hands, feet, and other objects to yourself.
- Be in hallways or restrooms only with permission.
- Walk quietly and in an orderly manner in the hallways and on walkways.
- Chewing gum is not allowed.
- Running is allowed only on the playground under supervision.
- Trading items of any kind is not allowed at school.
- **Cell phones, Apple and other Smart Phone watches and trackers, electronic games, and other electronic devices are not allowed at school and are to be left at home.**
- Toys are not to be brought to school without written permission from the teacher.
- Proper behavior is expected on the bus, in the cafeteria, on campus, at all and other school activities.
- **No weapons including toy weapons are allowed at school.**

It is essential that students establish a regular procedure for returning to home from school daily. To ensure the safety and security of the child, this procedure should be followed every day. **If a change in procedure must be made, parents are required to call the front office to explain the circumstances. If the change of procedure requires that a student get off the bus at a different bus stop, the student will be issued a temporary bus pass if approved by an administrator.**

### Severe Disruptions

Believing that teachers have the right to teach and students have the right to learn, the following acts of misconduct are considered severe and will result in immediate referral to the principal or her designee for disciplinary action. It should be pointed out that this list is not all inclusive and, as such, a student committing an act of misconduct not listed will nevertheless be subject to the discretionary authority of the principal or her designee. Some of these actions may require the involvement of law enforcement agencies.

1. Open defiance [bold refusal to obey or conform]
2. Profanity or vulgarity (to include acts, gestures, or symbols) directed at another person
3. Use or possession of any form of tobacco or tobacco paraphernalia on school property or at any school-sponsored activity
4. Use, sale, or possession of drugs or alcohol on school property or at any school-sponsored activity
5. Defacing or otherwise injuring property that belongs to the school district (plus restitution for damages)
6. Fighting at school or at school-sponsored activities
7. Use or possession of dangerous objects (including fireworks)
8. Use or possession of weapons
9. Stealing or possession of stolen property (plus restitution)
10. Cutting classes or in-school truancy (out-of-bounds)
11. Leaving campus without authorization
12. Bullying, harassment, intimidation, or threats toward other students or staff members
13. Action resulting in injury or endangerment of other students
14. Other behaviors: minor, moderate, and major, as outlined on the school wide discipline ladder (see below)
15. Other behaviors as determined by the principal



- counselor-parent contact and/or conference
- administrator-teacher conference
- administrator-student conference,
- administrator-teacher-student conference
- administrator-teacher-student-parent conference
- student program adjustment
- referral to the counselor for a Targeted Support Plan (TSP)
- referral to Teacher Support Team for interventions

## **FORMAL DISCIPLINARY ACTIONS**

### **Withdrawing Privileges**

A student's privilege of participating in an extracurricular activity may be suspended for a certain period of time by the principal or her designee. The parent/guardian will be notified of this action.

### **Work Assignment**

The principal or her designee may elect to provide a student the opportunity to perform supervised activities related to the upkeep and maintenance of school facilities.

### **Detention**

As a corrective instructional measure, students may be required to report to detention. Lunch/Recess detention will be served during the student's lunch/recess time in the ISI room. Parents will be notified by email when the student receives lunch/recess detention. Afterschool detention is held on Tuesday and Thursday afternoon from 2:30-3:30 p.m. Professional supervision will be determined by the principal or her designee. Parents/guardians will be notified by phone or by sending home detention notification slips if the school is unable to reach the parent by phone when afterschool detention is assigned. Notification will include the date and time the student is scheduled to serve. Parents are expected to provide transportation home from school after the detention is served.

### **Time Out**

A student may be excluded from class for a brief period of time while being placed under the supervision of a staff member to complete class assignments, discuss behavior concerns, and/or develop a plan for correcting the behavior.

### **In-School Isolation**

A student may be placed in isolation under the supervision of a staff member to complete class assignments for a specified period of time. The parent/guardian will be notified of this action.

### **Out-of-School Suspension**

Violation of school board policy may result in suspension of a student by the principal or assistant principal. If an out-of-school suspension is effective immediately during the school day, the parent will be required to provide transportation home in a timely manner.

### **Expulsion**

Expulsion is the removal of the right to attend public school. Any principal who feels that expulsion of a student is required shall so recommend to the Superintendent in writing, stating the charge against the student in detail. Illegal use, possession, or sale of a controlled substance or weapon by any student on school property or at a school function is grounds for suspension or expulsion.

(OSSD Board Policy Section J – Students; Policy Code JDAA – Student Discipline: Isolation, Suspension, and Expulsion)

## **SCHOOL BUS REGULATIONS**

As provided by law and local school board policy (OSSD Board Policy Section E – Business Management; Policy Code EDA – Student Transportation), transportation shall be provided to all pupils who reside one (1) mile or more from the school to which they are assigned. School policy provides that transportation shall be provided for all pupils in grades K-5 who reside one-half (1/2) mile or more from the school to which they are assigned, and for all pupils in grades 6-12 who reside one (1) mile or more from the school to which they are assigned. Transportation schedules and routes are established at the direction of the Superintendent and the Transportation Supervisor, and are available in the school office.

The Ocean Springs School District requires that a *School Bus Transportation Agreement* be completed for all students by their parents/guardians. The purposes of this agreement is to ensure that both the parents/guardians and the school are aware of the bus assigned to each child and to identify the pick-up/drop-off points to ensure safety. **Students are not allowed to ride a bus other than the one assigned to them. Students cannot change buses without a parent or guardian filling out a new bus transportation agreement.**

The following bus transportation guidelines apply for all schools:

- a. The student must ride the bus assigned to him/her in the morning and the afternoon.
- b. No bus changes or pick-up/drop-off changes will be allowed [except for **extreme emergency** situations which require principal or designee approval.]
- c. Permanent bus changes and/or pick-up and drop-off changes must have the prior approval of the school, parent, and transportation department. If a change is approved, a new form must be completed by the parent/guardian.
- d. No student will be allowed to ride home with another student for any reason other than extreme emergency situations with the principal or designee approval.
- e. Items carried on the bus must be able to fit in the students lap.



To ensure the safety and security of each student, it is essential that a regular procedure for returning to home from school daily be established and followed every day. If a change in daily procedure is necessary, arrangements must be made between the parent/guardian and the child before the child leaves home in the morning. **A note must be sent to the teacher describing the different arrangements, or the student will be expected to follow his/her normal procedure.** Parents must also communicate with office personnel if different bus arrangements are needed. In the event of a medical emergency, a parent must call the school office before 1:00 P.M. for the child's dismissal procedure to be changed.

### **SCHOOL BUS CONDUCT**

While the law requires the Ocean Springs School District to furnish transportation, it does not relieve parents/guardians from the responsibility for the conduct of their child (OSSD Board Policy Section J – Students; Policy Code JCDAD – Bus Conduct). Furthermore, the privilege of riding a school bus carries with it 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.** The bus is an extension of the classroom, and therefore, school rules apply on the bus. Students are expected to cooperate with the following bus regulations:

1. Students must be at assigned stops 5 minutes prior to loading time.
2. At no time are students to touch the outside of the bus, nor hang heads, arms, legs, hands or bodies out the window of the bus.
3. Immediately upon entering the bus, students are to be seated and are to remain seated until they arrive at their destination.
4. Students will board the bus and leave the bus according to the instructions of the bus driver, and students are to obey all instructions of the bus driver.
5. Students may not leave the bus on its way to or from the school except at their designated stop.
6. Students must cross the road in front of the bus during loading and unloading.
7. Students are not to throw, sail, shoot, or pitch objects.
8. Drivers have the option of delegating students to an assigned seat. Students must sit in the seat assigned by the driver and/or school personnel.
9. The bus must come to a complete stop before students try to enter or exit.
10. Loud talking and other loud noises are not permitted on the school bus.

11. Students are not to damage any part of the bus. Students will be held financially responsible for any damage done.
12. Intentional littering on the school bus is prohibited.
13. Students must identify themselves properly when requested to do so by school personnel.
14. Vulgar language is prohibited on the school bus.
15. Students are not to harass, intimidate, or threaten other students while waiting for or while riding on a school bus.
16. Fighting is prohibited on the bus or at the bus stop.
17. Use or possession of dangerous objects on the school bus or at the bus stop is forbidden.
18. Students will not use, sell, or possess drugs or alcohol on the school bus or at the bus stop.
19. Stealing is prohibited.
20. Smoking is prohibited on school property. Tobacco products are not permitted on the bus.
21. Open defiance or displays of disrespect or insolence toward a bus driver are not acceptable.
22. Other misbehavior as determined by the administration, including a pattern of misbehavior will not be permitted.
23. **No cell phone usage on the bus which includes no photographing or videoing students on the bus.** Classroom rules apply.

In cases when a child does not follow bus regulations, such behavior/conduct will be brought to the attention of the school principal or her designee through the issuance of a *Bus Conduct Report*. At this point, the student may be placed on the bus discipline ladder for his/her school. **If the student is a serious disciplinary problem, or a danger to himself/herself or the safety of other students, he/she may have riding privileges suspended immediately, with consideration being given to circumstances surrounding each case.** All bus conduct reports will be viewed by administration and consequences will be issued based on the step on the bus discipline ladder.

#### Bus Discipline Ladder

- 1<sup>st</sup> Offense – Warning
- 2<sup>nd</sup> Offense – 1 Day Suspension from the Bus
- 3<sup>rd</sup> Offense – 3 Days Suspension from the Bus
- 4<sup>th</sup> Offense – 1 Week Suspension from the Bus
- 5<sup>th</sup> Offense – 2 Weeks Suspension from the Bus
- 6<sup>th</sup> Offense – 3 Weeks Suspension from the Bus

**Additional Offenses will result in longer suspensions from the bus.** In case of suspension, the parent/guardian will be responsible for providing transportation to and from school. If a student exceeds six (6) bus suspensions, he/she may be required to appear before the School Board for possible expulsion of bus privileges. Depending on the severity of the offense, the administration may impose more severe discipline even for a first offense.

### **PERSONAL APPEARANCE REGULATIONS**

Dress and grooming are based upon certain sound foundations, not just arbitrarily selected and dictatorially enforced for no cause. Laws surrounding indecent exposure, conditions necessitating safety and personal well-being, health, and sanitation are some of the basic fundamentals. Conditions conducive to learning must not be impaired because of temporary and individual fads. In order for students to be able to cope with even larger restrictions and responsibilities, they must learn while in school to observe basic regulations set forth for the group as a whole. Keeping this total concept in mind, and realizing a need to satisfy peer group desires for current fashions, the School Board (Policy Section J – Students; Policy Code JCDBA – Personal Appearance Regulations) makes an effort periodically to restructure the dress and grooming code according to current conditions. Personal appearance regulations for grades K – 6 include the following:

1. Shoes must be worn. Taps, cleats, spikes, or rollers on shoes will not be permitted.
2. No excessively large, torn, or worn clothing will be permitted.
3. No patches, emblems, or advertisements of a violent, suggestive, indecent, or obscene nature will be allowed.

4. Slacks, jumpsuits, jeans, skirts, and shorts may be worn if the length is not shorter than 4 ½” above the knee. *Slider shorts* may be worn under shorts if they are not moderate length. Leggings are not pants and will be permitted when worn with a shirt or dress that is long enough to cover the hips.
5. Halter tops and spaghetti strap tops will not be permitted. Straps should be no less than 3 inches in width.
6. Midriffs will not be exposed. Halter tops will not be permitted. See-through clothing will not be permitted.
7. Appropriate underclothing will be worn.
8. Any clothing tending toward immodesty will be prohibited.
9. Facial hair must be neatly trimmed. (6<sup>th</sup> Grade).
10. Headdresses will not be worn in the building. Head coverings, caps, hats, etc., will not be worn unless special privilege is given, (Example: behavior reward).
11. Muscle shirts, basketball jerseys, and tank tops will not be permitted except as a vest-type garment over a shirt.
12. Any student with hair of an unnatural color and/or extremely distracting style will be asked to correct it.
13. Clothing, hats, caps, or other personal property which advertises, or promotes the use of alcohol, tobacco, or illegal drugs shall be prohibited.
14. Clothing, hats, caps, or other personal property which convey obscene, lewd, or vulgar comments, messages, or portraits shall be prohibited.
15. Clothing, hats, caps, or other personal property with a sexual double entendre shall be prohibited.
16. Clothing, hats, caps, or other personal property which portray or include comments which are harassing, threatening, or demeaning to a certain group of people shall be prohibited.
17. Gang related apparel or any apparel conveying racial overtones in prohibited.
18. Pants, shorts, skirts, etc., shall be worn with the waistband or beltline around the waist and above the hips.
19. Clothing, hats, caps, or personal property which shall cause a disruption to the learning process or which serves as a hazard to the safety of students shall be prohibited.
20. Anything that is not covered in this regulation which is distracting to either a teacher or a student should be brought to the attention of the administration.
21. For the safety and well-being of all students and staff, coats, jackets, windbreakers, vests, and other similar outer garments that extend below the knee in length shall be prohibited.
22. Students shall not wear any attire which shall impinge upon the health, safety, and/or welfare of the students and employees within the district.

### **FIGHTING/PHYSICAL AGGRESSION**

Citizenship in a democracy requires respect for the rights of others. The students of Ocean Springs School District shall be expected to conduct themselves so that the rights and privileges of others are not violated. Students shall respect constituted authority, conform to all school rules, regulations and provisions of law which apply to the conduct of students.

Physical violence or fighting will not be tolerated on school grounds, on buses, at bus stops, or at any school activity. Any physical struggle that includes an act of violence by one participant toward another will result in immediate disciplinary action.

In the event there is an exchange of physical violence between two (2) or more participants, **all participating will receive disciplinary action**. The disciplinary action for fighting or physical violence, with the exception of the use of dangerous or destructive weapons, may include in-school isolation or suspension. At the elementary level physical aggression often takes the form of pushing, hitting, kicking, shoving, etc. The school principal or her designee, based on the circumstances of the individual case, will determine the appropriate disciplinary action. (OSSD Board Policy Section J – Students; Policy Code JDAB – Fighting: Disciplinary Action)

## **POSSESSION AND/OR USE OF WEAPONS**

It is recognized that the possession of knives, pistols, firearms or other weapons on school premises/property or at school functions by persons other than duly authorized law enforcement officials creates an unreasonable and unwarranted risk of injury or death to district employees, students, visitors and guests. Because of such dangers, the School Board (Policy Section J – Students; Policy Code JCDA – Weapons) hereby prohibits the possession of knives, pistols, or other firearms or other weapons in any form by any person other than duly authorized law enforcement officials on school premises/property or at school functions, regardless of whether any such person possesses a valid permit to carry such knives, pistols, or other firearms or other weapons.

Any student who actually or constructively possesses any real or look-alike weapon, whether open or concealed, or any other weapon or dangerous instrument which imposes a danger to the safety of students, faculty, and visitors on educational property of the Ocean Springs School District shall have the following disciplinary action imposed:

**The principal shall suspend the student out of school for a period up to ten (10) days and shall recommend the student for expulsion.**

## **SEARCHES**

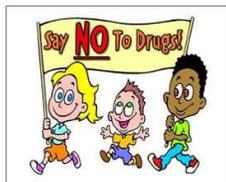
The right of inspection of a student's school desk and/or assigned area is inherent in the authority granted school boards and administrators and should be exercised to assure that the school will exercise every safeguard to protect the well-being of all students. In an attempt to protect students from exposure to illegal drugs and dangerous materials, school property is subject to searches by the administration where there is reasonable suspicion to believe that illegal drugs or dangerous materials are present. If the principal or her designee has reasonable suspicion to believe that a student has illegal substances and/or dangerous items or weapons in his/her desk, book bag, backpack, purse, or on his/her person or his/her property, the principal or her designee has the authority to make a search of the appropriate object in order to discover the presence of any contraband.

While it is not necessary, the student's consent to the "reasonable suspicion" search is obtained, if possible, and the search conducted in the presence of the student. In the event that illegal drugs or dangerous materials are present, the parents of the student, the police and the superintendent shall be immediately notified. (OSSD Board Policy Section J – Students; Policy Code JCDA – School Searches)

## **USE OF TOBACCO**

The School Board (Policy Section J – Students; Policy Code JCDA – Use of Tobacco and Smoking Devices) recognizes the dangers and concurs with the Surgeon General's report on the harmful effects of tobacco on the human body. Therefore, a program presenting the harmful effects of tobacco on the body is provided by the schools. The use of any tobacco products in school buildings and on school grounds is prohibited. The total ban on tobacco is the strongest statement Ocean Springs School District can make to show students, employees, and visitors its concern for their health and well-being.

Students are not permitted to carry any form of tobacco or tobacco paraphernalia, including lighters and matches, on school property or at any school-sponsored activities. Should a student fail to comply with these regulations, the student shall be subject to the disciplinary action as outlined in Board policy.



## **DRUG & ALCOHOL USE AND/OR POSSESSION**

The School Board (Policy Section J – Students; Policy Code JCDAC – Drugs and Alcohol – Possession or Reasonable Suspicion) has a compelling interest to establish a drug and alcohol free environment in schools

and at school-sponsored activities. The School Board will not tolerate drugs, drug paraphernalia or alcohol in the schools, on school grounds or at school-sponsored events. The administration (district and building level) cooperates with all law enforcement agencies to insure adherence to and compliance with the Uniform Controlled Substances Laws of this state and the federal Safe and Drug Free Schools and Communities Act of 1994.

Any pupil who is guilty of possessing, (either actual or constructive) using, transmitting, selling or being under the influence of alcohol or controlled substances (including drug paraphernalia) while in school, on school grounds, upon school buses, on the road to and from school, or during participation in, attendance at or travel by the student participant to and from athletic programs, extra-curricular activities, clubs, or other school activities, events or ceremonies shall have the following disciplinary action imposed:

*The principal with superintendent/designee approval shall suspend the student (OSS: Out-of-School Suspension) for ten (10) days and shall recommend the student for expulsion.*

### **BULLYING OR HARASSING BEHAVIOR**

In accordance with MS Code §37-11-67 of 1972 as amended by House Bill 263 which took effect after July 1, 2017, Ocean Springs School District Policy (Section J – Students; Policy Code JDDA Bullying) shall enforce anti-bullying behaviors at the Ocean Springs Upper Elementary. Students and employees in the Ocean Springs School District 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 Board.

Bullying or harassing behavior is defined as 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 Ocean Springs School 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. 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. (HB263-B)

The Ocean Springs School District 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 Ocean Springs School District defines “reasonable action,” which includes but not limited to, prompt reporting of the behavior to a teacher, principal, counselor, or other school employee when subjected to bullying or harassing behavior.

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

Students and employees in the Ocean Springs School District 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 Board.

### **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)

### **SEXUAL HARASSMENT**

The policy of the School Board (Section J – Students; Policy Code JB – Students Complaints of Sexual Discrimination/Harassment –Title IX) of the Ocean Springs School District is to promote and ensure a work environment where our employees and students are free from all forms of discrimination including sexual harassment. Sexual harassment is a form of sex discrimination and violates both federal and state laws, including Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964. Title VII of the Civil Rights Act of 1964 prohibits discrimination in employment on the basis of race, religion, national origin and sex. Administrators, supervisors, and teachers are responsible for helping to prevent and eliminate sexual harassment within the areas they oversee. If an administrator, supervisor, or teacher knows sexual harassment is or may be occurring, he or she must take immediate steps to see that the matter is addressed, even if the problem is not within their area of oversight. Supervisors must also ensure that no retaliation occurs against persons who complain of sexual harassment or who cooperate with sexual harassment investigations.

Sexual harassment is verbal, visual or physical unwanted sexual or gender-based behavior that occurs when one person has formal or informal power over the other when the behavior interferes with learning opportunities or creates and intimidating, hostile or offensive environment.

Sexual harassment may include, but is not limited to: verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; sexually-oriented “kidding,” “teasing,” double entendres, and jokes; displaying offensive sexual illustration in the school/work place; graffiti about a person's sexuality; spreading rumors about a person's sexuality; name calling; and any harassing conduct to which a student or employee would not be subjected but for such employee's or student's gender. If a student feels that his/her emotional well-being, his/her sense of safety and security or sense of self-worth is being affected by such conduct, a complaint should be filed by contacting his/her school principal.

Sexual harassment is demeaning and degrading. It affects an individual's self-esteem and can have a negative impact on performance in the school or school district. It can make an individual feel angry, powerless and fearful. It can also cause dysfunction and pain in an organization and in those individuals who aren't directly sexually harassed but are observers. The fact that someone did not intend to sexually harass an individual is generally not considered a defense to a complaint of sexual harassment. In most cases it is the effect and characteristics of the behavior, not the intent of the person who is alleged to have harassed, that determines whether the behavior constitutes sexual harassment.

## **SANCTIONS**

Sanctions for sexual harassment are consistent with Ocean Springs School District employment and student policies. Sanctions may include any of the following:

- Loss of school privileges
- Suspensions, probation, termination, or expulsion
- Change of class assignment
- Advice and counseling
- Required attendance at a sexual harassment training program
- Police involvement

## **COMPLAINT PROCEDURE**

Any student or employee who believes that she or he has been sexually harassed or who has witnessed an incident of sexual or other harassment is encouraged to use this complaint procedure. A sexual harassment complaint should be filed as soon as possible after the incident. Complaints will be investigated promptly. Every effort will be made to preserve confidentiality to the extent the investigative process allows.

Two kinds of complaints may be made: informal and formal. Whether formal or informal, the initial steps for both kinds of complaints are the same. For all complaints, student complaints may be reported to a teacher, who will report the complaint to the principal, or to the principal, who will report the complaint to the superintendent and refer the complaint to a sexual harassment officer for investigation. While most complaints of sexual harassment are handled informally, individuals who begin with an informal procedure may discontinue the informal process at any time and initiate a formal complaint. The purpose of using an informal complaint procedure is to stop the behavior and resolve the matter quickly. While an informal complaint cannot result in official disciplinary actions or sanctions, every informal complaint must be documented. Steps for formal and informal complaint procedures can be found on the OSSD website under District Policies Section: J – Students; Policy Code: JB – Students Complaints of Sexual Discrimination/Harassment – Title IX.

# GENERAL INFORMATION

## CAFETERIA

The school operates a cafeteria which offers students a hot, nutritious breakfast and lunch each day. We encourage all students to purchase the well-balanced meals provided by the cafeteria. Money to be used for meals is placed in the student's account and as money runs out, students and parents are given notice to replenish the account. Parents are encouraged to pay for meals by the month or week. Money should be sent in a sealed envelope with the child's name, teacher, and amount enclosed written on the outside of the envelope. It is the parent's responsibility to see that their child brings cash or a check made payable to the school as no charges will be allowed. Students are not allowed to charge for breakfast, but are allowed one charge for lunch. In order to eat breakfast, car riders must be dropped off by 7:10 a.m.

Parents who choose to pack their student's lunch are cautioned to pack only those items that do not spoil easily. **Soft drinks and other carbonated beverages** are not to be consumed by elementary students in the cafeteria. **No commercial food deliveries may be received or consumed in the cafeteria during serving periods.** Students who bring lunches from home may purchase milk in the cafeteria but may not purchase chips or ice cream if they do not purchase a cafeteria lunch.

The meal prices are \$2.75 for lunch and \$1.25 for breakfast. Federal assistance is available for income-qualifying families. Applications for free/reduced meals are available on the district website under the Child Nutrition Services tab or paper applications are available from the cafeteria managers at each school. Eligibility criteria are listed on the application. Completed applications are to be returned to the cafeteria manager where they will be forwarded to the district office of Child Nutrition Services. The Office of Child Nutrition Services protects confidentiality by personally notifying the parent of eligibility. Students who qualify for free/reduced price lunches will also qualify for free/reduced-price breakfasts.

### Cafeteria Procedures

- Follow directions and use proper manners while eating.
- Enter and leave the cafeteria in an orderly manner.
- Remain seated during lunch.
- Talk in a conversational tone. Excessive noise is not permitted in the cafeteria.
- Remove all trash from your lunch area.
- No fast food lunches or drinks are allowed at school.

## COMMUNICATIONS

Communications between parents and school officials are important for successful school experiences. We always welcome and encourage parents to contact teachers, staff members, or administrators with their comments and concerns about their student's progress or school activities. We also encourage parents/guardians to keep abreast of their child's academic progress by viewing the student's grades on the PowerSchool website. School/Parent newsletters are emailed to parents each Tuesday. Additionally, teachers maintain class websites, provide information on their Google Classroom sites, and teachers may send weekly newsletters and individual notes to maintain contact with parents.

**Email communication** between home and school is a valuable tool for parents and teachers. Since teachers are involved in instructing our children during the academic day, teachers may not be available to respond to parental emails until after school. You should receive a reply from your child's teacher or the administration within 48 hours. If you have an emergency situation or a situation that needs immediate attention, please call the front office at 228-875-4367.

The Upper Elementary also utilizes our Connect-ED service which allows schools to send periodic and personalized messages. With the Connect-ED service, schools are able to deliver important school

information in a timely manner. The system also supports the school's ability to reach you immediately in the event of an emergency.

### **EMERGENCY CONTACT INFORMATION**

Emergency contact information provides the school with essential information about the student. It is extremely important that the school has this information in the event of illness or injury, an emergency at school, or a request to check a student out of school. Schools utilize emergency contact information to expedite student care. When registering students online, parents should list home, work and cell numbers so that they can be reached quickly if needed. Additional authorized adults should be listed in the event a parent cannot be reached. No student will be released to any person not authorized by the custodial parent on the parent portal. **Vital information must be updated during the school year as numbers or emergency contacts change.**

### **FIELD TRIPS**

Field trips within our city and to nearby points of interest may be scheduled during the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community and state. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms. **District permission forms are required by board policy. Therefore, notes and phone calls cannot be accepted.** Sometimes a fee may be required from each student to help defray admission and/or transportation costs. **Students receiving ISI or OSS disciplinary action will lose field trip privileges during that 9 week period.** Students with a disability that have a documented plan to address behaviors related to their disability will be reviewed by a building administrator on an individual basis to determine field trip participation. **Field trip fees are nonrefundable.**

### **COUNSELING SERVICES**

Counseling services at Ocean Springs Upper Elementary exist to facilitate the growth and development of students as they progress through school. These services are designed to help students in their educational planning, decision-making, and personal-social development. Counselors are committed to working with parents as well as with students to assist students in gaining the greatest benefit from school experiences. Counseling services, which complement both instructional and administrative operations, provide opportunities for students to develop self-understanding, self-evaluation, and self-direction. The counselor's goal is for the student to mature as an individual who understands the responsibility for making decisions and living with the consequences of those decisions. Elementary school counselors will be available throughout the day for individual and group conferences. Teachers are expected to refer students to the school counselor and students are urged to ask the counselor for assistance in any issue that concerns them. Parents are also encouraged to contact the counselor to discuss any areas of concern.

### **LIBRARY/MEDIA CENTER SERVICES**

The school library is essential to academic development and high levels of achievement. The library/media center contains an organized collection of materials and equipment that represents a broad range of current learning media, including instructional technology. Students are encouraged to check out and read books from the library/media center. It must be kept in mind, however that if a book is lost, the student is responsible for the replacement cost of the book.

### **LONG-TERM ASSIGNMENTS**

When a teacher gives notice of a long-term assignment (book report, project, recitation, etc.), the teacher may state a specific date after which the completed assignment will not be accepted. After that specified time, no excuse will be accepted for late completion of the assignment unless approved by an administrator. To avoid last-second problems, students should attempt to complete and turn-in the assignment before the designated deadline.

## LOST AND FOUND ARTICLES

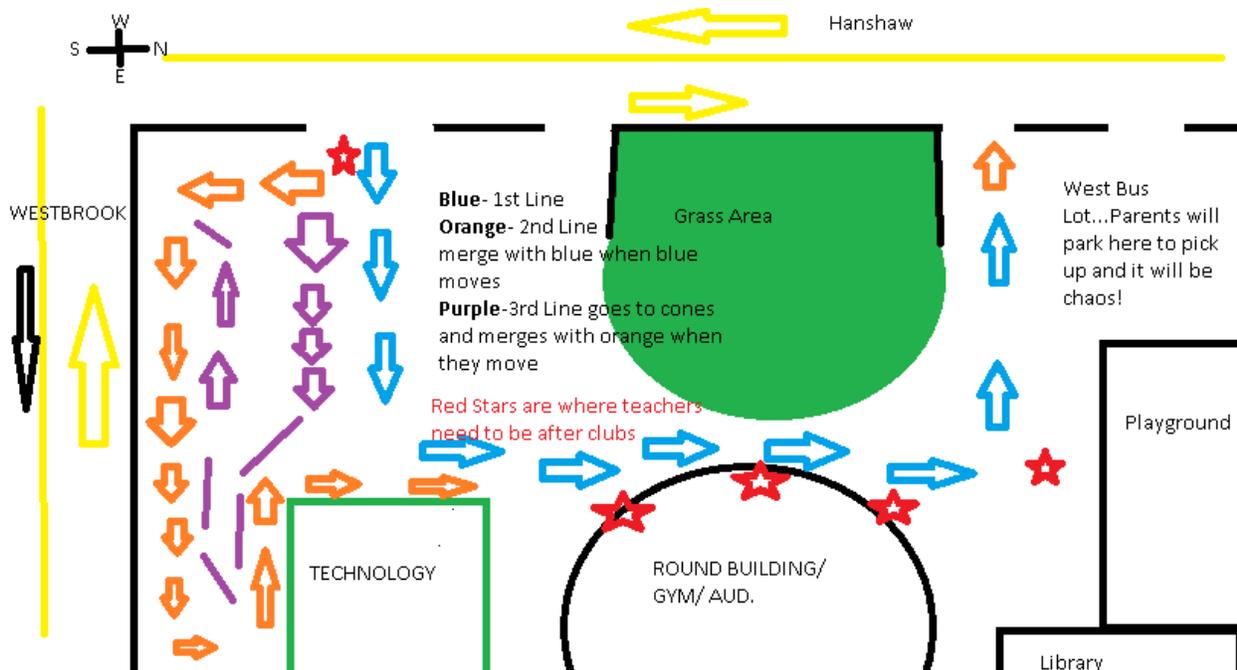
All articles found in the school or on school grounds are turned in to the LOST and FOUND. If a student has lost an article, he/she should check to see if the article has been found. Throughout the year, many items are turned in to the lost and found and are **never claimed**. Proper marking of all personal property can reduce such losses, and parents are encouraged to **mark all items** such as coats, jackets, sweaters, sweat shirts, lunch boxes, book bags, etc. Students are urged not to bring large amounts of money or expensive personal items to school. The school assumes no responsibility for loss if it should occur.

## PARENT-TEACHER ORGANIZATION

The education of your child is a cooperative enterprise. Close cooperation and understanding between the home and the school is most important. To help achieve this goal, there is a Parent-Teacher Organization in each of the Ocean Springs Elementary Schools. In the interest of your child, you are urged to join and become an active member of this group. The PTO sponsors fundraisers and social events throughout the year, and school-wide participation is encouraged. The money raised pays for additional school programs, educational opportunities, equipment, and supplies for classrooms.

## CLUBS

All school clubs are authorized to function after receiving permission from the Principal, Superintendent and School Board. Clubs will meet after school until 3:30. Please follow the pickup procedures for clubs as shown:



Please do not park and walk up to pick up your child. If you are walking to meet your child, please wait until 3:40 p.m. to pick up your child. For the students' safety, walking students will not be released until the car rider line is clear.

## CELL PHONES - ELECTRONIC DEVICES

Students are permitted to bring approved electronic devices such as iPads and tablets once a permission form has been signed by a parent. **Students are not permitted to use Cell phones, Apple and other Smart Phone watches and trackers** on campus. Electronic devices that disrupt class during the school day will be collected by school personnel and turned into the office for parents to pick up at a later date.

## **TOYS**

Students are not allowed to bring toys, cards, or games to school without prior written permission of the teacher. When any item is confiscated by teachers or administrators, the device or item will only be returned to a parent in the principal's office.

## **RETURNED CHECKS**

The Ocean Springs School District has entered into an agreement with Nexcheck for the collection of all returned checks issued to all Ocean Springs school locations. The District requires that the following information is on all checks accepted by Ocean Springs Schools:

- Full name and street address
- Home phone number and a second phone number
- Student's name

If your check is returned by your bank, it will be automatically forwarded by the district's bank to Nexcheck after the first presentation. Nexcheck will contact the person issuing the check in order to collect the face amount of the worthless check plus the state-allowed collection fee. The amount of the collection fee is currently \$40 in Mississippi; however, this fee is subject to change as allowed by law. If you do not properly respond to Nexcheck or if Nexcheck is unable to contact you, Nexcheck may re-present your check to the bank electronically along with applicable collection fees.

## **SCHOOL SCHEDULE**

The regular school day is 7:20 A.M. to 2:25 P.M. Students are allowed to enter the buildings at 6:50 A.M. If you are dropping students in the car rider line, please do not drop off your child before 6:50 A.M. There is no supervision for students prior to 6:50 A.M., and students are not permitted to be on campus prior to that time. Breakfast will be served from 6:50 A.M. until 7:20 A.M. The tardy bell will ring at 7:20 A.M. The instructional day will begin at 7:20 A.M. and all students are expected to be in their room and ready to start class by that time. Dismissal begins at 2:25 P.M. The 60% Day Dismissal is at 11:25 A.M. Specific arrival and departure procedures will be provided to parents at the beginning of the school year.

## **SCHOOL SAFETY**

Video surveillance equipment is used in schools for security purposes. As part of its ongoing use, students, staff, and visitors may be under video surveillance while on campus. Students will be instructed in the methods of fire drills, severe weather drills, school evacuation, lockdown drills, and bus evacuation drills. Practices will be conducted throughout the year.

### **Fire Drills**

Emergency escape routes are posted in each room. Fire drills are held monthly during the school year to maintain order and efficiency. An announcement will signal the beginning of the drill, and students will be instructed to evacuate the building. An announcement will also end of the drill. Students should return to the building in an orderly manner after a drill.

### **Tornado Warning**

1. An announcement will be given to teachers to move their students to the assigned areas in an orderly manner. If not enough time permits movement to halls, students are to lie flat on the floor away from windows and near the inside wall.
3. Students are to sit on floor in the hallway with head between knees with some sort of covering on heads.
4. There will be one responsible person for each corner of the building.
5. Students stay in the assigned areas until the warning is lifted.

## **SOLICITING OF FUNDS**

The sale of any item for personal profit by students is not permitted on school grounds.

## STUDENT FEES AND SUPPLIES

Each student is expected to bring necessary supplies daily. Borrowing from other students is considered poor practice and will not be allowed. If payment of such fees constitutes a hardship for a parent, please contact the school office. Student fees are as follows:

4<sup>th</sup> grade - \$12.00

Art - \$5.00

Science- \$7.00

5<sup>th</sup> grade - \$17.00

Art- \$5.00

Science- \$7.00

Music- \$5.00

6<sup>th</sup> grade - \$12.00

Art- \$5.00

Science- \$7.00

## EXTRA FEES

Extra fees which are collected separately from other fees by special area and gifted teachers at a designated separate time are as follows:

Gifted- \$10.00

Choir- \$10.00

Beginner Band fee- \$20.00

Students Using School Instruments - Band Maintenance-\$65.

## TELEPHONE USE

The purpose and desire of the office staff is to serve parents, students, and teachers courteously. Office phones are maintained for business and personal use of faculty and staff and are not to be used by students unless specific permission is granted by teacher or office personnel. In the event a student is granted the privilege of using a school phone, a professional staff member will supervise the call.

## TEXTBOOKS

Textbooks for students are, in most instances, furnished by the state. As soon as classes are organized, free textbooks are assigned to each student. A *Textbook Assignment Form* will be completed by the teacher listing all textbooks issued to a student and the parent/guardian will be asked to sign the completed form. Supplementary materials that are used in school must be furnished by the parent/guardian. Parents/guardians and students must assume full responsibility for the books issued to the student during the school year. If any book is lost, damaged, or destroyed, such loss must be paid before the student will be entitled to further textbooks. Students should take proper care of textbooks and see that their books are not abused. A fine will be assessed for any state-owned book that shows unnecessary wear. In the event a book is lost or severely damaged, the list price of the book must be paid.

## TRANSFER OF RECORDS

A student's educational record will be forwarded to a requesting school in which the student enrolls upon the school's request for the record. Permanent and cumulative records for individual students contain academic achievement and other required data and are collected, maintained, and disseminated in compliance with Mississippi laws and the Family Educational Rights and Privacy Act of 1974.

## TUESDAY FOLDERS

A folder containing important school information is sent home each Tuesday with every student. The folder may contain student completed work and assessments, notes from the teacher, a school newsletter, and other school-related information. The parent/guardian should review all materials in the Tuesday folder, remove the materials, sign the folder and any requested papers, and return the folder to school.

## VISITORS

Parents/guardians play a key role in the education of their children. Your words of encouragement, a hug when the day has been rough, your interest in your child's work, and your presence at school are all vital! You are encouraged to be actively involved because your involvement shows your children that you value their education. The partnership between school and parents is essential for student success, and parents/guardians are always welcome to visit the school. However, due to security concerns and the value of undisturbed academic time, **all visitors must report to the school's administrative office area upon entering the school building to sign in and receive a visitor's pass. Photo identification is required.** A

parent who wishes to observe in his/her child's classroom must contact the teacher at least twenty-four (24) hours in advance. Without such advance planning, the parent will not be permitted to go to the classroom. Due to student supervision and to protect the integrity of our instructional time, teachers will not be called to the office to speak to a parent during the regular school day. You may call and leave a message or email the teacher and he/she will return your call during his/her planning, before, or after school. Teachers are not authorized to release students to parents who come to the classroom. Students are not allowed to bring juvenile guests to school with them during regular school hours. (OSSD Board Policy Section K – General Public Relations; Policy Code KM – Visitors to the Schools)

### **WITHDRAWAL FROM SCHOOL**

The parent/guardian must send a written request or come to the school at least one (1) day before the student can be withdrawn from school. Official withdrawal papers must be completed. If the record is not clear in the office, the student may encounter difficulties in enrolling in another school. The record is not clear until all library books have been returned, textbooks have been checked in, and all fees/fines have been paid. (OSSD Board Policy Section J – Students; Policy Code JBCD – Transfers and Withdrawals of Students)

# SCHOOL CALENDAR

## First Semester

Thursday	July 4	▪ Independence Day Holiday
Tuesday	July 9	▪ School Board Meeting – 6:00 p.m.
Thursday	August 1	▪ Teacher Work Day/Professional Development Day #1
Friday	August 2	▪ Teacher Work Day/Professional Development Day #2
Monday	August 5	▪ Teacher Work Day/Professional Development Day #3
Tuesday	August 6	▪ Teacher Work Day/Professional Development Day #4
Wednesday	August 7	▪ First Day of School for Students ▪ 1 <sup>st</sup> Quarter Begins (Day #1)
Tuesday	August 13	▪ School Board Meeting – 6:00 p.m.
Monday	September 2	▪ Labor Day Holiday
Tuesday	September 10	▪ School Board Meeting – 6:00 p.m. ▪ Progress Reports
Tuesday	October 8	▪ School Board Meeting-6:00 p.m.
Wednesday	October 9	▪ 1 <sup>st</sup> Quarter Ends (Day #45)
Thursday	October 10	▪ 2 <sup>nd</sup> Quarter Begins (Day #46)
Friday, Monday	October 11,14	▪ Fall Holiday for Students/Staff/Weather Makeup Day
Tuesday	October 22	▪ Report Cards
Tuesday	November 12	▪ School Board Meeting – 6:00 p.m. ▪ Progress Reports
Monday-Tuesday	November 25-26	▪ Thanksgiving Holidays/Weather Makeup Days
Wednesday-Friday	November 27-29	▪ Thanksgiving Holidays
Tuesday	December 10	▪ School Board Meeting – 6:00 p.m.
Friday	December 20	▪ 60% Day for students ▪ 2 <sup>nd</sup> Quarter Ends (Day #90)
Monday- Friday	Dec. 23-Jan. 3	▪ Christmas Holidays

## Second Semester

Friday	January 3	▪ Student Holiday ▪ Teacher Work Day/Professional Development Day #5
Monday	January 6	▪ 3rd Quarter Begins (Day #91)
Tuesday	January 14	▪ School Board Meeting – 6:00 p.m.
Monday	January 20	▪ Dr. Martin Luther King Jr. Day
Tuesday	January 21	▪ Report Cards
Tuesday	February 11	▪ School Board Meeting – 6:00 p.m. ▪ Progress Reports 3 <sup>rd</sup> Quarter
Mon.-Weds	February 24-26	▪ Mardi Gras Holidays/February 26 Weather Makeup Day
Tuesday	March 10	▪ School Board Meeting – 6:00 p.m.

Thursday	March 12	▪ 3 <sup>rd</sup> Quarter Ends (Day #135)
Friday	March 13	▪ 4 <sup>th</sup> Quarter Begins (Day #136)
Tuesday	March 31	▪ Report Cards
Friday	April 10	▪ Good Friday Holiday/Weather Makeup Day
Mon-Fri	April 13-17	▪ Spring Break
Tuesday	April 21	▪ School Board Meeting – 6:00 p.m. ▪ Progress Reports
Tuesday	May 12	▪ School Board Meeting – 6:00 p.m.
Friday	May 22	▪ 4 <sup>th</sup> Quarter Ends (Day #180) ▪ Last Day for Students – Report Cards (Elementary) ▪ 60% Day
Monday	May 25	▪ Memorial Day Holiday
Tuesday	May 26	▪ Graduation ▪ Professional Development Day #6
Wednesday	May 27	▪ Professional Development Day #7
Tuesday	June 9	▪ Public Hearing on FY20 Budget – 5:00 p.m.
Tuesday	June 9	▪ School Board Meeting – <b>6:00</b> p.m. ▪ Report Cards (Secondary)
Tuesday	June 30	▪ Special Called School Board Meeting – 5:00 p.m.