

**Bay High School**  
**Student-Parent Handbook**  
**2011-2012**



*Bay High School*

*Redefining Our Boundaries –*

*GIVING ONE DEGREE MORE!*

**Dr. Andy Parker, Principal**  
**Mrs. Amy Coyne, Assistant Principal**  
**Mr. Nick Overby, Assistant Principal**

**750 Blue Meadow Road**  
**Bay St. Louis, MS**  
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**[www.bwsd.org](http://www.bwsd.org)**

## SUPERINTENDENT'S STATEMENT

Welcome to the 2011-2012 school year.

It is indeed a pleasure to welcome our students, staff and parents back for the 2011-2012 school year. Each new school year offers tremendous opportunities for students, parents and schools to work together to help our community's children reach their potential.

The Bay St. Louis - Waveland School District will use the Strategic Plan to determine priorities, guide financial decisions, and seek feedback from staff, parents, and patrons. The plan will be a "living document" that will change as the world and our community change. The Strategic Leadership Group will monitor the Strategic Plan and report on progress regularly to the Board of Directors. Below you will see our mission statement as well as the values and goals of our Strategic Plan.

### **Our Mission:**

The Bay St. Louis-Waveland School District is a system that is dedicated to teaching with the expectation that all will read, write, think, compute, speak well, love the arts, and behave in socially acceptable ways in order to become an economically independent contributing member of society. (Adapted from Dr. Lorraine Monroe, January 2, 2007)

### **Values:**

- WE believe in the development of the whole child.
- WE believe in every child's right to a great public education.
- WE believe we can have secure, attractive, and environmentally friendly campuses.
- WE believe that our students should be able to compete and succeed in a global society.
- WE believe in developing life long learners.
- WE believe all children should have equal opportunities to learn regardless of limitations.
- WE believe in the use of technology and research based strategies.
- WE believe in strong community, business and parental involvement.
- WE believe in rigorous curriculum and higher order thinking skills.

### **Strategic Plan Goals:**

Goal #1: Sustain a district wide climate that encourages students, staff, parents, and community to be involved at all levels.

Goal #2: Promote, advocate and nurture a climate that drives opportunities for life-long learning for students, staff and community.

Goal #3: Evaluate and enrich the curriculum annually to prepare students for success.

Goal #4: Build and maintain schools that promote safe, civil, and healthy learning environments.

It has been said, "Those who fail to plan, plan to fail." The Strategic Plan represents a commitment to the students and the community we serve. Our plan will focus our efforts to utilize available and potential resources to provide the best education we can for the children in our communities. I would like to thank the Board of Trustees for their support and guidance in building stronger, deeper and more meaningful connections with our community and our efforts with development of the Strategic Plan.

I hope you come to know me as a person who has strong beliefs in public education. Our Strategic Plan offers us the opportunity to dream together to build the future we want.

Thank you,

*Becky Ladner*

Dr. Becky Ladner, Superintendent

### *PRINCIPAL'S MESSAGE*

Parents, Students, and Community of Bay High School:

Thank you for an AMAZING year, and welcome back to what we think is going to be one of the BEST in Bay High history. Our test scores have never looked better than they do right now; our average daily attendance is one of the highest in the state, and our sports teams, including Dance and Cheer, are poised for state championships. Our fine arts programs have record enrollments, and our band promises to entertain us with a show second to none. It is truly going to be a year of GREATNESS for the Tigers. So, get your season passes to our events, make sure you are prepared for the work that is before us, and get ready to be GREAT!

Please make sure you review the handbook with your child, and as always, please call us if you have any questions or concerns. Again, on behalf of the faculty and staff at Bay High, welcome to a GREAT new year! We are happy to serve you.

*Andy Parker*

Dr. Andy Parker

Principal

**Bay St. Louis-Waveland School Board**

Dr. Sherry Ponder, President  
Mr. Clevand Williams, Secretary  
Mrs. Robinette Lawler  
Mrs. Cheryl Ladner  
Mr. Mike Benvenuti

Dr. Rebecca Ladner, Superintendent  
Dr. Rusty Dempsey, Assistant Superintendent/Student Services Director

**Bay High School**

Dr. Andy Parker, Principal

**Bay-Waveland Middle School**

Dr. Cherie Labat, Principal

**North Bay Elementary**

Mr. Myron Labat, Principal

**Waveland Elementary**

Dr. Frances Weiler, Principal

**Cross Roads Learning Center**

Mrs. Toy Watts, Principal

**DISTRICT MISSION STATEMENT**

The Bay St. Louis-Waveland School District is a system that is dedicated to teaching with the expectation that all will read, write, think, compute, speak well, love the arts, and behave in socially acceptable ways in order to become an economically independent contributing member of society.

*Adapted from Dr. Lorraine Monroe, January 2, 2007*

**BAY HIGH SCHOOL MISSION STATEMENT**

The mission of Bay High School is to create a student-centered learning environment which addresses the individual needs of each student thus creating an enlightened citizen who values life-long learning accompanied by social and personal accountability.

## Bay High School Faculty

### English Faculty

Abel, Stephanie, [sable@bwsd.org](mailto:sable@bwsd.org)  
Corr, Megan, [mcorr@bwsd.org](mailto:mcorr@bwsd.org)  
Grubbs, Jeremy, [jgrubbs@bwsd.org](mailto:jgrubbs@bwsd.org)  
McKay, Melissa, [mmckay@bwsd.org](mailto:mmckay@bwsd.org)  
Richardson, Amy, [arichardson@bwsd.org](mailto:arichardson@bwsd.org)  
Schruff, Brandy, [bschruff@bwsd.org](mailto:bschruff@bwsd.org)

### Fine Arts/Physical Education/Health

Austin, Priscilla, [paustin@bwsd.org](mailto:paustin@bwsd.org)  
Crider, Catchie, [ccrider@bwsd.org](mailto:ccrider@bwsd.org)  
Cummings, Allen, [acummings@bwsd.org](mailto:acummings@bwsd.org)  
Foreman, Ben, [bforeman@bwsd.org](mailto:bforeman@bwsd.org)  
Hopgood, Jeff, [jbosarge@bwsd.org](mailto:jbosarge@bwsd.org)  
Thompson, Kelton, [kthompson@bwsd.org](mailto:kthompson@bwsd.org)  
Triplett, Debbie, [dtriplett@bwsd.org](mailto:dtriplett@bwsd.org)

### History

Edwards, Addaryl, [aedwards@bwsd.org](mailto:aedwards@bwsd.org)  
Molpus, Robert, [rmolpus@bwsd.org](mailto:rmolpus@bwsd.org)  
Pate, Stacey, [spate@bwsd.org](mailto:spate@bwsd.org)  
Sjostrom, Dottie, [dsjostrom@bwsd.org](mailto:dsjostrom@bwsd.org)  
Smith, Ricky, [rsmith@bwsd.org](mailto:rsmith@bwsd.org)

### Math

Boudreaux, Khrysal, [kboudreaux@bwsd.org](mailto:kboudreaux@bwsd.org)  
Gemelli, Mike, [mgemelli@bwsd.org](mailto:mgemelli@bwsd.org)  
Ferry, Zack, [zferry@bwsd.org](mailto:zferry@bwsd.org)  
Rossetti, Paula, [prossetti@bwsd.org](mailto:prossetti@bwsd.org)  
Shabazz, Wali, [wshabazz@bwsd.org](mailto:wshabazz@bwsd.org)

### Special Education

Banashak, Josh, [jbashak@bwsd.org](mailto:jbashak@bwsd.org)  
Bayer, Chris, [cbayer@bwsd.org](mailto:cbayer@bwsd.org)  
Couch, Star, [scouch@bwsd.org](mailto:scouch@bwsd.org)  
Bosarge, Lis, [ebosarge@bwsd.org](mailto:ebosarge@bwsd.org)  
Favre, Beth, [bfavre@bwsd.org](mailto:bfavre@bwsd.org)  
Ladner, Brad, [bladner@bwsd.org](mailto:bladner@bwsd.org)  
Smith, Kellie, [ksmith@bwsd.org](mailto:ksmith@bwsd.org)

### ROTC

Johnson-Young, Andrea, [ajyoung@bwsd.org](mailto:ajyoung@bwsd.org)  
Thompson, Kevin

### Science

Goveia, Heather, [hgoevia@bwsd.org](mailto:hgoevia@bwsd.org)  
Lathrop, Ann, [alathrop@bwsd.org](mailto:alathrop@bwsd.org)  
Lewis, Gigi, [glewis@bwsd.org](mailto:glewis@bwsd.org)  
Ross, Kelly, [kross@bwsd.org](mailto:kross@bwsd.org)  
Woodward, Tom, [twoodward@bwsd.org](mailto:twoodward@bwsd.org)

### Vocational

Dittman, Tara, [tdittman@bwsd.org](mailto:tdittman@bwsd.org)  
Jenkins, Linda, [ljenkins@bwsd.org](mailto:ljenkins@bwsd.org)  
White, Mildred, [mwhite@bwsd.org](mailto:mwhite@bwsd.org)

### Foreign Language

Cain, Liz, [ecain@bwsd.org](mailto:ecain@bwsd.org)  
Schruff, Brandy, [bschruff@bwsd.org](mailto:bschruff@bwsd.org)

## Bay High School Administration & Office Staff

Main office number	467-6611
Guidance office number	467-5297
Dr. Andy Parker <a href="mailto:aparker@bwsd.org">aparker@bwsd.org</a>	Principal
Mrs. Amy Coyne <a href="mailto:acoyne@bwsd.org">acoyne@bwsd.org</a>	Assistant Principal
Mr. Nick Overby <a href="mailto:noverby@bwsd.org">noverby@bwsd.org</a>	Assistant Principal
Mrs. Shirley Prendergast <a href="mailto:sprendergast@bwsd.org">sprendergast@bwsd.org</a>	Curriculum and Test Coordinator/Vocational Director
Mrs. Paula Bilbo <a href="mailto:pbilbo@bwsd.org">pbilbo@bwsd.org</a>	Guidance Counselor
Ms. Samantha Breshears <a href="mailto:sbreshears@bwsd.org">sbreshears@bwsd.org</a>	Guidance Counselor
Mrs. Carol Ramsey <a href="mailto:cramsey@bwsd.org">cramsey@bwsd.org</a>	Registrar
Mrs. Michele Henry <a href="mailto:mhenry@bwsd.org">mhenry@bwsd.org</a>	Secretary
Mrs. Cherri Allenbach <a href="mailto:callenbach@bwsd.org">callenbach@bwsd.org</a>	Secretary
Mrs. Chanda Parnell <a href="mailto:cparnell@bwsd.org">cparnell@bwsd.org</a>	Secretary
Mrs. Vicki Walsh <a href="mailto:vwalsh@bwsd.org">vwalsh@bwsd.org</a>	Librarian
Mrs. Susan Schiller <a href="mailto:sschiller@bwsd.org">sschiller@bwsd.org</a>	Career Center Technician
Mrs. Somonia McKenzie <a href="mailto:smckenzie@bwsd.org">smckenzie@bwsd.org</a>	Teacher Assistant – Special Education
Mrs. Nina Carver <a href="mailto:ncarver@bwsd.org">ncarver@bwsd.org</a>	Teacher Assistant – Special Education
Mrs. Kelly Robertson <a href="mailto:krobertson@bwsd.org">krobertson@bwsd.org</a>	Teacher Assistant – In School Isolation (ISI)

**July**

4 Independence Day Holiday  
 4-8 District Closed  
 11 Board Meeting  
 20-21 Student Registration

**August**

1-4 Professional Development  
 5 First Student Day  
 First Quarter Begins (day #1)  
 8 Board Meeting

**September**

5 Labor Day Holiday  
 8 Progress Reports (K-12)  
 10 ACT  
 12 Board Meeting  
 14-15 SATP: Writing 08/09 Retest  
 19-22 SATP: Retests and Transfers

**October**

6-7 BHS: ½ Credit Final Exams;  
 1 Credit Mid-Term Exams  
 7 Last Day of 1<sup>st</sup> Quarter (day #45)  
 10 Second Quarter Begins (day #46)  
 Board Meeting  
 13 Report Cards (K-12)  
 22 ACT

**November**

9 English II Writing Test  
 10 Progress Reports (K-12)  
 14 Board Meeting  
 21-25 Thanksgiving Holidays  
 28 School Resumes/Students Return

**December**

1 SATP: Writing Retest  
 5-8 SATP: English II, Bio. I, US Hist., Alg. I  
 10 ACT  
 12 Board Meeting  
 15-16 BHS: ½ Credit Final Exams;  
 1 Credit Final Exams  
 16 Second Quarter Ends (day #90)  
 60% Day  
 19-Jan. 2 Winter Break

**January**

3 Professional Development  
 4 School Resumes/Students Return  
 Third Quarter Begins (day #91)  
 9 Board Meeting  
 12 Report Cards (K-12)  
 16 Martin Luther King, Jr. Holiday

**February**

9 Progress Reports (K-12)  
 11 ACT  
 13 Board Meeting  
 20-22 President's Day/Mardi Gras Holidays  
 22 Professional Development

**March**

1 4<sup>th</sup> & 7<sup>th</sup> grade State Writing Tests  
 9-12 BHS: ½ Credit Final Exams;  
 1 Credit Mid-Term Exams  
 Board Meeting  
 12 Third Quarter Ends (day #135)  
 13 Fourth Quarter begins (day # 136)  
 21 SATP: Writing Primary & Retest  
 22 Report Cards (K-12)  
 26-29 SATP: Retests

**April**

2-9 Spring Break  
 TBA MS-CPAS2  
 14 ACT  
 16 Board Meeting  
 26 Progress Reports (K-12)

**May**

1-4 SATP: US Hist., Alg.I, Eng.II  
 1 5<sup>th</sup> & 8<sup>th</sup> Science Tests  
 8-10 MCT2 Tests grades 3-8  
 14 Board Meeting  
 10-11 Senior Exams  
 17 Graduation  
 21-22 BHS: ½ Credit Final Exams;  
 1 Credit Final Exams  
 21-22 Exams (3-11)  
 22 Last Student Day/ 60% day  
 Fourth Quarter Ends (180 days)  
 Report Cards (K-2)  
 22 \*Professional Development  
 23 Memorial Day Holiday  
 28

**June**

9 ACT  
 11 Board Meeting

**Bay High School Bell Schedule 2011-2012**  
**Monday – Thursday**

7:27	<b>First Bell</b> (3 min.)
7:30	<b>Tardy</b> to School
7:30 – 9:07	<b>First Block</b> (97 min.)
9:07 – 9:10	Class Change (3 min.)
9:10 – 10:50	<b>Second Block</b> (100 min.) 9:10 – 9:13 Morning Announcements
10:50 – 10:53	Class Change (3 min.)
10:53 – 12:55	<b>Third Block</b> (97 Min.)
	10:56 – 11:21 <b>First Lunch</b> (25 min.)
	11:24 – 11:49 <b>Second Lunch</b> (25 min.)
	11:52- 12:17 <b>Third Lunch</b> (25 min.)
12:55- 12:58	Class Change (3 min.)
12:58 – 2:35	<b>Fourth Block</b> (97 min.)
2:35	<b>Dismissal</b>

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**Bay High School 2011-2012**  
**Friday Pep Rally/Assembly Schedule**

7:27	<b>First Bell</b> (3 min.)
7:30	<b>Tardy</b> to School
7:30 – 8:59	<b>First Block</b> (89 min.)
8:59 – 9:02	Class Change (3 min.)
9:02 10:34	<b>Second Block</b> (92 min.) 9:02 – 9:05 Morning Announcements
10:34 – 10:37	Class Change (3 min.)
10:37 – 12:31	<b>Third Block</b> (89 min. class plus 25 min. lunch)
	10:40 – 11:05 <b>First Lunch</b> (25 min.)
	11:08 – 11:33 <b>Second Lunch</b> (25 min.)
	11:36 – 12:01 <b>Third Lunch</b> (25 min.)
12:31 – 12:34	Class Change (3 min.)

12:34 – 2:03            **Fourth Block** (89 minutes)  
 2:05 – 2:35            **Assembly / Pep Rally /** (30 Minutes)  
 2:35                      **Dismissal**

**Bay High School 2011-2012**

**Advisory Friday Schedule**

7:27                      **First Bell** (3 min.)  
 7:30                      **Tardy** to School  
 7:30 – 8:59            **First Block** (89 min.)  
 8:59 – 9:02            Class Change (3 min.)  
 9:02 10:34            **Second Block** (92 min.)  
                             9:02 – 9:05 Morning Announcements  
 10:34 – 10:37    Class Change (3 min.)  
 10:37 – 12:31    **Third Block** (89 min. class plus 25 min. lunch)  
                             10:40 – 11:05    **First Lunch** (25 min.)  
                             11:08 – 11:33    **Second Lunch** (25 min.)  
                             11:36 – 12:01    **Third Lunch** (25 min.)  
 12:31 – 12:34    Class Change (3 min.)  
 12:34 – 1:04            Advisory            (30 minutes)  
 1:04 – 1:07            Class Change (3 min.)  
 1:07 – 2:35            Fourth Block (88 min.)  
 2:35                      Dismissal

**Bay High 60% Schedule  
 2011-2012**

7:27                      First Bell  
 7:30                      Tardy Bell  
 7:30 – 8:28            First Block  
 8:28 – 8:31            Passing Time  
 8:31 – 9:29            Second Block  
 9:29 – 9:32            Passing Time  
 9:32 – 10:30          Third Block

10:30 – 10:33 Passing Time

10:33 – 11:55 Fourth Block with Lunches

10:33 – 11:00 A Lunch (10:57 Warning Bell)

11:03 – 11:28 B Lunch (11:25 Warning Bell)

11:31 – 11:55 C Lunch (Students in C Lunch are dismissed from Café/Courtyard)

**ADMINISTRATIVE AND INSTRUCTIONAL SERVICES**

**Admission Requirements**

In order to enroll, a student’s parent or guardian must reside within the Bay St. Louis-Waveland School District. Residency must be verified (2 documents) with a school official at the time of the student’s registration. A transcript of the student’s work must be received from the school last attended. A student may be temporarily enrolled before the transcript is received provided the student can present evidence that he has officially withdrawn from the previous school.

Students enrolling from a non-accredited institution or home schooling must be administered a grade placement test before a grade level is assigned.

To be eligible for kindergarten, students must be five (5) years old on or before September 1, 2011. First graders must be six (6) on or before September 1, 2011.

In addition to the residency requirements, all new students who enter from another state must present a birth certificate and a Mississippi Immunization Compliance Form, which may be obtained from the Hancock County Health Department on Longfellow Drive.

**COMPLIANCE POLICIES**

Bay St. Louis-Waveland Schools are in compliance with Title VI of the Civil Rights Act of 1962, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Family Educational Rights and Privacy Act of 1974.

The Bay St. Louis-Waveland School District assures that no one shall, on the grounds of race, color, national origin, gender, or handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the school.

Title VI and IX Coordinator..... Dr. Rusty Dempsey  
201 Carroll Avenue 228-467-6621  
Bay St. Louis, MS 39520

Section 504 Coordinator..... Ms. Alicia Kelly  
201 Carroll Avenue 228-467-1021  
Bay St. Louis, MS 39520

**BAY ST. LOUIS – WAVELAND SCHOOL DISTRICT PARENT INVOLVEMENT POLICY**

It shall be the policy of this school district to implement programs, activities, and procedures for involvement of parents in programs assisted under Title I consistent with the provisions of Sections 1118. Such activities shall be planned and implemented with meaningful consultation with parents of participating children.

The school district shall develop jointly with, agree upon with, and distribute to, parents of participating children a written parent involvement policy that is incorporated into the school district’s plan developed under Section 1112, establishes the



expectations for parent involvement and describes how the school district will involve parents in the planning, review and improvement of the Title I Program.

**| The Goals of Parent Involvement are as follows:**

1. To provide effective and positive communications between schools, home and community;
2. To promote parent and community involvement so that parents and community members become effective partners in education; and
3. To provide parenting education awareness training programs and activities that are beneficial for parents and children.
4. Actively recruiting the support and involvement of parents in the education process.

To achieve these goals the Bay St. Louis – Waveland School District Title I program will:

1. Convene annually a public meeting for parents of eligible Title I students at each school site to seek parental input into the planning, design, and implementation of Title I project. If possible, these meetings will be held at flexible times to better coordinate with the hectic schedules of families.
2. Notify parents of student selection for Title I service, types of services available, and identification of Title I staff.
3. Conduct meetings for parents of Title I students to provide project information, seek input, and conduct workshops for topics of interest to parents including parenting education, information about specific school subjects, and behavior management or discipline.
4. Encourage communication among parents, district staff and Title I staff by establishing personal or telephone contact with Title I parents throughout the school year.
5. Respond to parent recommendations in a timely manner.
6. Inform parents of annual program results and student progress evaluations (also called the annual evaluation of the Title I program).
7. Assess annually the Title I parental involvement program by compiling data regarding frequency and type of involvement, reviewing workshop and meeting evaluation forms, and surveying parental interests, needs, and program satisfaction.

To further meet the requirements of Section 1118 of Title I, the school district shall provide parents of participating children:

- A. timely information about programs under Title I;
- B. school performance profiles as required under Section 1116 (A) (3) and their child’s individual student assessment results, including an interpretation of such results.
- C. a description and explanation of the curriculum in use at the school level, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
- D. opportunities for regular meetings to formulate suggestions, share experiences with other parents, and participate as appropriate in decisions relating to the education of their children if such parents so desire.

Each school served under Title I may amend the district’s Parent Involvement Policy, if necessary, to meet the requirements of Section 1118(b).

As a component of the school-level parental involvement policy, each school shall jointly develop with parents for all children served under Title I a school-parent compact that outlines how parents, the school staff, and students will share the responsibility for improved student achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State’s standards.

**ASSESSMENT OF PARENTAL INVOLVEMENT, TITLE I PROGRAM**

It shall be the policy of this school district to annually assess Title I Parent Involvement as required by P.L. 103-382, Section 1118. The school district shall use the following documents for assessment:

- A) Attendance sign-in sheets from Title I workshops and parent meetings;
- B) Records of materials and equipment checked out by parents at the Parent Center; and

Written records of parent teacher conferences held during the school year

## **ANNUAL REPORT TO PARENTS**

The Federal Environmental Protection Agency (EPA) requires that on an annual basis each school district notify every parent and employee of the status of any asbestos in the school. This report will serve as the annual notification by the Bay St. Louis-Waveland School District.

The School District completed the required reinspection report. There was no major change in the report. A copy of this report is on file in the school administration office and is available to the public for review.

## **PARENT/TEACHER CONFERENCES**

Parents who wish to have conferences with teachers may call the guidance counselor at 467-5297 for an appointment. All parents are welcome. State statutes require parents to attend parent conferences when requested by the administration. Any student suspended from school will be re-admitted to class only after his/ her parents/guardians have conferred with the principal in the principal's office.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

[NOTE: In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]

### **FERPA para las Escuelas Primarias y Secundarias**

La Ley de Derechos Educativos de la Familia y la Confidencialidad (*Family Educational Rights and Privacy Act*), conocida por sus siglas en inglés FERPA, confiere a los padres y los estudiantes mayores de 18 años (denominados “estudiantes aptos”) ciertos derechos con respecto a los expedientes académicos o registros educativos del estudiante. Estos derechos son:

(1) El derecho a inspeccionar y revisar el expediente del estudiante en un plazo de 45 días contado de la fecha de petición de acceso.

El padre o estudiante apto debe presentar al director de Escuela [o el correspondiente funcionario escolar] una petición por escrito que señale el documento o los documentos que desea inspeccionar. El funcionario de escuela se encargará del acceso y de notificar al padre o el estudiante apto respecto a la hora y el lugar donde los documentos se pueden inspeccionar.

(2) El derecho a solicitar una modificación del registro que el padre o el estudiante apto estime inexacto o equívoco.

Un padre o estudiante apto puede pedirle a la escuela que se modifique un registro que él considere inexacto o equívoco. Debe dirigirse por escrito director de la escuela [o al correspondiente funcionario], señalar con claridad la parte del registro que desea que se modifique, y especificar por qué es inexacto o equívoco. Si la escuela determina no modificar el registro en el sentido de la petición presentada por el padre o el estudiante apto, la escuela notificará al padre o el estudiante apto sobre la decisión y le avisará sobre su derecho a una audiencia en relación con la petición de modificación. Se proporcionará información adicional al padre o el estudiante apto sobre el procedimiento de audiencia al ser notificado sobre el derecho a audiencia.

(3) El derecho a dar consentimiento para la divulgación de información susceptible de identificación personal contenida en los expedientes académicos del estudiante, salvo en los casos señalados por FERPA que autorizan la divulgación sin consentimiento.

Una excepción, que permite la divulgación sin consentimiento, se trata de la divulgación a los funcionarios escolares con intereses educativos legítimos. Un funcionario escolar es un empleado de la escuela en calidad de administrador, supervisor, instructor, o personal de apoyo (incluyendo el personal de salud o médico y el personal de la unidad de seguridad o policial); una persona que integre el Consejo Escolar; una persona o compañía con la cual la escuela contrate para desempeñar una función particular (como un abogado, un auditor, un consultor médico, o un terapeuta); o un padre o estudiante que se desempeñe en un comité oficial, tal como un comité de disciplina o de procedimientos conciliatorios de disputas laborales, o que asista a otro funcionario escolar en el ejercicio de sus funciones.

Un funcionario tiene un interés legítimo si el funcionario necesita revisar un registro educativo a fin de cumplir con su responsabilidad profesional.

[Opcional] A petición, la escuela divulgará sin consentimiento registros educativos a los funcionarios de otro distrito escolar en donde el estudiante piensa o pretende matricularse. [NOTA: Según lo dispuesto por FERPA, un distrito escolar tiene la obligación de hacer un intento razonable de notificar al padre o el estudiante apto sobre la petición de expediente a no ser que se señale en su notificación anual que tiene la intención de hacer llegar los expedientes en respuesta a la solicitud.]

(4) El derecho a presentar un reclamo ante el Departamento de Educación de EE.UU. respecto al presunto incumplimiento con los requisitos de FERPA por parte de la Escuela. El nombre y la dirección de la Oficina que administra FERPA son:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

[NOTA: Además, puede ser conveniente para una escuela incluir su aviso público de información de directorio junto con su notificación anual de derechos conforme a FERPA, según lo dispuesto por § 99.37 de las regulaciones.]

**HANCOCK COUNTY FAMILIES FIRST RESOURCE CENTER**  
**125 E Main St.**  
**Bay St. Louis, MS 39520**  
**(228) 463-0000**

The Hancock County Families First Resource Center provides families, schools and the community with educations, emotional support and resources to promote healthy family functioning while attempting to prevent child abuse and neglect.

Case Management services are provided to assist families with parenting skills, child development, health and nutrition, household management and community resources, such as housing, transportation and counseling. Case Management services are provided through the Parent Aide, Welcome Baby, and High Risk Youth/Teen Mentor Programs.

Parenting Classes are offered throughout the year to all parents. Parenting classes consist of nine weekly sessions that emphasize positive self esteem, violence reduction in the home, anger management, alcohol and drug prevention and human sexuality.

Foster and Adoptive Parenting Training will also be offered.

TransParenting Class is an educational program designed to teach effective parenting during transitions of divorce or parental separation. It impresses upon parents the critical role they play in their child's ability to adjust to changes surrounding divorce. This is a four-hour class.

A Parent Support Group will be offered monthly, with group discussions focusing on issues relating to parenting and families.

Supervised Visitation may be provided to families if it is so ordered by the Court. A Resource Center professional staff member monitors the visits and documents interactions between parents and children.

Information and Referral services are available through referral assessment. The assessment will help the Families First staff determine if Resources Center services, or those of another agency, would benefit the family.

The Families Resource Library provides families and professionals access to books, videotapes, equipment and brochures that offer education and information on a wide variety of family and child issues as well as local resources. The Project Homestead Regional Coordinator is an integral member of the Families First Staff. Project Homestead is a statewide initiative that forms community partnerships to: protect vulnerable children and adults from abuse, neglect or exploitation; support family preservation and community living; and, prevent family violence and disruption.

## TESTING

TEST	GRADE	DATE
ACT	11 <sup>th</sup> & 12 <sup>th</sup>	Sept. 10, 2011 October 22, 2011 December 10, 2011 February 11, 2012 April 14, 2012
PSAT	10 <sup>th</sup> & 11 <sup>th</sup> (Selected)	October 12, 2011
Writing SATP2	Students Who Need To Test	September 14 & 15, 2011 Retest November 9 & 10, 2011 March 21 & 22, 2012
SATP2 (Algebra I, Biology I, English II, US History)	Students Who Need To Test	September 19-22, 2011 Retest December 1-9, 2011 March 26-29, 2012 Retest May 1-7, 2012
Common Assessment for 1 <sup>st</sup> Semester (Will count as a test grade)	Students in Subject Area Classes Algebra I, Biology I, English II, US History	August 9-10, 2011 Pretest September 7-8, 2011 October 6 & 7, 2011 Midterms November 1 & 2, 2011 Posttest
Common Assessment for 2 <sup>nd</sup> Semester (Will count as a test grade)	Students in Subject Area Classes Algebra I, Biology I, English II, US History	January 10-11, 2012 Pretest February 14-15, 2012 March 9 & 12, 2012 Midterms April 10-11, 2012 Posttest

In addition to earning the district-required number of Carnegie units, students must also meet requirements of state assessments (US History from 1877, English II, Biology I, and Algebra I). A student's graduation requirements are determined by the year he/she enters 9<sup>th</sup> grade.

According to Mississippi State Board of Education Policy IHF-2, any Mississippi public school student who fails to pass a required Subject Area Test will be offered a chance to retake the test three times each year until a passing score is achieved.

The Bay St. Louis-Waveland School District Board of Education believes that the purpose of a Subject Area Test is to serve as a diagnostic tool providing mastery information to parents, students, teachers, and administrators regarding the content area being assessed.

All students enrolled in the courses involved in the Subject Area Testing Program must pass both the course and the Subject Area Test in order to graduate from Bay High School.

**Since helping all students achieve high academic standards is our goal, any student in danger of failing or who drops below a 75 in any subject area class (Algebra I, Biology I, English II, US History) will be placed on academic probation. This means that the student must attend before or after school tutoring until academic status has returned to a 75 or above. If the student has not maintained a 75 average or above by progress report or a time determined by the administration team, the student will be removed from the subject area class and placed in a preparatory or alternate class.**

If a student does not make a passing score on a Subject Area Test, a Teacher Support Team consisting of teachers, an administrator, and a counselor will analyze data from the test and prescribe a remediation program that meets the needs of the individual student. Remediation may include, but shall not be limited to, requiring the student to repeat the course, participate in after school or in school tutoring, or attend an extended school year/summer school program. Credit Recovery may **NOT** be taken for any subject area class the student has failed unless the state test has been passed.

### **LOST AND FOUND**

Lost and found articles are kept in the school office or other designated location. Any student who finds an article should bring it to the office immediately so that the owner may claim it. Articles left in the Lost and Found will be donated to charity at the end of each nine week period.

### **TELEPHONES/STUDENT MESSAGES**

Telephones are located in the office and are available to students on an **emergency** basis only. Students must secure permission from the office prior to using the telephone.

### **MEDICATION**

All medication must be approved by the school nurse and a properly completed medication form must be on file in the nurse's office. The medication must be in the original prescriptive container and appropriately labeled. Parents must bring the medication to and from school; students are not permitted to bring medication to school or to bring unused medication home. Disciplinary action may be taken if a student is found to be in possession of any medication.

### **DELIVERIES**

Flowers, balloons or other deliveries for students are not accepted at the school.

### **DANCES**

School dances are not to be held on the eve of school days. School dances will end by midnight. No student will be admitted to a dance if there is any indication that alcohol or other drugs have been consumed prior to the dance, or without appropriate attire. Students who are found to be under the influence of alcohol, drugs or other unknown substances will be referred to a disciplinary hearing. Students are not permitted to enter a school dance more than one hour after the dance has begun. Students are not permitted to return to the dance or other social events once they have left; nor should they request to go to their cars.

### **FIELD TRIPS/ATHLETIC EVENTS**

Any student taking part in a school sponsored extracurricular field trip must be in good academic standing in all classes and receive permission to attend the field trip from his/her teachers. Students must ride the bus to and from school-sponsored field trips and athletic events. The student may ride with a parent if we have the parent's permission with the sponsor/coach's knowledge.

Any student participating in any overnight field trip must attend a mandatory meeting to go over the BHS Responsibility Contract for Field/Co-Curricular Trips. At least one parent or guardian must also attend this meeting. Any student who fails to attend this meeting, or whose parent/guardian does not attend this meeting, will not be allowed to participate in the trip. Each student must have a signed BHS Responsibility Contract for Field/Co-Curricular Trips on file prior to the trip.

## DIRECTORY INFORMATION

The school district may release directory information (demographical and statistical) which does not identify individuals.

## STUDENT PARKING

1. All students must show proof of driver's license and a completed parking application in order to obtain a parking decal. This decal must hang from the rear view mirror of the student's automobile. The decal will cost the student \$5.00.
2. All students leaving the parking lot after the beginning of classes must have a pass from the office.
3. The speed limit is 5 MPH.
4. Students should park **only** in their assigned student parking spot in the student parking area. **(Any student car parked in areas other than an assigned parking spot may be subject to towing at the owner's expense.)** Students should not park on the side of the gymnasium or in the parking lots of the shopping centers or churches near campus.
5. Student vehicles are subject to search.
6. Access to vehicles during the day is not allowed without a pass.
7. Parking may be restricted to students in certain grades based on the availability of parking spaces.
8. There will be a mandatory meeting of all students who wish to drive on campus approximately one week prior to the start of school. This date and time will be shared with all parents and students at registration, through an automated call to all parents, and will be posted on Active Parent. This meeting will address the procedures of the parking lot and will be where decals are given and student assigned parking spots are shared with the students.

It is considered a privilege to park on school grounds. Student parking spots are limited and are given on a first come, first served basis. Suspension of parking privileges, filing a complaint with police, and/or suspension from school may occur when violations of these regulations occur.

## STUDENT PARKING VIOLATIONS

1. **STUDENTS ARE NOT ALLOWED TO SIT IN THEIR VEHICLES. WHEN YOU PARK YOUR CAR ON CAMPUS, YOU MUST EXIT THE VEHICLE AND REPORT TO THE APPROVED AREAS ON CAMPUS.**
2. Loud music once the car enters the parking lot. (Citation may be issued by the Police Dept.)
  - First offense: Warning
  - Second offense: Loss of campus parking for one week.
  - Third offense: Loss of campus parking for remainder of year.
3. Music containing profanity or vulgarities: (Citation may be issued by the Police Dept.)
  - First offense: Loss of campus parking for one week.
  - Second offense: Loss of campus parking for remainder of year.
4. Reckless driving of any type:
  - First offense: Loss of campus parking for one week.
  - Second offense: Loss of campus parking for remainder of year.
5. Unruly conduct in the parking lot: (Refer to the section on school discipline in this handbook)
  - First offense: Loss of campus parking for one week.
  - Second offense: Loss of campus parking for remainder of year.
6. Any act deemed unsafe by the school administration
  - First offense: Loss of campus parking – length of time based on infraction
  - Second Offense: Loss of campus parking for remainder of year.

## LIBRARY

A vital part of our campus is the library media center. A well-balanced collection of print and non-print materials is available. Library personnel collaborate with both students and faculty in accessing, locating, and retrieving information. Materials may be copied on the printer and/or scanner in black and white or in color for a nominal fee. In order to provide optimal services, the library operates on an extended schedule and is open for patrons from 7:00 a.m. to 3:00 P.M. each day school is in session.

Periodicals are kept on file for five years. Single issues of noncurrent periodicals are circulated through the teachers. Single volumes of encyclopedias with a copyright date five years old or older may be checked out overnight.

Books are checked out for a one week period and may be renewed 2 other times for one week periods. Students are responsible for books which they check out. Students will be required to pay for lost or damaged books. A fine of five cents (\$.05) per day is charged for every library book overdue. Students may check out one book per library visit.

## CLUBS AND ORGANIZATIONS

**ART Club** - This organization's purpose is to increase student interest in art and to develop skills in incorporating art into their daily lives.

**Be the Change Club** - Be The Change is about creating a culture of pride, compassion, acceptance, and service in our school. Our challenge is to commit to doing at least one intentional positive act of change each day. Our commitment is to 1) love and accept others while continuing to grow; 2) see others through eyes of acceptance, love, and compassion; and 3) be the change by living life in service

**CSI** - This organization's purpose is to increase student interest in all areas of science; especially forensics. This organization meets and performs labs and experiments.

**Drama Club** - This organization's purpose is to increase student interest in drama, theater and performing arts. This club is involved in putting on performances for the school at least twice a year.

**First Priority** – First Priority sponsored organization that provides an opportunity for all students to read and discuss Bible scripture.

**French Club** – The organization's purposes are to increase pupil interest in the French language and culture, and to develop skills in speaking and understanding the French language in their daily lives.

**Future Teachers of America** – This club's purpose is to increase interests of students who believe that they are interested in pursuing a career as an educator.

**Interact Club** – The Interact Club is a happy medium between a social club and a service club. It is an international club comprised of high school students, ages fourteen through eighteen. The most important credential is that a person wants to become a part of a lively group involved in promoting international understanding and providing service to the school community. This club is sponsored by a Rotary Club and is committed to fulfilling the Interact pledge: "I pledge as a member of Interact, to be dedicated to service beyond self. I promise to seek opportunities to help those in need, in my school, community, and in all phases of my life."

**JROTC** – The purpose of Junior Reserve Officers' Training Corps is to instill in students in United States secondary educational institutions the value of citizenship, service to the United States, personal responsibility, and a sense of accomplishment. The study of ethics, citizenship, communications, leadership, life skills and other subjects designed to prepare young men and woman to take their place in adult society, evolved as the core of the program.



**National Honor Society** – Membership in the National Honor Society is both an honor and a responsibility. Students are selected for membership by a faculty council on the basis of having demonstrated the qualities of scholarship, service, leadership, and character. The National Honor Society selection process will conform to national guidelines as set forth in the national handbook. A copy may be viewed in the high school office.

Selection:

1. To be eligible for membership in the National Honor Society a student must be a junior or senior with a weighted grade point average of 95 or better on all Carnegie units received.
2. A student must be enrolled in two weighted classes during their junior and senior years.
3. A student must not have been placed in ISI, Exclusion, or Alternative School for any reason during the previous school year.
4. A student must not have violated any Civil Laws (DUI, DWI, disorderly conduct, etc.).

Membership:

1. A student must maintain a weighted numeric average of 95 to remain in the National Honor Society. If a member's weighted numeric average drops below 95, he/she will be placed on probation. If this average is not brought up to a minimum of 95 by the end of the following semester, the student will be dismissed from the National Honor Society.
2. A student may not miss more than two meetings per year without approved documentation. On the third absence, the student will be placed on probation. If the member misses a fourth meeting, the student will be dismissed from the National Honor Society.
3. A student must be enrolled in two weighted classes each year and may not receive an N/C in any class due to excessive absences.
4. A student must participate in a minimum of two service projects per year.
5. A student must be present for the induction ceremony and must pay yearly club dues.
6. A student must not be placed in ISI, Exclusion, and/or Alternative School for any reason.
5. A student must not have violated any Civil Laws (DUI, DWI, disorderly conduct, etc.).

Failure to adhere to any of the above guidelines will result in dismissal by the NHS Faculty Council. A member has the right to appeal the decision of the council with a written request made to the principal within thirty (30) days of dismissal.

**SADD** – SADD's (Students Against Destructive Decisions) primary focus is to establish a positive peer group that discourages drinking and driving and other dangerous decisions. SADD sponsors programs inside and outside of the school during the year.

**Spanish Club** – The Spanish Club promotes the study of Spanish and Hispanic culture. Members must have taken or be presently enrolled in Spanish with at least a "C" average to qualify for membership.

**Student Government Association** – The Student Government Association is the student governing body of Bay High School, responsible for conducting student elections, organizing social events, and participating in community service projects.

**Tiger Loud Crowd** - The Tiger Loud Crowd is the student organization that helps to aid in supporting all athletics and competitive groups on campus. This club is also know as the school spirit club.

**Tiger Paw Productions Team** – The purpose of this organization is to enhance skills in journalism, broadcasting and computer capabilities of students. This club reports weekly school news to the student body.

**Yearbook Staff** – The "Tiger" Staff is responsible for recording the history of Bay High School for one year. This is accomplished by including all the events, activities, people, achievements, fashions, and issues that characterize the year. Students develop skills in writing, advertising, marketing, layout, photography, management, and teamwork.

## **TEXTBOOKS**

Textbooks for students are in most instances furnished by the state, based upon a useful life of five years. Unnecessary damage of a book which would render it useless before the five year period will be paid by the students.

Before receiving free textbooks students must have returned all textbooks from the previous year and paid for damages or lost textbooks.

Parents assume financial responsibility for textbooks until the books have been returned.

The following code will be used to designate the condition of the books at the time of issuance: N = New; E = Excellent; G = Good; F = Fair; and P = Poor.

Students are required to maintain textbooks in good condition and bring textbooks to class at all times unless otherwise directed by the teacher. Students who return books damaged at the end of the course will be required to pay for the damage. Should a student lose a textbook, a replacement book must be purchased. Replacement costs will be the cost of a new book.

## **PROPERTY CHECKED OUT FOR STUDENT USE**

Students and parents are responsible for any damage done to other school property that is checked out to them for their use. It is the responsibility of the student and/or parent to replace property that is lost or damaged.

## **EMERGENCY DRILLS**

Fire & Bomb Threat – At the designated signal over the intercom system or by vocal announcement from an administrator or school employee, each student under the direction of their teacher will:

1. Line up at the door.
2. Proceed with class, walking single file, to the closest exterior exit and on to a safe area outdoors away from the building.
3. Remain in class group and await instructions.
4. When authorized, return to the classroom in an orderly fashion.
5. Resume class.

Tornado Drill – At the designated signal over the intercom system or by vocal announcement from an administrator or school employee, each student under the direction of their teacher will:

1. Line up at the door.
2. Proceed with class, walking single file, to the closest interior hallway or other designated area. Portable classrooms, outdoor classes, and the Field House should be evacuated to the main buildings.
3. Kneel in a “fetal position” (knees and elbows on floor with hands over the back of the head) with the head pointed at the wall. In prolonged drills, at the discretion of the teacher, students may sit on the floor with their back against the wall.
4. When authorized, return to class in an orderly fashion and resume class.

Lockdown Drill – At the designated signal over the intercom system or by vocal announcement from an administrator or school employee, each student under the direction of their teacher will:

1. Move to the nearest classroom where a teacher is present.
2. Identify himself/herself to the teacher, including which class he or she is assigned to be in at that time.
3. Remain in the secure location until an announcement of “all clear” has been given.

In the event of an emergency, parents are asked to tune to the local media for school announcements and instructions. Parents are encouraged not to come to the school or to phone the school during an emergency unless directed to do so by the local media announcements. This is to minimize confusion and to enable the staff to effectively carry out our predetermined emergency procedures. Our primary goal is to ensure the safety of each student.

## **SURVEILLANCE CAMERAS**

Surveillance cameras may be used at various locations including, but not limited to, classrooms on the Bay High School campus to monitor student behavior and to ensure the safety of the students, faculty, and staff of Bay High School.

## **NON-SUFFICIENT FUNDS CHECK COLLECTIONS**

In an effort to reduce time spent on the collection of NSF checks, the Bay St. Louis-Waveland School District will contract with a company that has expertise in the area of collections and guarantees payment of up to \$250 for each bad faith check transaction.

The Bay St. Louis-Waveland School District has an agreement with Payliance Inc. for the collection of all returned checks issued to all Bay St. Louis-Waveland School District locations.

The School Board requires that you include full name, street address, and home phone number on all checks written to the school district. If your check is returned by your bank it will automatically be forwarded to Payliance for collection of the face amount plus the state allowed collection fee of \$40.

All checks submitted to any school or school organization within the district that are deemed “non-sufficient funds”, shall be forwarded from the depository to the contracted company to collect said funds.

Each account in receipt of a worthless check of \$250.00 or less will automatically receive payment from the collection agency the following month. Public funds cannot be used to cover bad debt of an individual or organization. Such debts cannot be written off as might be acceptable in private industry.

The superintendent will develop and distribute procedures for the implementation of this policy and will properly notify the community charges associated with NSF check collections.

## **CAFETERIA AND CHILD NUTRITION**

No food or beverage is to be taken out of the cafeteria except bottled water.

### **SY2012**

#### **Cafeteria/Child Nutrition**

- **Civil Rights Statement:** The Bay St. Louis-Waveland School District – Office of Child Nutrition is an equal opportunity provider.
  
- **Meal Prices:**
  1. Reduced student breakfast \$0.30
  2. Regular student breakfast or extra student breakfast \$1.25
  3. Adult breakfast \$2.00
  4. Reduced student lunch \$0.40
  5. Regular student lunch or extra student lunch \$2.50
  6. Adult lunch \$3.00

\*A la cart prices will follow market price changes.

- **Cafeteria Schedule:** It shall be the responsibility of the principal to arrange the schedule so that the students will have a minimum of 25 minutes to enter the cafeteria, eat their lunch, and return to their classroom. Dissatisfaction with the manner in which the cafeteria prepares and serves food and any recommendation for improvement will be expressed to the principal who will take the matter under advisement with the Cafeteria Manager and Child Nutrition Administrator.
- **School Health Council:** It shall be the responsibility of the principal to monitor a minimum of three (3) School Health Council meetings per year as determined by the Mississippi Department of Education
- **Kitchen Access:** No one except Child Nutrition employees shall be admitted to the kitchen during preparation and serving hours except repairmen, deliverymen, or other persons essential to the operation of the cafeteria.
- **Kitchen Use Policy:** Individuals seeking the use of any Bay St. Louis-Waveland School District kitchen must complete and abide by the policies indicated on the Kitchen Use form.
- **Staff Visitors:** Relatives and/or visitors of Child Nutrition employees shall not visit school kitchens during hours of operation or be granted privileges denied to other students.
- **Healthy School Environment:** Any food sold or offered to students during regular school hours must pass the Beverage and Snack Regulations for MS Schools set by the Mississippi Department of Education.
- **Charge Policy:** No meals may be charged for anyone at anytime unless approved by the Child Nutrition Director and his designee.
- **Competitive Food:** No food items will be sold on school campus for one hour before the start of any meals service period through the entire meal service time. Food fund raisers are strongly discouraged by the Bay-Waveland School District Wellness Policy as approved by the Bay-Waveland School Board. Students and school staff are not allowed to bring any labeled food or beverage containers from outside the school cafeteria during meal times.
- **Nutrition:** The Child Nutrition Program shall serve only those foods that are components of the approved Federal Meal Pattern being served and any additional foods necessary to meet the caloric requirements of the age group being served.
- **Cafeteria Sales:** With the exception of milk products and bottled water, a student may not purchase individual components of the meal without taking a complete reimbursable meal. Students who bring lunch from home may purchase only milk and/or bottled water.
- **NSF Checks:** The Bay St. Louis-Waveland School District has an agreement with Payliance Inc. for the collection of all returned checks issued to all Bay St. Louis-Waveland School District locations. The School Board requires that you include full name, street address, and home phone number on all checks written to the school district. If your check is returned by your bank it will automatically be forwarded to Payliance Inc. for collection of the face amount plus the state allowed collection fee of \$40.00.

- **Additions:** Further, this section will comply with all applicable provisions of the State of Mississippi Department of Education Policy and Procedure Manual for Child Nutrition Programs, July 2000, and with all other applicable federal and state laws.

## **BEVERAGE REGULATIONS**

- Bottled Water – Any Size
- Low-Fat or Non-Fat regular or Flavored Milk – no more than 160 calories/8 fl oz
- 100% Juice w/no added sweeteners – no more than 120 calories/8 fl oz
- Light Juices & Sports Drinks – no more than 66 calories/8 fl oz
- No or Low Calorie Beverages (Diet Beverages) – no more than 10 calories/8 fl oz
- Milk, 100% Juice, Light Juices, & Sports Drinks – no more than 12 fl oz packing
- At least 50% of beverages offered **MUST** be water and/or No or Low Calorie Beverages

## **SNACK REGULATIONS**

All student snacks provided by the school and not provided by the After School Snack Program must pass the MDE Office of Healthy Schools Snack Evaluation Tool available in the Bay-Waveland Child Nutrition Office. The complete name and serving size or empty packaging must be sent to the Child Nutrition Administrator, [bbarlow@bwsd.org](mailto:bbarlow@bwsd.org) , for nutrient evaluation.

**Starting with the 2011-2012 school year, each student will be issued an ID card free of charge. This card will be used on school campus, mainly in the cafeteria. There will be a \$ 5.00 replacement fee for any lost student ID card.**

## **STUDENT ATTENDANCE**

### **ATTENDANCE Philosophy**

Regular and punctual school attendance is a vital aspect of developing and maintaining a successful educational experience. Regular and punctual attendance promotes a sense of responsibility, ensures educational continuity, facilitates academic growth, and prepares the student for his/her future career. Furthermore, daily attendance is important to both the school and the community in that it is the measure by which state funds are allocated to the school. While it is our belief that students have the primary responsibility for regular and punctual attendance to all classes, we recognize that parents, teachers, administrators, and other school personnel share in that responsibility.

### **ATTENDANCE POLICY**

It is the belief of the Board of Trustees for the Bay St. Louis-Waveland School District that a student’s regular attendance in class directly affects his/her level of success. The attendance policy is designed to reward attendance at school and to provide guidelines for students to follow when absenteeism is unavoidable.

A student should adhere to the following attendance policy to assist in the earning of credit or promotion to the next grade for students on the block system who are attempting to earn carnegie units in grades 8 – 12:

- a. must be present 42 days for a half-credit course. (maximum 3 absences);
- b. must be present 84 days for a one-credit course. (maximum 6 absences);
- c. must be present 168 days for a year long course. (maximum 12 absences).

A student should adhere to the following attendance policy to assist in the earning of credit or promotion to the next grade for students in grades K – 8 who are not attempting to earn a carnegie unit.

- a. must be present 84 days for a semester course. (maximum 6 absences);
- b. must be present 168 days for a year long course. (maximum 12 absences).

## **GRADES 8-12**

**Students who exceed this standard will not receive a grade nor Carnegie unit credit in the course. A notation of No Credit (NC) will be recorded on the report card and on the transcript.**

### **K-12 PROCEDURES**

The parent will be notified of excessive absences which may result in the student's failure to be promoted or to receive credit for a course.

When a student is absent from school, the parent/legal guardian is requested to contact the school before class begins on each day the student is absent. In case of unreported absences, the school office will attempt to contact the parent/legal guardian.

Written documentation regarding the reason for the absence should be provided to the school office. Documentation may come from a dental or medical provider, parent/legal guardian, or court officer. In the event of a death in the immediate family, a copy of the obituary may serve as sufficient documentation.

In grades K-8, the first (3) valid parent notes (one note provides documentation for one day) will be excused. In grades 9-12, the first (3) valid parent notes (one note provides documentation for one day) per class will be excused. Parent notes must contain the reason for the absence, the date of absence, parent signature, and phone number. Additional parent notes will be taken into consideration during the appeals process.

If a student has been absent for ten consecutive school days without notifying the school office, he/she will be formally removed from the student roll. The school attendance officer will be notified.

The Bay St. Louis-Waveland School District supports school to career efforts through the general curriculum with planned programs and activities. As a general rule, we will not participate in events such as "Take Your Daughters to Work Day", "Groundhog Job Shadowing Day", or any other initiative that originates outside the school. Students who miss school for such events will be considered absent.

### **Penalties for Absence**

- A student will not be permitted to take part in any school-sponsored extracurricular competition, event, or practice on the same day that he/she is absent from school for more than 60% of the day. Administrative, school-sponsored, and medical reasons are exceptions.
- Any student who exceeds the maximum number of absences allowed for a nine-week, semester or year long course will not be allowed to leave school early for school-sponsored extracurricular activities.
- Any student who exceeds the maximum number of absences allowed for a nine-week, semester or year long course will not be allowed to participate in special events including but not limited to awards ceremonies, class activities, and graduation exercises.
- Extenuating circumstances may exist and consideration for appeal will be given on a case by case basis; however, the facts concerning the absences must be well documented and submitted to the principal for review. Decisions for appeal will be determined by the school's Teacher Support Team.

### **Appeal Process for Excessive Absences**

If a student has exceeded the maximum number of days allowed, he/she may not be awarded credit for the course or be promoted to the next grade level. All students will automatically be appealed.

Process that will be followed:

1. The appeal must be directed to the school principal or his/her designee, must explain circumstances that led to the absences, and must include sufficient documentation. The principal and/or designee shall forward the appeal to the Teacher Support Team. If the student was absent due to a long term illness, a letter from the doctor explaining the nature and length of the illness would be appropriate. Documentation from a doctor or officer of the court must be original and may be subject to verification. A fax originating from the appropriate office will be accepted.
2. Appeals not granted by the school's Teacher Support Team will be reviewed by a District Attendance Committee composed of teachers and administrators.
3. Upon completion of the review, the parent/legal guardian will be notified of the decision and a recommendation will be submitted to the Superintendent.

### **Make-up Work**

- All work missed during an absence must be made up within the time allowed by the "one day plus" rule. For example, if a student misses school on Wednesday, all make up work is due Friday of the same week (1 day + 1 day missed). If a student misses Wednesday and Thursday, then all make up work is due the following Wednesday (1 day + 2 days missed).
- If an assignment is made prior to the student's absence and is due on the day the student returns, the "one day plus" rule will not apply and work must be submitted on the assigned day.
- Additional time may be granted for prolonged absences at the discretion of the principal.
- It is the student's responsibility to make up work due to an absence.
- **Not completing an assignment is NOT an OPTION.**
- Any student assigned to exclusion or suspended from school will be expected to complete assignments. A grade of zero (0) will be given for incomplete assignments.

### **MAKE-UP ASSIGNMENTS**

Parents may request school assignments after a student has missed school. Please give teachers at least 24 hours notice prior to picking up missed work. Assignments will be collected in the Guidance office for pick-up at the end of the school day. Students will be given time to make up missed work in accordance with district policy. It is the student's responsibility to request and complete these assignments in accordance with policy. Detention will be assigned until work is made up.

### **TARDIES AND EARLY CHECKOUTS**

Tardies and early checkouts cause the student to miss valuable instructional time. Therefore, each school will have appropriate consequences for excessive tardies clearly defined in the student handbook. Tardies and early checkouts also count against perfect attendance. In grades 8-12, excessive tardies and early check outs may lead to a student failing to receive credit in any course as outlined in the attendance policy.

### **ARRIVING AT SCHOOL ON TIME**

The first bell rings at 7:27 a.m.; the tardy bell at 7:30 a.m., and the dismissal bell at 2:35 pm. Being on time is critical to success.

### **TARDIES**

Students are allowed three (3) minutes to pass from one class to the next. A student will be tardy for class if he/she is not in his/her respective seat in the classroom when the tardy bell rings. If a student is tardy for class (including

homeroom/advisory), the tardy will be documented by the teacher and consequences will be assigned as stated below. Students who are more than ten (10) minutes late for class will be considered absent from class and disciplined accordingly.

Tardies will be recorded for each class. Students will be allowed one tardy for each nine weeks without penalty. Consequences for excessive tardies are assigned per class and are listed as follows:

### **Consequences for Tardies:**

2 Tardies -	One 30 minute detention
3 Tardies -	One 60 minute detention
4 Tardies -	One (1) In-School Isolation Day
5 Tardies & above -	Issue a discipline form for repeated rules violation. The consequence is assignment to exclusion.

When the consequences above are not effective in correcting a student's excessive tardy problem, the situation will be reviewed by an administrator and appropriate action taken.

### **PERFECT ATTENDANCE**

Any student with 100% attendance during the school year will be recognized and rewarded by the administration at the end of the year during grade level awards ceremonies. **100% attendance means that a student attended school every day with no tardies or early checkouts.** Participation in field trips and other school related events does not constitute an absence except when the student is checked out through the office so that that he/she may ride in a personal vehicle.

### **CHECK-OUT POLICY**

When a student becomes ill or an emergency arises during the regular school day which may warrant early dismissal, the student must report to the office. Before the student will be allowed to leave school, the student's parent or legal guardian, or person authorized by the parent on the student sign-out list in the attendance office must come to the school to sign out the student. The school administration reserves the option not to release a student from school. We respectfully ask that students not be checked out after 2:00 p.m. unless there is an emergency.

Parents must complete a form for the sign-out list in the presence of a school administrator or his designee, or a notarized list designating student's parents, legal guardians or persons at least 21 years of age authorized by the parent (for early check-out). Parents must come to the office and update the sign-out list annually.

### **CHECK-OUT PROCEDURES \***

1. Parents/guardians must sign the student out of school. Telephone calls and notes will not excuse a student to be released.
2. All parents must fill out a form listing other adults that they will give permission to check their child out of school.
3. A parent may come by the day before (or any time prior to check out time) and sign for the student to leave at a given time.
4. If a child is not feeling well and a parent or approved adult cannot be reached, the student will be cared for by the school nurse or other designated personnel. In the event school administration cannot administer appropriate care, the student will be transported to the nearest medical facility at the expense of the parent/guardian.

\* This policy will also cover those students who must be released for a doctor's appointment or other just reason.

### **60 % RULE FOR EXTRACURRICULAR OR AFTER SCHOOL PARTICIPATION**

Students are required to be present at school for a minimum of 60% of the school day in order to participate in after school activities or sports. In order to be at school 60% of the day, the student must not check in to school later than 10:00 a.m. or leave school prior to 1:00 p.m. The principal may modify the policy for extenuating circumstances. Students who do not have a full schedule must leave campus at the conclusion of their last classes.



## **GUIDANCE SERVICES**

### **GUIDANCE PROGRAM**

The counselor is responsible for helping students obtain valid information about themselves, such as their vocational and educational interests and their aptitudes and abilities. This information enables them to make decisions concerning their future. Counselors are good listeners and students' confidences are respected. The guidance program and counseling services are designed to assist students in making the most effective use of their assets and in setting reasonable and attainable goals.

Students should feel free to contact their counselor (467-5297). Your counselor can help you:

- Select your program of studies. Parents are strongly encouraged to assist in planning their child's curriculum;
- Identify your abilities, interests & special aptitudes so that you may participate fully in school programs;
- Obtain information on college entrance requirements and available scholarships;
- Provide information on career opportunities; and,
- Work through problems affecting your school work.

Parents who wish to have conferences with teachers may call the guidance counselor at 467-5297 for an appointment. All parents are welcome. State statutes require parents to attend parent conferences when requested by the administration. Any student suspended from school will be re-admitted to class only after his/ her parents/guardians have conferred with the principal in the principal's office.

Paula Bilbo, [pbilbo@bwsd.org](mailto:pbilbo@bwsd.org), is the guidance counselor who serves students with last names ending in A – K. Samantha Breshears, [sbreshears@bwsd.org](mailto:sbreshears@bwsd.org), is the guidance counselor who serves students with last names ending in L – Z.

### **GRADUATION REQUIREMENTS**

#### **Regular Diploma**

Please note that the instructional program is reviewed by the Board of Trustees annually and may be revised.

#### **Graduation Course Requirements for entering 9<sup>th</sup> graders in 2007/2008**

<u>Discipline</u>	<u>Units</u>	<u>Required Subjects</u>
English	4	English I, II, III, and IV
Mathematics	4	Four of the following: (Two must be higher than Alg. I) Pre-Algebra      Algebra I (required)      Trans Algebra Geometry          Algebra II                      AP Calculus Adv. Algebra      Trigonometry
Science	4	Biology I One unit must be a lab-based physical science chosen from the following: Physical Science      Chemistry I                      Chemistry II AP Chemistry      Physics I
Social Studies	4	MS Studies / Geography                      World History U. S. Government / Economics      U. S. History
Health	½	
Business & Technology	1	Keyboarding/Computer Apps. OR Computer Discovery
The Arts	1	

Electives	<u>9 ½</u>	
<b>Total Units Required</b>		<b>28</b>

### Graduation Course Requirements for entering 9<sup>th</sup> graders in 2008/2009

<u>Discipline</u>	<u>Units</u>	<u>Required Subjects</u>
English	4	English I, II, III, and IV
Mathematics	4	Four of the following: (Two must be higher than Alg. I) Pre-Algebra      Algebra I (required)      Trans Algebra Geometry      Algebra II      AP Calculus Adv. Algebra      Trigonometry
Science	4	Biology I One unit must be a lab-based physical science chosen from the following: Physical Science      Chemistry I      Chemistry II AP Chemistry      Physics I
Social Studies	4	MS Studies / Geography      World History U. S. Government / Economics      U. S. History
Health	½	
Physical Education	½	
Business & Technology	1	Keyboarding/Computer Apps. OR Computer Discovery
The Arts	1	
Electives	<u>10</u>	
<b>Total Units Required</b>		<b>29</b>

### Graduation Course Requirements for entering 9<sup>th</sup> graders in 2009/2010 & Beyond

<u>Discipline</u>	<u>Units</u>	<u>Required Subjects</u>
English	4	English I, II, III, and IV
Mathematics	4	Four of the following: (Two must be higher than Alg. I) Pre-Algebra      Algebra I (required)      Trans Algebra Geometry      Algebra II      AP Calculus Adv. Algebra      Trigonometry
Science	4	Biology I One unit must be a lab-based physical science chosen from the following: Physical Science      Chemistry I      Chemistry II AP Chemistry      Physics I
Social Studies	4	MS Studies / Geography      World History U. S. Government / Economics      U. S. History
Health	½	
Physical Education	½	
Business & Technology	1	Keyboarding/Computer Apps. OR Computer Discovery
The Arts	1	
Electives	<u>11</u>	
<b>Total Units Required</b>		<b>30</b>

**Note:** Elective units in Band, Physical Education and Choral Music are limited to three units with each course counting for no more than two of the three units. However, a student may count additional units from Band, P. E. or Choral Music after earning the units that the Mississippi Department of Education requires for graduation.

**ADDITIONAL GRADUATION REQUIREMENTS**  
**Regular Diploma**

In addition to earning the district-required number of Carnegie units, students must also meet requirements of state assessments (US History from 1877, English II, Biology I, and Algebra I). A student’s graduation requirements are determined by the year he/she enters 9<sup>th</sup> grade.

According to Mississippi State Board of education Policy IHF-2, any Mississippi public school student who fails to pass a required Subject Area Test will be offered a chance to retake the test three times each year until a passing score is achieved.

The Bay St. Louis-Waveland School District Board of Education believes that the purpose of a Subject Area Test is to serve as a diagnostic tool providing mastery information to parents, students, teachers, and administrators regarding the content area being assessed.

All students enrolled in the courses involved in the Subject Area Testing Program must pass both the course and the Subject Area Test in order to graduate from Bay High School. If a student does not make a passing score on a Subject Area Test, a Teacher Support Team consisting of teachers, an administrator, and a counselor will analyze data from the test and prescribe a remediation program that meets the needs of the individual student. Remediation may include, but shall not be limited to, requiring the student to repeat the course, participate in after school or in school tutoring, or attend an extended school year/summer school program.

Students in grades 9 through 12 must complete a minimum of 50 hours of approved documented community service learning.

**GRADUATION REQUIREMENTS**  
**Occupational Diploma**

The Mississippi Occupational Diploma is available for students with disabilities as defined by the Mississippi Code and by the Individuals with Disabilities Education Act.

<u>Discipline</u>	<u>Units</u>	<u>Required Subjects</u>
English	4	Employment English I, II, & III Applied Employment English IV
Mathematics	4	Job Skills Math I, II, & III Applied Job Skills Math IV
Science	4	Life Skills Science I, II, & III Applied Life Skills Science IV
Social Studies	4	Career Preparation I, II, & III Applied Career Preparation IV
Career/Technical Education	2	Career/Technical Education Grade 10 Career/Technical Education Grade 11
Electives	6	

**Or in lieu of the four applied courses**

Vocational Education	2	Completion of a 2 year Vocational Program
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Optional course credits as determined by the individual education plan committee

Students seeking a Mississippi Occupational Diploma must successfully complete an approved Occupational Portfolio. The minimum requirements for the portfolio are as follows:

- As each content standard is taught in the core curriculum courses, items of evidence representative of the student's level of acquisition of the content standard must be collected by that teacher and documented in the portfolio.
- In the tenth grade, the student must have successful experience and acceptable work performance evaluations in three to six school-based work assessment experiences, six to eight job shadowing experiences, or a combination of the above for a minimum total of 30 hours.
- In the eleventh grade, the student must have successful experience and acceptable work performance evaluations in two to four community-based work training experiences with a minimum of 30 hours.
- Students must have documented evidence of a minimum of 540 hours of successful paid employment while enrolled in the Cooperative Career/Technical Education Program by the end of their senior (exiting) year.
- An exit IEP team meeting must be held before the student graduates to evaluate the accomplishment of the goals and objectives of the IEP and the completion of all requirements for the Mississippi Occupational Diploma.
- The final Occupational Portfolio will be reviewed and approved prior to graduation by the principal or his/her designee.

### **CREDIT RECOVERY**

Students who lose Carnegie units due to failing grades or inadequate attendance will be allowed to recover those credits through the Credit Recovery Program. This computer-assisted learning program is available to students who need the credit to graduate. Please note that Bay High School does not offer Summer School at this time.

Application to participate in the Credit Recovery Program must be made through the counselors office. Priority for participation in the Credit Recovery Program is given to upperclassmen. Courses available through this program are limited. There is a possibility of a small fee for students who are in need of the use of the Credit Recovery software for the recovery of lost credits.

### **BAY HIGH SCHOOL HONORS DIPLOMA OPTIONS**

In an effort to encourage each student to work to his or her fullest potential, Bay High School will provide an Honors Program in grades ten through twelve. Any student who successfully completes the Honors Program will be designated as an Honors Graduate at graduation and will receive a Bay High School Honors Diploma.

#### **Honors Program – Eligibility (entering freshman 2008/09 – 2010/11)**

To be eligible for admissions to the Honors Program, a student must have at least a 3.5 weighted grade point average for both semesters of his freshman year and no grade below a D on a quarterly report card and no semester grade below a C.

A freshman who meets the eligibility requirements listed above may indicate his desire to enroll in the honors program which begins in the sophomore year by appropriately marking his or her course selection sheet.

#### **Requirements**

To enroll in the Honors Program and earn an Honors Diploma from Bay High School, a student must earn the number of Carnegie units required for graduation based upon the year that they enter 9<sup>th</sup> grade as follows:

- The student must take a minimum of ten honors courses.
- The student must maintain a cumulative weighted GPA of 3.5 during his/her sophomore, junior and senior years.

- If his cumulative weighted GPA falls below the 3.5 mark, the student will have one semester to regain his/her 3.5 or better cumulative weighted GPA.
- The student may have no grade below a D on a quarterly report card and no semester grade below a C during his/her sophomore, junior and senior years.
- The student must be a student in good standing with the school.
- The student must maintain a 95% attendance rate.
- Twenty hours of approved Community Service or Community Involvement.

The following level 2 courses are weighted and can be used to meet the requirements of the honors program: All approved dual enrollment college classes, all A. P courses, Calculus, Algebra II, Trigonometry, Advanced Algebra, Pre-Calculus, Statistics, Physics, Chemistry, Biology II, Marine Science, Zoology, Anatomy & Physiology, Accelerated English, Advanced World Geography, Foreign Languages II, III and IV, Accelerated World History, Honors Geometry, and Discrete Math. All other courses are level I courses and are not weighted.

### **HONORS PROGRAM FOR ENTERING 9<sup>TH</sup> GRADE 2011/12 & BEYOND**

Beginning with class of 2015 (9<sup>th</sup> graders 2011/12) students may enroll in the Honors or High Honors Program. A student must earn the number of Carnegie units required for graduation based upon the year that they enter 9<sup>th</sup> grade and also meet the following requirements:

#### **Honors**

- The student must take a minimum of 12 honors courses
- The student must maintain a cumulative weighted GPA of 3.25 during his/her sophomore, junior, and senior years.
- If his/her GPA falls below 3.25, the student will have one semester to regain his/her 3.25 weighted GPA.
- The student may have no grade below a D on a quarterly report card and no grade below a C on a semester report card during his/her sophomore, junior, or senior years.
- The student must be in good standing with the school
- The student must maintain a 95% attendance rate.
- Fifty hours (cumulative) of community service or community involvement during freshman, sophomore, junior, and senior years.

#### **High Honors**

- The student must take a minimum of 12 honors courses
- The student must maintain a cumulative weighted GPA of 3.75 during his/her sophomore, junior, and senior years.
- If his/her GPA falls below 3.75, the student will have one semester to regain his/her 3.75 weighted GPA.
- The student may have no grade below a D on a quarterly report card and no grade below a C on a semester report card during his/her sophomore, junior, or senior years.
- The student must be in good standing with the school
- The student must maintain a 95% attendance rate.
- Fifty hours (cumulative) of community service or community involvement during freshman, sophomore, junior, and senior years.

#### **Highest Honors**

- The top five graduates of graduating senior class will be designated as Highest Honors
- All requirements for High Honors must be met

The following level 2 courses are weighted and can be used to meet the requirements of the honors program: All approved dual enrollment college classes, all A. P courses, Calculus, Algebra II, Trigonometry, Advanced Algebra,

Pre-Calculus, Statistics, Physics, Chemistry, Biology II, Marine Science, Zoology, Anatomy & Physiology, Accelerated English, Advanced World Geography, Foreign Languages II, III and IV, Accelerated World History, Honors Geometry, and Discrete Math. All other courses are level I courses and are not weighted.

### **CORRESPONDENCE AND ONLINE COURSES**

All correspondence and/or online courses will be administered and coordinated through the guidance department at Bay High School. Correspondence tests will be administered by the guidance counselor or the student has the option of taking the correspondence test(s) on the campus of the university/college that is making the course available. Online courses must be approved by the Mississippi Department of Education, Office of Curriculum and Instruction. Policy IHAR

Correspondence courses are reserved to assist seniors who are short of credits for graduation. Students interested in taking correspondence courses should contact the Guidance Department for information. Verification of course completion, along with the grade for the course, must be received by Bay High School no later than ten (10) school days prior to the day of the graduation exercise. A student may earn no more than two Carnegie units by taking any combination of approved correspondence courses, Credit Recovery courses, and/or online courses to meet district graduation requirements. Exceptions to this may be considered on a case by case basis.

### **GRADING SYSTEM AND REPORTING**

The Board of Trustees of the Bay St. Louis-Waveland School District believes that a well planned and competently administered student evaluation program is an essential component of the instructional program. The Board further believes that the regular and effective reporting of student progress toward the attainment of goals and objectives is imperative. The Board realizes that the primary function of the district's student evaluation program is to measure as accurately and objectively as possible each student's progress toward the attainment of goals and objectives set by the district and the student.

The Board of Trustees encourages all students to attain their highest possible level of achievement. The evaluation and reporting of student academic performance can play an important part in helping students to remain focused on achievement. Teachers should use a variety of ongoing, developmentally appropriate methods to measure student progress such as tests, exams, quizzes, projects, reports, homework, class participation, and other assignments. Academic grades should not be lowered as a result of unsatisfactory conduct except in cases of cheating which includes plagiarism.

Careful consideration should be given to all work and each piece of work or each assignment may be valued according to the individual teacher's grading rationale. Failure on one test or assigned task except for instances of cheating or failing the final exam is not sufficient basis to prevent passing. One passing grade is not sufficient basis for passing a course when all other grades are failing.

### **GRADING AND REPORTING SYSTEM GRADES 8 -12**

A number of factors may be used in determining the student's grades and may include but not be limited to daily class work, homework, class participation, test grades, projects, and diagnostic assessments. Parents are invited to contact teachers, counselors, and/or administrators concerning any questions relative to a student's progress at any time during the school year.

Teachers shall communicate their grading practices to parents and students at the beginning of each course and to new students when they enter class. Activities, projects, presentations, reports, etc., will require that specific grading scales or rubrics be developed and communicated to students and parents.

- There shall be four grading periods of nine weeks each.
- A minimum of nine grades shall be recorded in each academic course during each nine week grading period.
- A midterm exam shall be given to students in all academic courses. The midterm shall count as 20% of the first term grade. Comprehensive exams shall be administered to students at the end of each academic course. The

comprehensive exam shall count 20% of the second term grade. The final grade shall be the average of the two term grades.

### **CALCULATION OF GRADES....**

#### **Half Carnegie Unit Classes:**

The final exam counts as 20% of the Term 1 grade.

#### **One Carnegie Unit Classes:**

The midterm exam counts as 20% of the Term 1 grade.

The final exam counts as 20% of the Term 2 grade.

The final average is calculated as follows:

$$\mathbf{T1 (50\%) + T2 (50\%) = Final Average}$$

- Numerical grades will be used on report cards and transcripts for students in grades nine (9) through twelve (12). Beginning with the 2008-2009 school year, the following grading scale applies:

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	59 and below
I	Incomplete

- The senior exemption policy is as follows:
  - average of 90 or above for the course;
  - no more than one (1) absence in a ½ credit class and no more than two (2) in a one-credit class;
  - no more than one (1) tardy to a particular ½ credit class and two (2) for a particular one-credit class;
  - no discipline referrals that warrant in school isolation, exclusion, or out of school suspension.
- Beginning in ninth grade, students who take any Mississippi Subject Area Testing Program (SATP) class and pass the SATP state test(s) with scores of Proficient or Advanced and who meet the other criteria as listed below, will be exempt from all class final exams, except in SATP classes not yet taken:
  - average of 90 or above for the course;
  - no more than one (1) absence in a ½ credit class and no more than two (2) in a one-credit class;
  - no more than one (1) tardy in a particular ½ credit class and two (2) for a particular one-credit class;
  - no discipline referrals that warrant in school isolation, exclusion, or out of school suspension.
- Special education students receive grades on the general education reporting instruments except for students served through the moderately to profoundly intellectually disabled programs. Students served in these programs may have an alternative reporting system reflecting progress toward their Individualized Education Plan. Grades for students receiving special education services are determined by the teacher serving the student for each subject area. The course grade for students served by a general and special education teacher for the same subject is cooperatively determined by the teachers.
- No grade (NG) is required on a progress report or report card if the student has been enrolled in the school fewer than 20 school days of the grading period and/or there have been no grades received from the previous school for that time period. When a student transfers from a school which used letter grades only, the following numerical grades shall be assigned:

A	=	95
B	=	85
C	=	75
D	=	65
F	=	59

- Students coming from another school system or private school are given the grade the sending school indicates. The final grade is determined by combining the transfer grade and the grades earned in this district's school. Students who are enrolling from a non-accredited institution or from home schooling will be assigned to the last public-school grade

level in which they previously attended. If they successfully passed that level, they will be assigned to the next level to begin earning Carnegie units.

- Students withdrawing from a school within this district are given the grade they have earned in each subject up to the date of withdrawal.
- Report cards shall be issued at the end of each nine week period. It shall be the responsibility of the superintendent to establish reporting procedures and develop reporting instruments for use by the district.
- Teachers should make every effort to grade and report student work as fairly and accurately as possible. However, a student and/or parent who believes that an error has occurred may ask the teacher to review the grade or report and to modify it if an error is found. If the student and/or parent is not satisfied with the teacher's response, he/she may ask the principal for a review. The principal's decision is final.
- Teachers should notify parents/guardians by personal contact or in writing (in addition to the standard progress report) if a student is in danger of receiving a failing grade (59 or below) for a nine week period or is experiencing a significant decline in achievement. This contact should occur as early as possible during the grading period. Documentation of parent/guardian notification must be kept by the school.
- Copies of student evaluation reports shall be kept on file in the school which the student attends. All student cumulative records shall be completed and kept on file in compliance with all Mississippi Department of Education regulations, state laws, and Board policy.

### **PROMOTION AND RETENTION**

Continuous achievement is a method of organizing instruction which allows each student to progress through school at his/her own individual rate. Instruction is presented in steps of sequential skills. Students in the instructional program shall be expected to move through the continuous achievement continuum at a rate commensurate with their total capabilities for scholastic progress.

In order to help assure appropriate achievement as students progress through their school experience, the Board of Trustees for the Bay St. Louis-Waveland School District establishes the following basic guidelines for promotion and retention:

- Students in grades 9-12 will be awarded Carnegie units when they have earned a passing grade (60 or above), and met all requirements for credit including attendance requirements. Students may be moved to the next classification at the end of the first semester only if they are behind their original class (example: from junior to senior status if the student failed to receive enough Carnegie units during the prior year).
- The classification system for freshman entering 2005 – 2008 shall be:
  - 6 Carnegie units + completion of English I Sophomore
  - 13 Carnegie units + completion of English II Junior
  - 19 Carnegie units + completion of English III Senior
- The classification system for freshman entering 2009 and beyond shall be:
  - 8 Carnegie units + completion of English I Sophomore
  - 15 Carnegie units + completion of English II Junior
  - 22 Carnegie units + completion of English III Senior
- Students in grades 9 through 12 must complete a minimum of 20 hours of approved documented Career Service Learning per year within his/her chosen career pathway to advance to the next classification level. A junior or senior may choose paid employment within his/her chosen pathway to fulfill this requirement; however, this paid employment must be approved in advance by the Academy Coordinator. Students must also complete related activities in the Student Advisory Program. CSL will be graded through English classes
- Students who lose Carnegie units due to failing grades or inadequate attendance will be allowed to recover those credits through the Credit Recovery Program. This program is available to students who need the credit(s) to graduate. Priority for participation in the Credit Recovery Program is given to upperclassmen.
- Students will be retained in the current grade level based on the following criteria:
  - Those students who do not have enough Carnegie units as outlined above;



- Those students who did not receive credit for the English course appropriate to their classification as outlined above.

### **HONOR ROLL (Policy IKD)**

Cumulative numeric averages will be computed each nine week period using all grades from subjects graded numerically.

Alpha Honor Roll	89.5 and above
Beta Honor Roll	79.5–89.4

No student with grades less than 70 in any subject will be considered for the honor roll.

Honor rolls may be published in the local newspaper and/or on the school website.

### **SCHEDULE CHANGES**

There will be no schedule change requests honored for any course that a student signs up for. All schedule change requests should be submitted by the student to the Guidance Office within three days of the schedules being issued by the school's guidance department. **No schedule changes will be allowed without parent signature.** Students will be notified if a schedule change is granted.

### **STUDENT ASSISTANCE REQUESTS/TEACHER SUPPORT TEAM (TST)**

When any verbal/written statement/request is received from a parent, teacher, student, or other referring source, the following procedures will be followed:

1. The person receiving the request shall complete the Request for Assistance form and forward the referral to the Teacher Support Team (TST) Chairperson at the appropriate school. The referral form shall be available to any employee of the school district or outside referring agency.
2. The TST shall follow established procedures to assure that each student's individual needs are appropriately evaluated and addressed.
3. Parental input will be guaranteed by appropriate parent notification of meetings and the assurance that all applicable procedural safeguards will be followed.

### **Agenda Request Procedures**

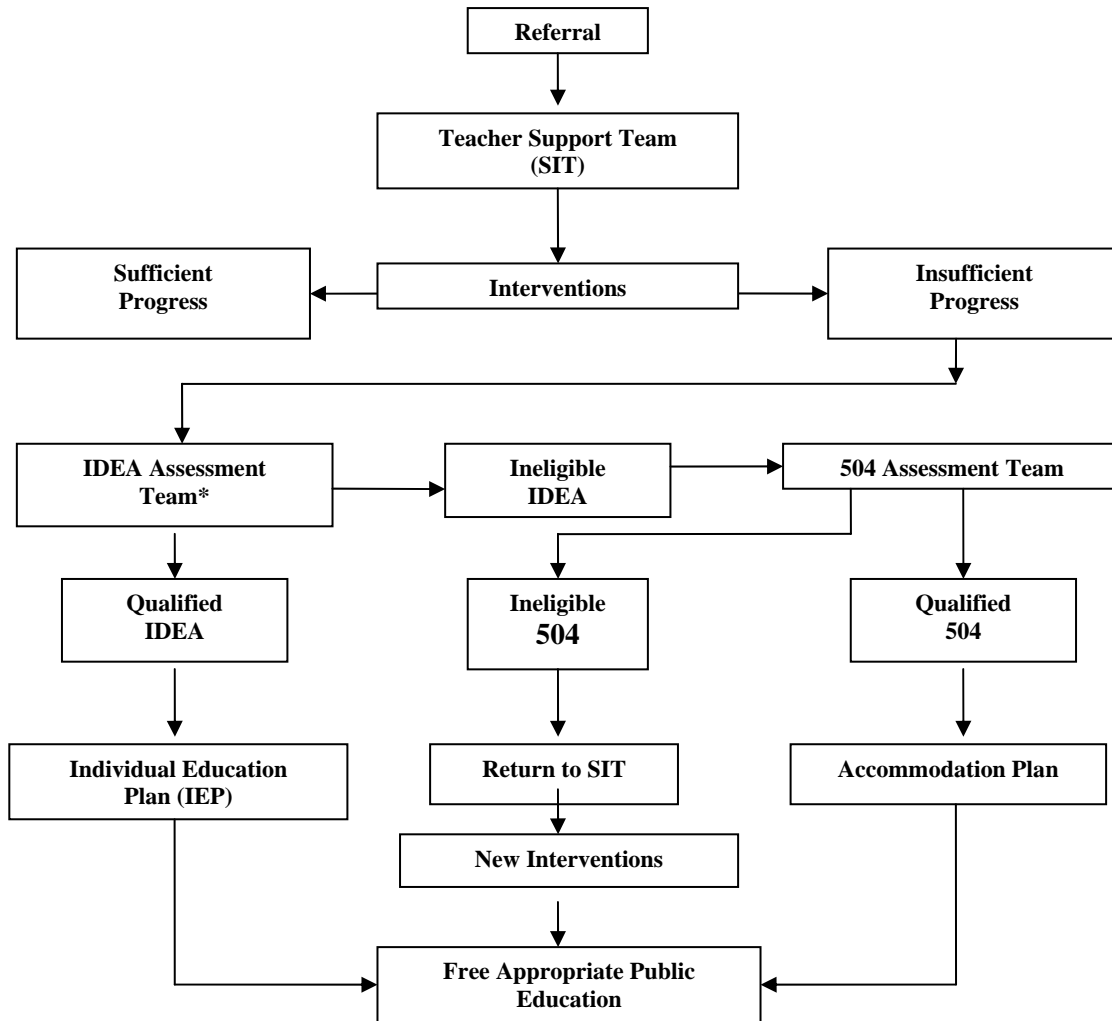
#### **Introduction**

Communicating with each other is key to maintaining a high level of understanding when decisions are made that affect our students. Realistically, we know there will be times when conflict arises due to decisions or changes. The following provides an outline of procedures that will assist you in the event you perceive a decision is not fair or does not promote the overall good of the district.

#### **Procedures**

- Express your concerns to your child's teacher (if applicable). If the issue is not resolved to your satisfaction, you need to meet with the building level principal.
- Meet with the principal to share your concerns. If the issue is not resolved to your satisfaction, schedule a meeting with the assistant superintendent or superintendent (467-6621).
- If you continue to feel the problem has not been resolved after meeting with the superintendent, you may request to address the Board of Trustees. The superintendent will provide you with the appropriate paperwork to formally request to meet with the Board at the next regularly scheduled meeting. Your name will then be placed on the agenda.

**Referral-To-Placement Process  
Pre-Interventions Implemented and Deemed Unsuccessful**



**GRADUATION ANNOUNCEMENTS AND GOWNS**

Representatives of the rental company measure seniors for graduation caps and gowns during designated times. The commercial company selected to provide the caps and gowns delivers them to the school prior to commencement. A rental charge is made for the use of the cap and gown. Gowns are distributed to seniors prior to the Sunday preceding graduation. Many local churches recognize seniors in their gowns in a baccalaureate service on that day.

**CLASS RANK  
(Policy IKC)**

Rank-in-class is defined as the comparison of a student’s academic performance with those members of his/her graduating class. Class rank will be computed on the basis of weighted numeric averages that are calculated on all grades earned from Carnegie Units for courses taken through second semester of grade 12.

Courses taken by correspondence, Credit Recovery, or online will be weighted according to their level just as it is in the regular classroom setting.

## VALEDICTORIAN AND SALUTATORIAN

Valedictorian and Salutatorian shall be chosen from among the graduating seniors according to the following criteria:

1. Valedictorian and Salutatorian shall refer to those earning the highest and second highest weighted numerical averages. A weighted numeric scale that takes into consideration grades earned in weighted classes shall determine averages. Weighted numerical averages shall be determined at the end of the second semester of grade twelve.
2. They must have attended Bay High School for their last two consecutive years, grades 11 and 12.

## COURSE CLASSIFICATION

The following Level 2 courses are weighted 10%: All approved dual enrollment college classes, all A. P courses, Calculus, Algebra II, Trigonometry, Advanced Algebra, Pre-Calculus, Statistics, Physics, Chemistry, Biology II, Marine Science, Zoology, Anatomy & Physiology, Accelerated English, Advanced World Geography, Foreign Languages II, III and IV, Accelerated World History, Honors Geometry and Discrete Math. All other courses are level I courses and are not weighted.

- Eligibility for the Honor Roll will be determined by weighted numeric averages.
- Eligibility for the National Honor Society requires a weighted average of 95.
- Class rank recorded on student transcripts to determine valedictorian, salutatorian, and honor graduates will be based on weighted numeric average using the classification scale.

## DUAL ENROLLMENT

Any student who wishes to enroll at Pearl River Community College as a Dual Enrollment Student needs to first meet with their counselor to discuss the requirements set forth to register as a dual enrollee.

Requirements to enroll as a dual enrollment student:

- Minimum 3.0 GPA
- Minimum of 14 carnegie units completed
- Recommendation letter from counselor/principal
- Official transcript
- Student/Parent agreement form

ACT Requirements:

- Minimum ACT score of 15 for the English section
- Minimum ACT score of 18 for the Math section
- Minimum ACT score of 16 for the Reading section

## COLLEGE ENTRANCE REQUIREMENTS

The admission standards below apply to high school graduates who apply for regular admission to state universities. **Note:** Those students wishing to apply for admission to Mississippi universities should contact their counselor or the university of their choice for information on provisional admission.

The counselor should be consulted concerning ACT requirements, exemptions and information. Students who do not meet the requirements for college admission and who cannot be exempt from their deficiencies, may enroll at any other accredited institution for at least one year and transfer acceptable grades (C's) in 6 hours English Composition, 3 hours college algebra or above, 6 hours laboratory Science, and 9 hours electives.

Mississippi four year public university admission standards and college preparatory curriculum are as follows:

### Standards:

- Complete the college prep curriculum with a minimum 3.2 GPA; or
- Complete the college prep curriculum with a minimum 2.5 GPA; or
- Rank in the upper 50% of the graduating class and score at least 16 on the ACT (650 SAT); or
- Complete the college prep curriculum with a minimum 2.0 GPA and score at least 18 on the ACT (740 SAT).

### Curriculum:

- English: 4 units
- Mathematics: 3 units: Algebra I, Geometry and Algebra II (A fourth course in higher level math is highly recommended.)
- Science: 3 units: Biology, Advanced Biology, Chemistry, Advanced Chemistry, Physics and Advanced Physics. Two of the courses chosen must be laboratory based.
- Social Studies: 3 units: U.S. History, World History, American Government, Economics, or Geography
- Advanced Electives: 2 units: Foreign language, Advanced World Geography, 4th year laboratory science or 4th year mathematics. One unit must be a foreign language.
- Computer Applications: ½ unit
- Eighth Grade Units: Algebra I or 1st year foreign language will be accepted for admission provided course content is the same as the high school course.

## MISSISSIPPI SCHOLARS

Mississippi joined the State Scholars Initiative in 2003. Since then, more than 11,000 Mississippi High School students have graduated with the Mississippi Scholars distinction. Mississippi Scholars serves as an opportunity for the business community to motivate students to choose a rigorous course of study in high school to develop a solid foundation for their futures. The program is designed to give students more opportunities as they pursue post-secondary education or career goals.

Course of Study for seniors 2010 and beyond  
(Entering freshmen 2006-2007)

Number of credits required to meet criteria to receive a Mississippi Scholars diploma:

- 4 credits English
  - English I (1)
  - English II (1)
  - English III (1)
  - English IV (1)
- 4 credits Math
  - Algebra I (1)
  - Geometry (1)
  - Algebra II (1)
  - Any one Carnegie Unit of comparable rigor and content in one of the following:
    - Advanced Algebra (.5)
    - Calculus (1)
    - Calculus AB, Advanced Placement (1)
    - Calculus BC, Advanced Placement (1)
    - Discrete Mathematics (.5)
    - Pre-Calculus (.5)
    - Probability & Statistics (.5)
    - Statistics, Advanced Placement (.5)
    - Trigonometry (1)
    - 1 unit for the completion of the 2 course sequence Drafting I & II

4 credits Science	<p>Biology I (1)          Chemistry I (1)          Any two Carnegie Units of comparable rigor and content (Physics [1] preferred):</p> <ul style="list-style-type: none"> <li>• Aerospace Studies (.5)</li> <li>• Astronomy (.5)</li> <li>• Biology II (1)</li> <li>• Biology, General, Advanced Placement (1)</li> <li>• Biomedical Research (1)</li> <li>• Botany (.5)</li> <li>• Chemistry II (1)</li> <li>• Chemistry, General, Advanced Placement (1)</li> <li>• Chemistry, Organic Chemistry (1)</li> <li>• Genetics (.5)</li> <li>• Geology (.5)</li> <li>• Human Anatomy &amp; Physiology (1)</li> <li>• Marine &amp; Aquatic Science (.5)</li> <li>• Microbiology (.5)</li> <li>• Molecular Biology (.5)</li> <li>• Physics I (1)</li> <li>• Physics II (1)</li> <li>• Physics B, Advanced Placement (1)</li> <li>• Physics C, Electricity &amp; Magnetism, Advanced Placement (1)</li> <li>• Physics C, Mechanics, Advanced Placement (1)</li> <li>• Physical Science (1)</li> <li>• Zoology (.5)</li> <li>• 1 unit for Introduction to Agriscience</li> <li>• 1 unit for Concepts of Agriscience</li> <li>• 1 unit for Science of Agricultural Animals</li> <li>• 1 unit for Science of Agricultural Plants</li> <li>• 1 unit for Science of Agricultural Environment</li> <li>• 2 units for the completion of the 2 course sequence Agriscience I &amp; II</li> <li>• 2 units for the completion of the 2 course sequence Allied Health I &amp; II</li> <li>• 2 units for the completion of the 2 course sequence Aquaculture I &amp; II</li> <li>• 2 units for the completion of the 2 course sequence Forestry I &amp; II</li> <li>• 2 units for the completion of the 2 course sequence Horticulture I &amp; II</li> <li>• 2 units for the completion of the 2 course sequence Plastics &amp; Polymer Science I &amp; II</li> </ul>
4 credits Social Studies	<p>World Geography (.5)          Mississippi Studies (.5)          World History (1)          U.S. History (1)          U.S. Government (.5)          Economics (.5)</p>
1 credit Arts	<p>Visual &amp; Performing Arts (1)          2 units for the completion of the 2 course sequence Computer Graphics I &amp; II</p>
Advanced Electives	<p>Foreign Language I (1)          Foreign Language II (1)</p>

## Additional Expectations

20 hours of Community of Volunteer Service during 4 years of high school

2.5 cumulative high school GPA

95% School Attendance during 4 years of high school (excused & unexcused)

Letter of recommendation from principal or guidance counselor

No in-school or out-of-school suspensions

Mississippi Scholars must also complete any remaining state-mandate high school graduation requirements.

2012 students must complete one Advanced Placement (AP) or International Baccalaureate (IB) course

2013 students must complete two Advanced Placement (AP) or International Baccalaureate (IB) courses

Dual credit and online courses are acceptable

## TRANSFER OF RECORDS

Students' educational records will be sent upon request to the transferring school. Federal law states that an educational agency or institution may transfer a student's record on request to a school in which a student seeks or intends to enroll without written consent of students or parents if the agency or institution includes notice in its policies and procedures as formulated under Section 99:5. A message to parents such as the following may be included in each student's handbook and each regulation packet: "This is your notification that should your child enroll in another school or school system, his cumulative record will be sent to the school upon our receipt of notification of the student enrolling in said institution." No further notice of transfer is required.

Source: Federal Register, volume 41, No. 118, Section 9934, (a)(1)(i).

## REPORT CARDS

Report cards will be given out during Advisory Class for the first three reporting periods. Final report cards may be picked up in the school office the week after school ends. It is the student's responsibility to make arrangements for completion of incomplete work. Students who owe fines will be notified prior to the end of the school year. Their parents will receive notice by mail in lieu of the report card.

The report card may be mailed directly to parents upon request; please provide a self-addressed, stamped envelope. All fines must be paid before receiving report cards.

A mid-term report will be sent home with each student at the middle of each nine week grading period. See the calendar in the front of this handbook for dates.

## STUDENT SCHOLARSHIP INFORMATION

There are several web sites that are helpful for student and parent use in searching for scholarships. Three of the most helpful and useful web sites are listed below:

[www.fastweb.com](http://www.fastweb.com)

[www.collegeboard.com](http://www.collegeboard.com)

[www.scholarships.com](http://www.scholarships.com)

Senior students are asked to take time to stop by the guidance department bulletin board that is posted in the administrative hallway. This board has listings of scholarships, deadlines and other helpful information. The board is updated weekly by the guidance department.

Students should begin to apply for scholarships early. Many deadlines for academic scholarships are December 1st. In addition, the more colleges that a student applies to, the better the student's chances are of receiving a scholarship.

Colleges offer scholarships to students based on academics, volunteer involvement, sports and leadership abilities. Students are asked to become involved in clubs, athletic teams, community groups and have taken the ACT. Senior students will be required to visit the career center twice each semester and we strongly suggest that they apply for at least 3 scholarships and apply to at least 3 colleges. The guidance department and career center are the two main places on campus that are designated for the use of the students and where a wealth of resources and college/scholarship information can be found. Students and parents should use these two resources and feel free to direct questions and suggestions to these two areas.

Below you will find a listing of a variety of scholarships, the requirements of the scholarships, deadline and other useful information regarding each one. We hope that students and parents will use this as a starting place to apply for scholarships and begin the application process for colleges early. The school career center is very user-friendly and has a trained individual in the center to aid students in applying for these and other scholarships.

We also encourage parents to attend all parent nights that are offered to you throughout your child's senior year.

#### **AFA Teens/ Alzheimer's Awareness College Scholarship**

Scholarship based on students awareness of Alzheimer's and how it affects families.

Requirements: Essay, Application, Autobiography, Transcripts, and copy of birth certificate

Website: [www. Afateens.org](http://www.Afateens.org)

Last year's deadline: Feb. 15<sup>th</sup>

#### **All-ink.com Scholarship**

Eligibility: Minimum 2.5 GPA, and complete 2 essays.

Website: [www.all-ink.com/scholarship.html](http://www.all-ink.com/scholarship.html)

Last year's deadline: Dec. 31st

#### **American Association of Blacks in Energy**

Scholarship to increase Black enrollment in the energy fields

Eligibility: "B" average, major in business, engineering, tech, math or physical science fields, demonstrate financial need, and be a member of an underrepresented minority group.

Requirements: Application, transcripts, ACT scores, 2 letters of reference, and verification of income

Last year's deadline: Feb. 1st

#### **Anne Ford Scholarship**

Eligibility: Minimum 3.0 GPA, and a diagnosed learning disability.

Website: [www.nclld.org/content/view/871/456074](http://www.nclld.org/content/view/871/456074)

Last year's deadline: Dec. 31st

#### **Ron Brown Scholar Program**

Requirements: African American, Excel academically, leadership abilities, and demonstrate financial need

Website: [ronbrown.org](http://ronbrown.org)

Last year's deadline: Nov. 1st

#### **Best Buy**

Requirements: Academic excellence and community service involvement

Website: [www.bestbuy.com/scholarships](http://www.bestbuy.com/scholarships)

Last year's due date: Feb. 15<sup>th</sup>

#### **Bay High Alumni Association Scholarship**

Scholarship for Bay High seniors, based on merit.

Requirements: Essay, Application, and recommendation form

Last year's due date: April 27<sup>th</sup>

To apply see counselor in March.

#### **Burger King Scholars**

Requirements: 2.5 GPA, work part-time, community service involvement, and demonstrate financial need

Website: [www.haveityourway.org](http://www.haveityourway.org)

### **Calgon Scholarship**

Eligibility: Female senior, with a minimum 3.0 GPA.

Website: [www.takemeaway.com](http://www.takemeaway.com)

Last year's deadline: March

### **Coca-Cola Scholars**

Eligibility: Part-time employment, academic excellence, and at least a 3.0 GPA

Website: [www.coca-colascholars.org](http://www.coca-colascholars.org)

Last year's due date: Oct. 31<sup>st</sup>

### **College Prowler "No Essay" Scholarship**

Open to all

Website: [www.collegeprowler.com/scholarship/apply.aspx](http://www.collegeprowler.com/scholarship/apply.aspx)

Last year's deadline: Oct. 31

### **Delisle Black Network Scholarship**

Eligibility: Minimum 2.8 GPA, 500 word essay, and must be African American.

Last year's deadline: April 1st

### **FIRE'S Freedom in Academia Scholarship**

Requirements: Watch 2 videos, and write an essay on the videos.

Website: [www.thefire.org/index.php/contests](http://www.thefire.org/index.php/contests)

Last year's due date: Nov. 6<sup>th</sup>

### **Emily de Montluzin Scholarship**

Scholarship based on showing the importance of foreign language in one's career field.

Requirements: Application, essay, transcript, 2 letters of recommendation, and take 6 hours of a foreign language freshmen year of college.

Last year's due date: April 15<sup>th</sup>

See counselor for application in March.

### **Elks National Foundation**

Requirements: Complete application, financial need, and leadership abilities.

Website: [www.elks.org/enf/scholars](http://www.elks.org/enf/scholars)

Last year's due date: Nov. 2

### **Friigo Scholarship**

Requirements: 3.0 GPA, current or former patient of Dr. Friigo, community involvement, application, essay, and a resume.

Website: [www.friigoortho.com](http://www.friigoortho.com) or contact Dr. Friigo's office for more information.

### **Gates Millennium Scholars**

Scholarship by Bill Gates to increase college enrollment for minority students.

Eligibility: African American, American Indian, Asian Pacific, or Hispanic American

At least a 3.3 GPA, and meet Pell Grant criteria

Website: [www.gms.org](http://www.gms.org)

Last year's deadline: Jan. 11<sup>th</sup>

### **Gulf Coast Counselors Association**

Requirements: Application, Resume, Essay, and Transcript

Last year's deadline: March 1<sup>st</sup>

See counselor in February



**Gulf Coast Tougaloo Alumni Chapter**

Eligibility: Graduating seniors who plan to attend Tougaloo College in the fall. Academic excellence, 2 letters of reference and an essay.

Last year's deadline: April 1<sup>st</sup>

**Gulfport Little Theatre**

Requirements: Major in the performing arts, 3.0 GPA, and completed application.

Website: [www.gulfportlittletheatre.org](http://www.gulfportlittletheatre.org) or 228-864-7483

Last year's deadline: April 1<sup>st</sup>

**Hancock County Farm Bureau Scholarship**

Eligibility: Member of the Hancock County Farm Bureau family and study at a college in Mississippi.

Last year's deadline: April 30<sup>th</sup>

**Harvard Financial Aid**

Harvard University announced that from now on undergraduate students from low-income families will pay no tuition.

Eligibility: High school seniors whose parents make less than \$60,000 a year meet the low income requirements for having tuition waived. Students must meet full admission requirements to enroll in Harvard first and then apply for financial aid.

Website: <http://www.fao.fas.harvard.edu/> or call Harvard financial aid office at (617) 495-1581

**HELP Scholarship**

Eligibility: Minimum GPA of 2.5, minimum ACT score of 20, completed a specific high school core curriculum including foreign language I and II, meet income limitations and be accepted into a MS college.

Website: [www.mississippi.edu/riseupms/financialaid-state.php](http://www.mississippi.edu/riseupms/financialaid-state.php)

Last year's deadline: March 31<sup>st</sup>

**Horatio Alger Scholarship**

Eligibility: Must have financial need, 2.0 GPA, extra curricular and community service involvement.

Website: [www.horatioalger.com/scholarships/sp.cfm](http://www.horatioalger.com/scholarships/sp.cfm)

Last year's deadline: Oct. 30<sup>th</sup>

**Intertribal Timber Council Scholarship**

Eligibility: Native American student. Must submit application, resume, letters of reference and transcripts.

Website: [www.itcnet.org](http://www.itcnet.org)

Last year's deadline: Jan. 29<sup>th</sup>

**Jackie Robinson Foundation Scholarship**

Eligibility: Minority high school student, demonstrate financial need, and plan to attend a 4 year college.

Website: [www.jackierobinson.org/apply/](http://www.jackierobinson.org/apply/)

Last year's deadline: March 15<sup>th</sup>

**Jackson State University**

Eligibility: Enroll at JSU, B average and ACT score of 21.

Website: [www.jsums.edu](http://www.jsums.edu)

**John C Stennis Scholarships in Political Science**

Requirements: Major in Political Science, and have a B average.

Website: [www.msstate.edu/dept/politicalscience](http://www.msstate.edu/dept/politicalscience)

Last year's deadline: Feb. 26<sup>th</sup>

**Keesler Spouses' Club Scholarship**

Eligibility: Dependent of a service member of any Armed Forces on active status

Dependent of any civil service or key civilian personnel working at Keesler AFB

Dependent of any retired, deceased or missing service member

Dependent of any active duty, retired or civil service member associated with Keesler AFB.  
Last year's deadline: April 1<sup>st</sup>

#### **Keesler African-American Heritage Committee**

Scholarship that strives for the advancement of all students.

Eligibility: High School Transcript, ACT scores, copy of letter of acceptance from a college, copy of federal income tax return, and applicant personal information sheet.

Complete an essay on the history of black economic empowerment.

See your counselor in March for application.

#### **KFC Scholars**

Eligibility: Minimum GPA of 2.75, plan to pursue a bachelors degree, be a U.S citizen and demonstrate financial need.

Website: [www.kfcscholars.org](http://www.kfcscholars.org)

Last year's deadline: Feb. 10<sup>th</sup>

#### **Keesler Federal Credit Union Lisa Stubbs Memorial Scholarship**

Eligibility: KFCU member in good standing, complete an essay and **can not** be an employee or dependent of KFCU.

Last year's due date: June 11<sup>th</sup>

See counselor or Keesler Federal Credit Unions website.

#### **Kiwanis Club of Hancock and West Harrison Counties**

Eligibility: Complete application, essay and letters of recommendation.

Last year's deadline: April 30<sup>th</sup>

See counselor in March for application.

#### **Leo W Seal Memorial Scholarship**

Eligibility: Must enroll full time at PRCC, pursue a career in banking, engineering or nursing. Demonstrate financial need, minimum 2.5 GPA, ACT of 25 or higher and be in the top 30% of graduating class.

Last year's deadline: July 1<sup>st</sup>

See counselor in May about scholarship or visit [www.Prcc.edu](http://www.Prcc.edu)

#### **Luckyday Foundation Scholarship**

Visit counselor for more information

<http://www.usm.edu/luckyday/>

Last year's deadline: Septemer 30th

#### **Marine Corps Scholarship**

Eligibility: Parent or grandparent is active or retired Marine

Last year's deadline: March 3rd

#### **McDonald Employee Scholarship**

Eligibility: Employee of McDonalds

Visit counselor for more information

#### **Mercedes Benz Scholarship**

Eligibility: Minimum 3.0 GPA, and first generation family member to attend college.

Website: [www.MBUSA.com/drivefuture](http://www.MBUSA.com/drivefuture)

Last year's deadline: Feb. 10th

#### **Mind, Body and Spirit Foundation Scholarship**

Eligibility: Student must major in education.

Last year's deadline: May 3<sup>rd</sup>

See counselor in April about scholarship.

**Minnie Pearl Scholarship**

Eligibility: 3.0 GPA with significant hearing loss.

Website: [www.earfoundation.org](http://www.earfoundation.org)

Last year's deadline: Feb. 15th

**Miriam Scarborough Scholarship**

Eligibility: Female MS resident, accepted by Cottey College or a college in MS, ACT score of 24 or higher, demonstrate financial need and minimum GPA of 2.5.

Last year's deadline: Jan. 15<sup>th</sup>

See counselor in December for application.

**Mississippi Municipal League Scholarship**

Eligibility: Open to children or grandchildren of employees or elected officials of MS municipalities and to high school seniors working part time for a member municipality of the MML.

Must complete application and essay.

Last year's deadline: April 30<sup>th</sup>

See you counselor in March or call 601-353-5854.

**Mississippi Vocational Counselor Association Scholarship**

Eligibility: Must be a completer of a career/technical program, and must attend a post-secondary institution immediately after graduation.

Last year's deadline: Dec. 11<sup>th</sup>

Visit the vocational counselor at HHS for application.

**National Foundation for Advancement of the Arts**

Requirements: Excel in the performing, literary, or visual arts.

Website: [www.NFAA.ARTSawards.org](http://www.NFAA.ARTSawards.org)

Last year's deadline: Oct. 2nd

**National Organization for Women Poster Contest**

Eligibility: Available to female students, must create a poster to challenge the media's use of violent, starved, and surgically enhanced images of women.

Last year's deadline: Dec. 1<sup>st</sup>

Website: <http://loveyourbody.nowfoundation.org/posters/contest.html>

**National Rifle Association Civil Rights Essay**

Requirements: Complete application and essay.

Last year's deadline: Dec. 1st

**Nissan Scholarship**

Eligibility: Graduating senior from a MS high school, minimum 2.5 GPA, minimum ACT score of 20, enroll at a public MS college full time, demonstrate financial need and complete an essay.

Last year's deadline: March 1<sup>st</sup>

Website: [www.mississippi.edu/riseupms/](http://www.mississippi.edu/riseupms/)

**Omega Psi Phi Fraternity Scholarship**

Eligibility: Minimum GPA of 2.5, demonstrate community involvement, ACT score of at least 18, and complete an essay.

Last year's deadline: April 30<sup>th</sup>

Visit your counselor in March for application.

**Patient Advocate Foundation's Scholarship for Survivors**

Eligibility: Under the age of 25 and a survivor/current patient of a diagnosis of cancer or a critical/life threatening disease/illness.

Complete application and essay.

Submit a copy of an acceptance letter from a college or vocational-technical school.

Submit documentation from treating physician.

Last year's deadline: April 12<sup>th</sup>

### **Patrick Kerr Skateboard Scholarship**

Eligibility: Skateboarder with a minimum 2.5 GPA.

Website: [www.skateboardscholarship.org](http://www.skateboardscholarship.org)

Last year's deadline: April 20<sup>th</sup>

### **Pro Start Scholarship**

Eligibility: Must major in food service

Website: [www.nraef.org/scholarships](http://www.nraef.org/scholarships)

Last year's deadline: April 13<sup>th</sup>

### **Ron Brown Scholarship**

Eligibility: African American Senior

Website: [www.ronbrown.org/p-ap.htm](http://www.ronbrown.org/p-ap.htm)

Last year's deadline: Jan. 9<sup>th</sup>

### **Rotary Club of Stennis Space Center**

Eligibility: Community Service, and an interest in pursuing a career in science.

Last year's deadline: April 1<sup>st</sup>

Website: [www.StennisRotary.org](http://www.StennisRotary.org)

### **Sallie Mae Fund Unmet Need Scholarship**

Eligibility: Gross income of \$30,000 or less

Website: [www.salliemaefund.org](http://www.salliemaefund.org)

Last year's deadline: May 31<sup>st</sup>

### **Sam Walton Community Scholarship**

Eligibility: Can not be an employee of Walmart or a dependent of a Walmart employee. Minimum 2.5 GPA, and have taken the ACT.

Last year's deadline: April 25<sup>th</sup>

Website: [www.walmartstores.com/communitygiving](http://www.walmartstores.com/communitygiving)

### **Society of American Military Engineers**

Eligibility: Minimum GPA of 3.0, 2 reference letters, an essay on your future engineering goals and a college acceptance letter of proof of enrollment to an ABET accredited program.

Last year's deadline: July 1<sup>st</sup>

Website: [www.abet.org](http://www.abet.org)

### **Sun Herald Scholarship**

Requirements: Write an essay, "Why I want to Pursue a Career in the Newspaper Industry"

Last year's deadline: March 14<sup>th</sup>

### **Target All-Round Scholarship**

Requirements: Community volunteering and leadership. An essay is required.

Website: [www.Target.com](http://www.Target.com)

### **The Christian Connection**

Requirements: Must attend a Christian College

Website: [www.christianconnector.org](http://www.christianconnector.org)

### **United Negro College Fund**

Requirements: African American student, with high academic ability.

Website: [www.uncf.org/scholarship/index.asp](http://www.uncf.org/scholarship/index.asp)

**University of Mississippi Luckyday Scholarship**

Eligibility: Enroll as a freshmen at Ole Miss, minimum ACT score of 20, minimum GPA of 3.2, have remaining financial need after awarding of other scholarships and grants, and be admitted to the university by the priority deadline of March 1<sup>st</sup>.

Last year's deadline: Feb. 1<sup>st</sup>

**University of Southern Mississippi Gulf Coast Metro Alumni Chapter**

Eligibility: Enroll at USM for the fall semester and complete application.

Last year's deadline: April 30<sup>th</sup>

Website: [www.usm.edu](http://www.usm.edu) or visit your counselor in March

**Voice of Democracy Audio Essay Contest**

Eligibility: Write and record an essay between 3-5 minutes on the essay theme.

Last year's deadline: Nov. 1

Visit counselor for more information.

**Walter Payton Memorial Scholarship**

Requirements: Color photo, ACT scores, Transcript, and complete an essay.

Last year's deadline: March 26<sup>th</sup>

Visit counselor in March for application.

**Will to Win Scholarship**

Requirements: Asthma sufferer and excelled in a unique ability.

Website: [www.schering-ploughwilltowin.com](http://www.schering-ploughwilltowin.com)

**Discover Scholarship Program**

Requirements: Be a high School Junior

Website: <http://www.discoverfinancial.com>

Follow the link to community affairs

**AmeriCorps**

Requirements: A service commitment that pays money for college

Website: [www.myamericorps.gov](http://www.myamericorps.gov)

**GE/Lulac Scholarship Funds**

For Hispanic students

Website: [www.Inesc.org](http://www.Inesc.org)

**Methodist Scholarships**

Requirements: must be an active member of the United Methodist church.

Last year's deadline: January

Website: <http://www.gbhem.org/site>

**Agnes Jones Jackson Scholarship**

Requirements: must be African-American and a member of NAACP.

Based on financial need.

2.5 GPA

Last year's deadline: March

Website: <http://www.uncf.org/forstudents>

**Lillian & Samuel Sutton Education Scholarship**

Requirements must be African-American and majoring in education.

2.5 GPA

Last year's deadline: March

Website: <http://www.uncf.org/forstudents>

### **Roy Wilkins Scholarships –**

Requirements: must be African-American

2.5 GPA

Last year's deadline: March

Website: <http://www.uncf.org/forstudents>

### **Hubertus W. V. Wellems Scholarship for Male Students**

Requirements: Must be African-American and a male student majoring in engineering, chemistry, physics, or mathematical sciences.

Last year's deadline: March

Website: <http://www.uncf.org/forstudents>

### **Air Force ROTC**

Requirements: must have 24 ACT

3.0 GPA

Have to attend 4 week summer training and it is 4 year commitment

Full tuition paid

Website: <http://afrotc.com/scholarships/high-school>

### **Walmart First Generation Scholarship**

Requirements: African-American and must be first generation in your family to go to college

GPA of 2.5 and ACT of 25

Financial need.

Last year's deadline: August 2011

Website: <http://www.thurgoodmarshallfund.net>

### **The American Academy of Chefs (ACF)**

Requirements: GPA of 2.5

Must be accepted into a college and have major in culinary or pastry arts

Website: <http://www.acfchefs.org/Content/NavigationMenu2/Schools/Scholarships/default.htm>

### **American Hotel and Lodging Educational Foundation**

Requirements: GPA of 2.0.

Must have major in hospitality-related field.

Website: <http://www.ahlef.org>

### **Toyota/UNCF**

Requirements: African-American, Must attend selected universities and have major in engineering or business fields.

GPA of 3.0

Last year's deadline: January

Website: <http://www.uncf.org>

### **Joe Francis Haircare Scholarship**

Requirements: \_must be applying for entrance into cosmetology/barber school

Website: <http://www.joefrancis.com/apply.html>

### **Akash Kuruvilla Scholarship**

Requirements: have a GPA of 3.5, community service, essay required.

Last year's deadline: June

Website: <http://www.akmsf.com>

### **Art Institutes Passion for Fashion Contests**

Requirements: must plan on attending an Art Institute

Website: <http://www.artinstitutes.edu/competitions/passion-for-fashion.aspx>

### **Freedom Alliance Scholarship**

Requirements: One parent has been disabled or killed during active military duty.

Website: <http://www.fascholarship.com/qualifications.php>

### **IFT Freshman Scholarships**

Requirements: outstanding academic performance.

Must be planning on majoring in food science/technology

Website: <http://www.ift.org>

## **HANCOCK COUNTY VO-TECH CENTER** **STUDENT HANDBOOK**

Welcome to the Hancock County Vocational-Technical Center! It is our intent to provide you with the best possible vocational training available in your chosen field. The Vocational Center offers thirteen training programs that expose students to practical experiences in the world of work. Students have the opportunity to join student organizations that enhance classroom and lab training as well as develop leadership and competitive skills that will assist students in their career endeavors. These organizations have produced numerous district, state and national winners in their respective fields. We hope your training with us will be pleasant and very productive.

### **PURPOSE**

The purpose of the Hancock County Vocational Technical Center is to provide vocational-technical education and services as follows:

**Secondary Vocational Education:** These courses are for students enrolled in Hancock, Bay and Pass High Schools. All programs offered on this level are designed as two-year courses with the purpose of providing students with the adequate training necessary to enter a trade upon graduation from high school or for entering post secondary vocational training.

### **VOCATIONAL PROGRAMS:**

Allied Health  
Automotive Mechanics  
Building Trades  
Business and Computer Technology  
Early Childhood Education  
Engineering and Robotics  
Cooperative Education  
Drafting  
Culinary and Related Foods Technology  
Lodging and Hospitality  
Metal Trades  
Plastics and Polymer Science  
Resource Learning Lab  
Welding

### **OBJECTIVES OF VOCATIONAL EDUCATION**

1. To provide students the opportunity to explore various career fields.
2. To provide students with the opportunity for specific vocational skills training in selected vocational areas.
3. To provide students with a general overview of the work world to enhance the student's ability to make informed career choices.
4. To provide students with support services which allow them to develop to their fullest potential.

5. To provide materials, supplies and activities in each program area that will allow students to develop the basic skills needed to succeed in the modern world.

## VISITORS

1. All visitors must check in the Vo-tech office and receive a visitor's pass before entering any shop, lab, or classroom.
2. Visitors are strongly encouraged to schedule visits during an instructor's planning period (1:30 to 2:30pm).

### PRCC Career Technical Scholarship

For graduates of schools having an Articulated Training Agreement with Pearl River Community College, full tuition and half tuition scholarships will be awarded to entering career technical freshmen who meet the following qualifications:

- High School Diploma
- Completed a two year Career-Technical program in high school within the state of Mississippi
- Must be accepted into any Career-Technical program at PRCC within 1 calendar year following high school graduation
- Must be enrolled in a minimum of 9 credit hours per semester in the program's core curriculum at PRCC

Full Tuition- Overall GPA of 3.5 or higher on a 4-point scale or 90 or higher on a 100-point scale upon high school graduation

Half Tuition- Overall GPA of 3.0 or higher on a 4-point scale or 80 or higher on a 100-point scale upon high school graduation

### Hancock County Vo-Tech and Pearl River Community College Tech Prep Articulation Guide

PRCC will grant credit for selected courses in its Associate of Applied Science degree programs and certain certificate programs. Articulation credit for courses is subject to either the local **OR** statewide articulation requirement provisions. For articulation credit, applicants are to complete the following provisions:

#### Local Articulation

##### Secondary level:

- ✓ Has met PRCC CTE Scholarship requirements.
- ✓ Must score a minimum of 70% or above on MS-CPAS or Student Recommendation for Articulation Credit Form signed by the secondary instructor and vocational director.
- ✓ *PRCC Articulation Credit Application Form* is signed by the secondary instructor and vocational director or principal verifying the applicant has met the terms of the articulation agreement
- ✓ Meets all college admissions requirements and is an enrolled full time student in good standing in PRCC's corresponding career-tech program with a minimum of 9 credit hours in the program's core curriculum.

##### Post-Secondary level:

- ✓ Student must enroll in the corresponding post-secondary career-technical program within 12 months following high school graduation in order to receive articulated credit.
- ✓ Applicant must maintain a "C" or above average in the first 12 hours taken upon entering that career-technical program.
- ✓ After the applicant has completed 12 semester hours in the program, the instructor will request that his/her articulated credit become part of his/her transcript.

##### Final articulation credit:

- ✓ When all post-secondary provisions have been met for approval of articulated credit, course credit will be posted on the student's PRCC transcript and applied toward the meeting of graduation requirements; however, a non-grade of "z" will be recorded for articulated credit. Quality points will not be affected.
- ✓ No cost will be assessed to the student for the articulated course(s).



### Statewide Articulation

Secondary students in the PRCC Consortium as well as from other community colleges may be eligible for articulated credit in career-technical programs offered at PRCC under these provisions:

- ✓ Must have completed secondary two year career-technical program and scored 80% or above on MS-CPAS
- ✓ Must enroll in a corresponding post-secondary course within 18 months after publication of CPAS scores
- ✓ Must earn 12 hours in post-secondary program and maintain a “C” average before credit is added to transcript

When all provisions have been met for approval of articulated credit, course credit will be posted on the student’s PRCC transcript and applied toward the meeting of graduation requirements; however, a non-grade of “z” will be recorded for articulated credit. Quality points will not be affected. No cost will be assessed to the student for the articulated course(s).

### **SAFETY**

1. A general safety test will be given to all incoming students. This test will provide evidence that the student understands and can demonstrate basic safety skills. Each student will be required to retest if necessary, until he/she makes 100% on the test. **Students will not be allowed to operate shop/lab equipment until this is accomplished!**
2. **All students, teachers, staff, and visitors are required to wear safety glasses at all times when operating or observing the operation of equipment in shop buildings, except when wearing other eye protection such as safety goggles, safety shields or welding shields. A violation of this rule by a student will result in disciplinary action. Continuous violations could result in removal of the student from the vocational program and loss of credit for that year (see Ms. Code 37-11-49 in the legal reference section of handbook).**
3. Ear protection will be needed when the noise level in a shop reaches a high level. All students should wear earplugs when told to do so. Violation of this rule will result in disciplinary action.
4. All shops/labs/classrooms are equipped with the most up-to-date modern equipment available. The equipment is very dangerous and could cause **severe injury or death** if used improperly. **Everyone** in a shop (instructor, students, visitors, etc.) will follow good safety practices.
5. All students must be properly trained and the instructor must document it before they are allowed to operate that piece of equipment. You are to use only the equipment you have been instructed to use, and use it as you were instructed.

### **ACCIDENTS**

Report all accidents immediately to your instructor, **regardless of how minor**. Fill out the necessary accident form with your instructor.

### **DISCIPLINE**

Students attending classes at the Hancock County Vocation-Technical Center must adhere to the policies and rules of the Hancock County Vocational-Technical Center. Bay and Pass High students will be referred to the Bay and Pass High School administration for disciplinary action. The Vocational Director will assign Hancock High School vocational students disciplinary action at the Vo-Tech Center in accordance to the disciplinary procedures in the Hancock High School Handbook

### **GRADING, CREDIT & COURSE SELECTION**

1. Students will be graded on manipulative skills (shop and lab), daily work, tests, class work, as well as work

ethics.  
Hancock County Vo-Tech Center Grading Formula:  
8% Class work  
8% Work Ethics  
24% Test  
40% Lab  
20% Nine Weeks Exam

**In Year II classes, MS-CPAS2 will count as their final exam grade.**

2. Vocational programs are 2 credit (full year) classes with the exception on Cooperative Education, which is 2.5 credits. In order to receive these credits students must complete the entire year. **No partial credit will be given.**
3. A student must complete their chosen program but may take an additional program if credits allow and with approval of the vocational administration.
4. When course requests exceed the space available, students will be selected by highest grade in the prerequisite class, if applicable, good attendance and/or lack of discipline referrals.
5. Students must earn a final average of 70 or above in Year I of a vocational course in order to be eligible for Year II.

### **VOCATIONAL GUIDANCE SERVICES**

The Guidance Counselor's office is open to all students needing assistance in the formulation of educational or vocational plans. Any vocational student having problems that affect school progress or the attainment of goals should seek assistance from the Counselor.

### **RESOURCE LEARNING LAB**

1. **All** students enrolled in a vocational program will be tested in the first year of the program in order to identify students that need related studies training in math or reading.
2. All students scheduled for the lab must attend regularly in order to receive credit for their vocational program.
3. Once a student enters the lab program, he/she remains in the program until his/her vocational training is complete.
4. **Any** vocational student may take advantage of the services offered in the lab.
- 5.

### **PROJECTS**

**Personal projects** or working on **any project** brought into the school by a non-profit community or governmental agency or group will only be allowed when the project can be utilized in a learning situation, and directly related to the module upcoming or presently in progress, unless approved by the Vocational Administration. **Before** work begins on any of these projects, a work order shall be completed and the instructor and director must give approval in writing. After permission is granted, the student or other agency will be required to either furnish or purchase materials for such projects. Before the project is started, the student or outside agency must also furnish a drawing or sketch to the instructor.

### **LEAVING CLASS / SHOP / LAB AREA**

1. Students are not allowed to visit other shop/lab or classes.
2. Students will not be allowed to leave during a class at the Vo-Tech Center to go to Hancock High School without permission from the Vocational Administration. Students are not allowed to leave a class at Hancock High School to come to the Vo-Tech Center without approval from the High School Administration. Abuse of this rule will result in disciplinary action.

3. Vending machines must only be used in the building where your class meets at the appropriate time under your teacher's supervision.

### **SHOP LOCKERS**

Shop students will be assigned lockers with a combination lock. The Vo-Tech Center will not assume responsibility for items lost or stolen. Therefore, your locker should be locked at all times. Keep your locker and the locker area clean.

Note: **LOCKERS WILL BE CHECKED PERIODICALLY.**

### **TRANSPORTATION**

1. All Bay High and Pass High students will ride the school bus to the Vo-Tech.
2. Under certain situations a student must obtain permission from the Bay High or Pass High administration and the Vo-Tech administration before driving to Hancock County Vo-Tech.

## **BAY HIGH SCHOOL ATHLETICS**

Mr. Will Seymour serves as the district Athletic Director. He may be reached at [wseymour@bwsd.org](mailto:wseymour@bwsd.org) or 228-463-0315.

Eligibility - The athletic program is one of the extracurricular activities of the total school program. This school system heartily recommends that students take an active part in athletics. Students can make our teams better and stronger by their participation. Educational viewpoints will be broadened by student contacts here and at other schools. The athletic program at Bay High School is administered by the athletic director. Eligibility is determined by the Mississippi High School Activities Association Handbook.

Athletic Handbook - Students participating in sports activities are issued a "Student Athlete Handbook" which fully explains the sports program.

Athletic Sports:	Cheerleading	Football	Basketball	Track
	Girls' Softball	Volleyball	Tennis	Soccer
	Power Lifting	Baseball		
Other MHSAA groups:	Band	Dance Team		

### **NCAA Initial Eligibility Clearinghouse**

Students and parents need to pay close attention to the academic eligibility standards for incoming freshman athletes through the NCAA clearinghouse.

Students should register with the eligibility center at the beginning of their junior year in high school. At the end of the student's junior year, a transcript, which includes six semesters of grades, should be sent to the eligibility center from the high school after the student makes the request for this transcript through the registrar's office. Additionally, students should have their SAT or ACT scores forwarded directly to the eligibility center by using code 9999 whenever they take the SAT or ACT.

What requirements do a student athlete need to be able to practice, play and get a scholarship at an NCAA Division I or II college or university?

1. Graduate from high school;
2. Complete a minimum of 16 (for Division I) or 14 (for Division II) core courses;
3. Present the required GPA (see the sliding scale in the Guide for the College-Bound Student-Athlete for Division I or a minimum 2.0 GPA for Division II);
4. Present a qualifying test score on either the ACT or SAT (see the sliding scale in the Guide for the College-Bound

Student-Athlete);

5. Complete the amateurism questionnaire and request final amateurism certification.

**Bay High School List of Approved Core Courses:**

English I (1)  
English I Accelerated (1)  
English II (1)  
English II Accelerated (1)  
English III (1)  
English III Accelerated (1)  
English IV (1)  
English IV AP (1)  
Advanced World Geography (1)  
Economics (1/2)  
Economics AP (1/2)  
Geography (1/2)  
MS Studies (1/2)  
Psychology (1/2)  
Sociology (1/2)  
US Government (1/2)  
US Government AP (1/2)  
US History (1)  
US History AP (1)  
World History (1)  
World History Accelerated (1)  
Law Related Studies (1/2)  
Minority Studies (1/2)  
Algebra I (1)  
Algebra II (1)  
Calculus AB (1)  
Pre-Calculus (1/2)  
Discrete Math (1/2)  
Advanced Algebra (1/2)  
Statistics (1)  
Trigonometry (1/2)  
Unified Geometry (1)  
Biology I (1)  
Biology II (1)  
Chemistry I (1)  
Earth Science (1)  
Human Anatomy and Physiology (1)  
Marine & Aquatic Science (1)  
Physical Science (1)  
Physics (1)  
Zoology (1)  
French 1, 2, 3 and 4 (1 each)  
Spanish 1, 2, 3 and 4 (1 each)

**Division I (16 core-course rule)**

4 years of English  
3 years of mathematics (Algebra I or higher)  
2 years of natural/physical science (1 year must be a lab based high school course)  
1 year of additional English, mathematics or natural/physical science  
2 years of social science

4 years of additional approved core-courses

**Division II (14 core-course rule)**

3 years of English

2 years of mathematics (Algebra I or higher)

2 years of natural/physical science (1 year must be a lab based high school course)

2 years of additional English, mathematics or natural/physical science

2 years of social science

3 years of additional approved core-courses

- Only core courses are used in the calculation of the grade-point average.
- The eligibility center web site is [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net)
- The Guide for the College-Bound Student-Athlete can be found on this site along with other frequently asked questions and a reference sheet.
- If a core course taken by a student is not on the list of approved core courses, it will not be used in the student's eligibility determination. Courses that appear on the student transcript must exactly match what is on the list of approved core courses.
- For further information or questions regarding NCAA eligibility and requirements of athletes, please contact the Athletic Director or the individual coach.

**STUDENT DISCIPLINE, POLICIES AND PROCEDURES**

**CHEATING**

Cheating, in any form, is prohibited and will result in the student receiving a grade of "0" on the assignment. Cheating includes, but is not limited to, copying other student's work, providing work to be copied by another student, copying information from print and non-print sources such as books or the internet, use of cheat sheets during tests, and looking on another student's paper for information. Students caught cheating will be subject to a school disciplinary consequence, also.

**HAZING**

No student shall conduct nor condone hazing activities. "Hazing" refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate or the location at which the activities take place. Such activities may include, but are not limited to, the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the school; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with school board policy, or applicable state law.

**STUDENT ASSEMBLIES**

Students will travel to assemblies with their teacher and sit by class with the teacher during the assembly program. The nature of an assembly is public. Appropriate student behavior should reflect politeness, respectfulness and appreciativeness. Assembly performers are guests of the school and will be treated in a respectful manner.

**LEAVING CLASS**

At no time during class hours are students to be in corridors without corridor passes. No students will be called from class to the telephone except in an extreme emergency. No students should be sent to the office except when accompanied by a discipline referral. Only emergency messages from parents/guardians will be delivered to students.

## Cellular Phones and Electronic Devices

### PARAMETERS FOR CELL PHONE POSSESSION

Cellular phones are allowed on school campus, but students are not allowed to use the devices during the school day. The devices must remain out of sight and powered off at all times. The school day is defined as beginning from the moment the student walks / drives onto campus in the morning to report to school and ends at 2:45 each day once the campus is cleared. Students who stay after school may use the phones to call rides after 2:45 each day.

### CELLULAR DEVICE OFFENSES

**Students who violate the parameters of cell phone use are subject to the following consequences:**

**First Offense:** The electronic device is confiscated and turned over to the principal.  
A fine of \$20 will be imposed or the item is held in the office for one (1) week.  
A parent or legal guardian may pick up the item from the office at the close of the school day if the fine is paid or at the end of the one (1) week period.

**Second Offense:** The electronic device is confiscated and turned over to the principal.  
A fine of \$40 will be imposed or the item is held in the office for two (2) weeks.  
A parent or legal guardian may pick up the item from the office at the close of the school day if the fine is paid or at the end of the two (2) week period.

**Third Offenses:** The electronic device is confiscated and turned over to the principal.  
The item will be held in the office for the remainder of the school year.  
A parent or legal guardian may pick up the item from the office at the close of the school day at the end of the school year.

\* Please see the school discipline policy regarding consequences for use of a cellular or electronic device outside of the allowable parameters of use/possession.

**No device will be released prior to the close of the school day on the same day it is confiscated.**

**The device will not be released to anyone other than the parent or legal guardian.**

**All money from fines will be deposited into the district's student assistance account to be used for student purposes only.**

**A receipt will be issued to the parent or legal guardian when the fine is paid.**

**Students who are using the device or who refuse to hand over the device will be subject to school disciplinary consequences.**

The Mississippi Public Schools Accountability Standards, 2006, prohibits the possession and/or use of any electronic communication device, including cell phones and personal digital assistance devices, by students during the administration of scheduled statewide tests. Possession of any such device, even if it is not being used, is a violation of state policy. A student having a cell phone (or other electronic device) in his/her possession anywhere on his/her person during the test administration is a testing violation. The consequence of this testing violation is that the test results for that student will be invalid; therefore, the score of any student in possession of these prohibited devices during the test administration will be invalid and therefore automatically non-passing.

### PARAMETERS OF USE FOR OTHER ELECTRONIC DEVICES

Devices such as MP3 players, Ipods, digital cameras, cd players and other like items, not including cell phones, may be utilized on campus during the school day with the teacher's permission. Students may not use these during class changes or any other time when general instructions are being given to large groups.

### OTHER ELECTRONIC DEVICE OFFENSES

The item will be confiscated and turned over to the principal  
The student and his/her parent must meet with school administration for a conference prior to the device being returned.  
School discipline shall apply for not complying with the parameters of use.

## **DRESS CODE**

Dress and grooming codes are based upon sound foundations. In order for students to be able to cope with even larger restrictions and responsibilities, they must learn while still in school to observe basic regulations set forth for the group as a whole. Keeping this total concept in mind and realizing a need to satisfy peer group desires for current fashions, the Board will annually review the uniform dress code. All rules will be reviewed in the spring of each year by student council representatives, faculty members, and parents. Recommendations for changes will be suggested to the administration and the school board. These rules will be enforced and interpreted by the administrator of the school. Students will not be allowed to attend class until the violation is corrected.

### **Mandatory School Dress Policy**

The Board of Trustees of the Bay St. Louis-Waveland School District finds it is appropriate to implement a mandatory student dress code for the following reasons:

- Promote a more effective climate for learning with fewer discipline referrals
- Increase safety and security
- Foster school unity and pride
- Eliminate label competition
- Ensure appropriate attire

### **POLICY**

All schools within the Bay St. Louis-Waveland School District shall abide by a mandatory student dress code for all students. All due process procedures provided in Section 37-7-335 of the Mississippi Code shall be followed in the administration of this policy.

### **UNIFORM DRESS CODE**

- **This dress code outlines the only acceptable form of attire approved to be worn by students in this district. Any deviations, however slight, are disallowed.**
- **Every component of the student dress code should be appropriate in length and size.**
- **Appropriate is defined as that which properly covers the body and which is in good taste.**
- **The administration shall have the final decision about the appropriateness of the length/size of clothing.**
- **Shorts, skorts, or jumpers may not exceed three (3) inches above the top of the kneecap.**
- **All teachers will monitor student dress and send those students who, in their opinion, are dressed inappropriately to the principal.**
- **Undergarments should never be visible.**
- **NO COMPONENT OF THE STUDENT DRESS CODE MAY BE OF DENIM MATERIAL.**

#### **Shirts**

Must be solid color: gold (yellow), navy blue, or white

Dress shirts must be tucked in at all times

Must have a collar

May not be sleeveless

May not be form fitting; must cover torso (no stomach exposed)

May not have ruffles, pleats, lace, trim, visible emblem, trademark, logo, etc.

**Any visible clothing item worn above the waist must be solid color: gold (yellow), navy blue, or white with the exception of school approved logo shirts.**

#### **Sweatshirts/Sweaters/Vests**

Must be solid color: gold (yellow), navy blue, or white

May have hoods

May not have ruffles, pleats, lace, trim, visible emblem, trademark, logo, etc.

May not be worn/carried around the waist, neck, shoulders, etc.

Allowable sweatshirts, hoodies and sweaters that fit the description above are considered a school shirt and take the place of a school polo shirt if worn all day.

Allowable sweatshirts, hoodies and sweaters include those with a BHS logo.

### **Pants, Capri Pants, Walking Shorts, Skirts, Skorts, Jumpers**

Must be solid color: navy blue or khaki (tan)

Must be properly hemmed

May not be blue jeans, stretch fabric, bell bottoms, cargo pants or shorts, carpenter pants or shorts, warm-up windsuits, or overalls.

Length of shorts/skorts/jumpers must be no more than three (3) inches above the top of the kneecap

### **Belts (optional for K-grade 4)**

Must be solid color

Mandatory for grades 5-12 for clothing items with belt loops

May not have visible emblem, trademark, logo, etc.

### **Socks (Required K-8; optional 9-12)**

Must be solid color

Tights/hose must be neutral or solid color

### **Shoes**

Athletic shoes are allowed (no lights, or skates)

Platform shoes, flip-flops, stiletto heels, and any other shoe deemed inappropriate by the administration are prohibited

All shoes must be fastened properly

All shoes must be closed toe

### **Jackets/Coats**

Long trench coats are prohibited

May not be worn/carried around the waist, neck, shoulders, etc.

The wearing of jackets/coats inside the building/classroom will be determined by the administration of each school based on environmental and climate issues.

Any jacket that zips completely down in the front is allowable.

## **STUDENT DRESS CODE VENDORS**

The student dress code policy is a "generic" one in that the dress code allows parents the convenience of purchasing the basics from any store or catalog of their choice.

## **OTHER CONSIDERATIONS**

Each student has the responsibility to dress appropriately for the school environment. Wearing apparel, hair, and general appearance shall not disrupt the school environment, shall not be unusually provocative, or shall not violate health and safety rules of the school. These guidelines for dress and grooming are provided to assist parents and shall apply to all students in the public schools of Bay St. Louis and Waveland. Student dress and grooming shall be neat, clean and follow the general guidelines below.

1. Students are prohibited from wearing additional "patches", pins, tattoos, earrings, jewelry, or any other item that may be considered lewd, profane, obscene, suggestive, vulgar, or distracting which may harass, threaten, intimidate, or demean other groups; or which display illegal merchandise or contraband; or which may distract from the educational process. Any heavy type chains used to attach wallets or as decorative use are prohibited. Visible body piercing is not allowed, **including but not limited to tongue piercing.**
2. Head coverings, including but not limited to caps, hats, bandannas, "doo" rags, hair curlers, sunglasses, or any "gang" paraphernalia, is prohibited. Exceptions to any head covering may include a hair net or cap required where



long hair poses a health or safety threat near open flames, moving machines, or in food preparation classes or where required by a physician.

3. Oversize clothing is prohibited. If belts, suspenders, or straps are worn, they shall be worn in place and fastened. **“Sagging” and/or “low-riding” is prohibited.**
4. Designer/theatrical contact lens may not be worn, whether prescription or not; sunglasses or shades may not be worn.
5. **No facial jewelry is allowed including tongue jewelry.** Earrings in ears are permissible. No sticks in ears are allowed. Any articles of clothing or jewelry that may cause injury to oneself or other students are not allowed.
6. Notched eyebrows, designs in hair, or unnatural multicolored hair are not allowed.
7. Clothing promoting other high schools may not be worn.

### **OPTIONAL ARTICLES OF ATTIRE**

1. Students enrolled in the AFJROTC program shall be exempt from the mandatory student dress code on the day(s) they are required to wear their military uniform. **Instructors must notify the high school administration prior to the day military uniforms are worn.**
2. Members of school sponsored cheerleading or athletic teams, dance or drill teams, choral groups, band, or any other group sanctioned by the school, shall be exempt from the student dress code on the day(s) they wear their pregame/pre-performance attire, for example Friday dress attire. **Prior approval from school administration is required.** Pregame/pre-performance attire must conform to the district’s dress code and must be approved by the school administration prior to purchase.
3. Each site may approve one logo to be used on approved T-shirts/sweatshirts only.
4. T-Shirts may be worn with the following restrictions:
  - a. T-shirts must be purchased from the school, its PTO, or sanctioned booster club.
  - b. T-shirts must have the site approved logo.
  - c. Any variations regarding the logo will be for the purpose of differentiation among various school organizations (clubs, teams, etc.) and the variation shall not be the logo itself.
  - d. T-shirts must have a crew neck (no collar, no V-neck), and no buttons.
  - e. T-shirts may be short sleeve or long sleeve.
  - f. T-shirts must be a solid color.
  - g. T-shirts are not permitted at the Bay-Waveland Alternative School.
  - h. Schools may promote school spirit day by designating Fridays as “Spirit Days”; students are encouraged to wear any school team or club shirt on these days. Otherwise, the black tiger t-shirt, may be worn on any school day as a part of the student dress code.

### **HARDSHIP STATUS DETERMINATION**

Students who are homeless (for example children who live in a family shelter or orphanage) may be eligible for hardship status.

A family filing for hardship status may be required to complete a form listing all sources of family revenue and major expenditures and provide the school a copy of the most recent federal/state income tax form. An evaluation on a case by case basis by school officials may determine if a hardship exists.

Any family seeking assistance (based on hardship) in implementing the policy shall contact the building principal where the student is enrolled.

## COMPLIANCE MEASURES

If necessary, disciplinary action may be taken to encourage compliance with the policy. Each school should strive to achieve full compliance through positive reinforcement and should resort to disciplinary action only when positive measures fail to ensure compliance. In addition, schools shall communicate with parents so that expectations, rationale and benefits are fully understood by the student and his/her family.

Prior to initiating any disciplinary action against a student not complying with the policy, a conference with the parent must be held with a school administrator to solicit parental cooperation and support. Disciplinary action is to be initiated only after all other means to secure support and cooperation as mentioned above have not succeeded.

Students new to the district and enrolling on or after the first day of school will have five (5) calendar days to comply with the mandatory student dress code.

Principals may exercise discretion on the first day of school only.

The administration at each school shall confer with the parent of each student who fails to comply with the dress code in an effort to ascertain the reason(s) for noncompliance.

### DISTRICTWIDE PROCEDURES FOR NONCOMPLIANCE (K-8)

- **Parents will be notified of any mandatory student dress code infractions.**
- **After 3 referrals, the student may be placed on overnight suspension.**
- Additional noncompliance will be treated as a discipline referral (open defiance).

#### BHS CONSEQUENCES FOR UNIFORM VIOLATIONS:

- 1<sup>st</sup> offense - Parent notified and student placed in ISI until he/she is in compliance
- 2<sup>nd</sup> offense - 60 minute detention
- 3<sup>rd</sup> offense - 1 Day ISI
- 4<sup>th</sup> offense - 3 Days ISI
- 5<sup>th</sup> offense - 5 Days ISI
- 6<sup>th</sup> offense & above – the incident will be treated as insubordination and punished with exclusion, out of school suspension or other disciplinary consequences.

### STUDENT 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. Our program of discipline is also a means of ensuring an environment in the classroom which is conducive to learning. The objective 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 student, and only secondarily as a force to secure external control of the student.

#### Disciplinary Consequences

Consequences which may be used for disciplinary infractions include, but are not limited to, detention, In-School Isolation (ISI), and Exclusion. When a student is placed in ISI or Exclusion, unless specific permission is granted by an administrator, the student is not permitted to practice for, participate in, or attend any school activities or athletics until

after all the terms of the consequences have been met and the administrator has released the student to return to regular classes.

Please note that when a student is placed in Exclusion, he/she will spend the day in isolation at Bay-Waveland Alternative School. Being in Exclusion does not mean that the student is in Alternative School; however, Exclusion is operated at the Alternative School.

### **Discipline Plan**

Definitions of Severe Disruption may include but are not limited to the following infractions:

1. Open defiance of a teacher ..... Step 3, 4, or 5
2. Profanity or vulgarity (to include acts, gestures, or symbols) with consideration to be given to context ..... Step 4
3. Use or possession of any form of tobacco and/or tobacco paraphernalia on school property or at any school-sponsored activity ..... Step 5
4. Use, sale, or possession of drugs and/or paraphernalia (or) alcohol on school grounds or sponsored events to include under the influence ..... Step 6
5. Defacing or otherwise injuring property that belongs to the school district (plus restitution for damages) ..... Step 2
6. Assault/Fighting at school or at school activities ..... Step 5 or 6
7. Use or possession of firearms, knives, or other dangerous objects including fireworks) ..... Step 6
8. Improper behavior anywhere on campus and/or at any school function ..... Step 1 or 2
9. Cheating ..... Step 1 of 2
10. Cutting class(es) and or detention ..... Step 4
11. Truancy from school ..... Step 3
12. Leaving campus without authorization ..... Step 3
13. Being in unauthorized areas or trespassing ..... Step 2
14. Harassment, intimidation, or threats to include sexual harassment ..... Step 4, 5, or 6
15. Public displays of affection ..... Step 1 or 2
16. Using forged or altered documentation (report cards, progress reports, parental notes, hall passes, etc.) ..... Step 2, 3, or 4
17. Use of electronic devices outside of the allowable/designated times ..... Step 2 or 3
18. Profanity while speaking to a teacher ..... Step 5 or 6
19. Using cellular device and/or refusal to give device to staff or violating the parameters of use ..... Steps 2 - 6
20. Other behavior as determined by the administration ..... Step 1-6
21. Possession of a lighter or other such paraphanelia ..... Step 2, 3 or 4
22. Gang drawings, clothing, hand signals or other gang related activities on campus ..... Step 4, 5 or 6
23. Theft ..... Step 4, 5, or 6

### **Discipline Ladder**

- Step 1**
1. Contact parent or legal guardian (phone, e-mail, or mail).
  2. Student conference with an administrator.
- Step 2**
1. Contact parent or legal guardian (phone, e-mail, or mail).
  2. Detention or possible ISI assignment.
  3. Any student who is disruptive or uncooperative in after-school detention or ISI will be referred to an administrator for assignment to overnight suspension and a parent conference may be required before the student returns to school.
  4. The detention or ISI assignment will be reassigned during the parent conference.
- Step 3**
1. Contact parent or legal guardian (phone, e-mail, or mail).
  2. Student will be assigned to the ISI program and a parent conference with an administrator may be required after the completion of the ISI program.
  3. If the student is disruptive or uncooperative in the ISI program, he/she will be assigned to Exclusion after contacting parents and the time assigned to ISI will be reassigned.
- Step 4**
1. Contact parent or legal guardian (phone, e-mail, or mail).
  2. A combination of Exclusion and ISI time with a parent conference required.
- Step 5**
1. Contact parent or legal guardian (phone, e-mail, or mail).
  2. Three to nine (3-9) days Exclusion and possible loss of the opportunity to participate in or attend any

- extracurricular activity for an extended period of time or permanently as determined by the administration.
3. A parent conference will be required at the end of the Exclusion time.

- Step 6
1. Contact parent or legal guardian for immediate conference.
  2. Exclusion (maximum 9 days) and recommendation to the discipline committee for placement in Alternative School or possible expulsion.
  3. Loss of privileges during the time in the Alternative School or during the time of Exclusion and/or expulsion.

NOTE: Students may be placed on the next higher step after placement on any one step.

### **DETENTION PROCEDURES**

- When a detention is assigned, the teacher will notify the student in writing by using a detention slip provided by the office.
- The ISI monitor will record and track all detentions assigned and all time served.
- Students will sign in for detention in the detention monitors classroom and the roster will be turned in to the ISI monitor by the detention monitor. The assigned detention must be served within one school week (5 school days) of the detention being issued by the teacher/staff member. i.e., If a detention is assigned on a Monday, the full detention minutes must be served by the student on or before the following Monday.
- Unless otherwise designated on the detention slip, the detention is a 30 minute detention. Any detention over 30 minutes will have the minutes assigned hand written on the slip by the teacher/staff member at the time that it is issued.
- If any student assigned to detention does not attend, they will be assigned one day of ISI (In School Isolation) for every 30 minutes of detention that they do not complete.
- Detention times and place will be posted at the beginning of the school year.

Detention may be assigned by teachers as a disciplinary action for lesser offenses including, but not limited to the following:

- Missing two or more class assignments;
- Minor classroom disruptions.

### **IN SCHOOL ISOLATION**

In-School Isolation is:

1. A type of punishment for the school rules that were broken by a student.
2. A form of isolation from other students.
3. A place where there are no privileges granted.
4. A place for students to work on class assignments in a quiet atmosphere.
5. A student's last chance to avoid an assignment in exclusion.

### **IN SCHOOL ISOLATION (ISI) RULES**

1. Students will report on time to the ISI classroom each day that they are assigned.
2. Students will bring all books, paper, pencils, and other necessary study materials.
3. Students will not talk or make any loud or disruptive noises.
4. Students will not sleep or lay their heads down.
5. Students will not get out of their seats without permission.
6. Students will not write or draw on desks, textbooks or furniture.
7. Students will not ask to use the restroom before the scheduled time.
8. Students will not eat, chew gum, or drink any beverages.

9. Students will keep all books and personal items off of the floor.
10. Students will keep their feet on the floor at all times.
11. Students will raise their hands and be recognized when they need help. They will not blurt out.
12. Students will write the name of their teacher on each paper that they turn in.
13. Students will turn in all class assignments by the end of the day.
14. Students will not back-talk or smart-mouth the ISI teacher.
15. Students must line up without talking or making noises when leaving the room.
16. Students must be present for the entire day in order to earn their day in ISI. If a student is tardy, checks in late or checks out early, they must complete an additional day in ISI.
17. Students must follow all directions and instructions given by the ISI teacher.
18. Students must fill out all forms completely and correctly.
19. Students will earn additional days in ISI if they do not follow all ISI rules.
20. Students will earn days assigned in exclusion at the Crossroads Learning Center if they earn additional days in ISI on two consecutive days.
21. Students will not be allowed to attend any extra-curricular activities or sporting events until all time in ISI is completed.

### **ISI BATHROOM AND LUNCH PROCEDURES**

Students are to follow these rules:

1. Line up without talking or making noise – girls first and then boys,
2. Keep in line: do not turn around; always face the direction in which they are going,
3. Walk directly behind the person in front of them,
4. Do not talk while in line,
5. Do not walk fast,
6. Keep your arms to your sides: do not touch the walls, door frames, or other students,
7. Stop where the ISI teacher tells you to and when the ISI teacher tells you to.

### **EXCLUSION**

Exclusion will be used by BHS, BMS, and NBE administration to place students in a highly structured classroom located at Crossroads Learning Center (CLC) in lieu of out of school suspension. The time served will be spent completing assignments made by the student's teachers or CLC school staff. Students will be isolated from others throughout the day and will be expected to follow all rules, policies, and procedures of Exclusion. To be eligible to return to their home school, students must be present for the days assigned, make adequate effort to complete their assignments, and be in full compliance with the school uniform policy. Cell phones will be confiscated and returned only to parent or guardian and no book bags are permitted.

The rules and procedures of Exclusion:

- Students shall be dropped off either by bus or car between 7:00 and 7:20 am at Crossroads Learning Center (trailers, entrance facing Blue Meadow Road). Tardiness and partial-day absences will result in an additional day to serve.
- Students will not drive to school.
- In the afternoons, students will ride their usual bus home. If they do not usually ride a bus, one will be assigned to them.
- Students need to know their bus number and lunch number prior to coming to Exclusion.
- Students may not bring non-educational items to school (including but not limited to: **money**, wallets, purses, chapstick, feminine products, snacks, pencils.) CLC will provide general school supplies and feminine products as needed.
- Students must be uniform compliant.
- No gum, cell phones, or book bags are allowed.
- Students are not allowed to be present on any campus other than CLC (trailers 1-12, use Blue Meadow entrance only) during their Exclusion assignment period.

- Students are not allowed to participate in extra-curricular activities (including practice) until their Exclusion assignment period is completed.
- Assignments that are completed while in exclusion will be returned to the student's home school by CLC school staff.
- Students will earn additional days in Exclusion if they do not follow Exclusion rules.

If you would like to know more about this program, please contact the principal of your child's school.

### **STUDENT BEHAVIOR ON BUSES**

The privilege of riding a school bus carries with it some responsibilities on the part of the student. Drivers are expected to keep order and discipline on the bus, but their major responsibility has to be driving the bus. Therefore, students are expected to cooperate with the following regulations:

1. Students must be at assigned stops at loading time.
2. Students are not to touch the outside of the bus and are not to hang heads, arms, legs, bodies, or hands out the windows of the bus.
3. Students are to be seated immediately upon entering the bus and are to remain seated until they arrive at their destination - school in the morning and bus debarkation station in the afternoon.
4. Loud talking and other noises are not permitted on the bus.
5. Students are not to molest or bother in any way other students while waiting for a school bus; the same rule applies while riding the bus.
6. Vulgar or abusive language and/or actions are prohibited on the school bus.
7. Smoking is prohibited on the school bus.
8. Students will board/leave the bus/bus stop according to the driver's instructions.
9. Students are to obey all directives of the driver and show courtesy and respect.
10. Students will be held financially responsible for any damage to the bus.
11. Students may not leave the bus on its way to or from the school.
12. Students are not to throw objects while on the school bus.
13. Students must sit in seats assigned by the driver.
14. Each passenger is expected to help keep the bus clean - such as picking up paper and other objects he/she may drop on the floor. Shoes/boots should be as free of mud as conditions will permit before entering the bus.
15. No beverages or food may be consumed on the bus.
16. Chewing gum and tobacco are prohibited on the bus.
17. The students are to wait until the bus stops completely before boarding/exiting.
18. A student must identify himself/herself properly when requested to do so by school bus personnel.

A student's failure to conform to acceptable standards of behavior and courtesy will result in his/her being subject to disciplinary action. Should a student choose to break a rule, the following steps will be taken:

- Step 1: Student warned verbally, parents contacted, student placed on bus probation.
- Step 2: Driver reports student to his/her principal for three (3) day suspension from the bus. Parents are contacted for a conference with the principal before the student is permitted on the bus.
- Step 3: Driver reports student to his/her principal for five (5) day suspension from the bus. Parents are contacted for a conference with the principal before the student is permitted on the bus.
- Step 4: Driver reports student to his/her principal for ten (10) day suspension from the bus. Parents are contacted for a conference with the principal before the student is permitted on the bus.
- Step 5: Student is removed from the bus for the rest of the year.

## **Severe Disruptions**

The following inappropriate behavior may result in automatic suspension of transportation privileges: (includes Vo-Tech routes)

1. Fighting, pushing, or shoving which results in physical harm to another.
2. Physical harm or threat of harm to the driver (may result in an arrest).
3. Failure to give a correct name.
4. Property damage.
5. Refusing to follow the driver's directions.
6. Possession or use of tobacco, drugs or alcohol.
7. Exceptionally loud or distracting behavior that can/may result in a safety issue for the driver and passengers.

Note: All consequences are at the discretion of the principal. All bus suspensions may be removed by the principal at the end of the semester after a review attended by parents, students, bus driver and principal.

## **Interference with School Buses**

It is unlawful for any individual, other than a student scheduled to be a passenger upon a particular bus, a member of the public school administration or faculty, or a law enforcement official, to interfere in any way with the operation of a school bus. State law prohibits unauthorized boarding of school buses or interference with passenger boarding or leaving, under penalties of fine and/or imprisonment.

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

Students and employees in the Bay St. Louis – Waveland 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.

### **I. Definitions**

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

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

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 whole.

### **II. Procedures for Processing a Complaint**

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) calendar days after the alleged act or acts occurred. 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 of the misconduct, the names of any witnesses and any other information that would assist in the investigation of the complaint. The report shall be given promptly to the principal 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 Board chairman.

The complaint shall be investigated promptly. Parents will be notified of the nature of any complaint involving their child. The District official will arrange such meetings as may be necessary with all concerned parties within five (5) working days after initial receipt of the complaint by the District. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The District official 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.

If the victim is not satisfied with the decision of the District official, he/she may submit a written appeal to the superintendent. Such appeal shall be filed within ten (10) 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. The superintendent shall provide a written decision to the victim's appeal within ten (10) working days.

If the victim is not satisfied with the decision of the superintendent, a written appeal may be filed with the Board. Such appeal shall be filed within ten (10) working days after receipt of the decision of the superintendent. The Board shall, within twenty (20) working days, allow the victim and parents as appropriate to appear before the Board to present reasons for dissatisfaction with the decision of the superintendent. The Board shall provide a written decision within ten (10) working days following the victim's appearance before the Board.

## **WEAPONS POSSESSION ON EDUCATION PROPERTY**

Section 97-37-17 Mississippi Code

- (1) The following definitions apply to this section:
  - (a) "Educational property" shall mean any public or private school building or bus, public or private school campus, grounds, recreational area, athletic field, or other property owned, used or operated by any local school board, school, college or university board of trustees, or directors for the administration of any public or private educational institution or during a school related activity; provided however, that the term "educational property" shall not include any sixteenth section school land or lieu land on which is not located a school building, school campus, recreational area or athletic field.
  - (b) "Student" shall mean a person enrolled in a public or private school, college or university, or a person who has been suspended or expelled within the last five (5) years from a public or private school, college or university, whether the person is an adult or a minor.
  - (c) "Switchblade knife" shall mean a knife containing a blade or blades which open automatically by the release of a spring or a similar contrivance.
  - (d) "Weapon" shall mean any device enumerated in subsection (2) or (4) of this section.
- (2) It shall be a felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive on educational property. However, this subsection does not apply to a BB gun, air rifle or air pistol. Any person violating this subsection shall be guilty of a felony and, upon conviction thereof, shall be fined not more than Five Thousand Dollars (\$5,000.00), or committed to the custody of the State Department of Corrections for not more than three (3) years, or both.
- (3) It shall be a felony for any person to cause, encourage or aid a minor who is less than eighteen (18) years old to possess or carry, whether openly or concealed, any gun, rifle, pistol or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive on educational property. However, this subsection does not apply to a BB gun, air rifle or air pistol. Any person violating this subsection shall be guilty of a felony and, upon conviction thereof, shall be fined not more than Five Thousand Dollars (\$5,000.00), or committed to the custody of the State Department of Corrections for not more than three (3) years, or both.
- (4) It shall be a misdemeanor for any person to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and



razor blades (except solely for personal shaving), and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance on educational property. Any person violating this subsection shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than One Thousand Dollars (\$1,000.00), or be imprisoned not exceeding six (6) months, or both.

- (5) It shall be a misdemeanor for any person to cause, encourage or aid a minor who is less than eighteen (18) years old to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade, knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving) and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance on educational property. Any person violating this subsection shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than One Thousand Dollars (\$1,000.00), or be imprisoned not exceeding six (6) months, or both.
- (6) It shall not be a violation of this section for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol or other firearm of any kind on educational property if:
  - (a) The person is not a student attending school on educational property;
  - (b) The firearm is within a motor vehicle; and
  - (c) The person does not brandish, exhibit or display the firearm in any careless, angry or threatening manner.
- (7) This section shall not apply to:
  - (a) A weapon used solely for educational or school-sanctioned ceremonial purposes, or used in a school-approved program conducted under the supervision of an adult whose supervision has been approved by the school authority;
  - (b) Armed forces personnel of the United States, officers and soldiers of the militia and National Guard, law enforcement personnel, any private police employed by an educational institution, State Militia or Emergency Management Corps and any guard or patrolman in a state or municipal institution, when acting in the discharge of their official duties;
  - (c) Home schools as defined in the compulsory school attendance law, Section 37-13-91;
  - (d) Competitors while participating in organized shooting events;
  - (e) Any person as authorized in Section 97-37-7 while in the performance of his official duties;
  - (f) Any mail carrier while in the performance of his official duties; or
  - (g) Any weapon not prescribed by Section 97-37-1 which is in a motor vehicle under the control of a parent, guardian or custodian, as defined in Section 43-21-105, which is used to bring or pick up a student at a school building, school property or school function.
- (8) All schools shall post in public view a copy of the provisions of this section.

**AUTOMATIC EXPULSION FOR WEAPON OR CONTROLLED SUBSTANCE POSSESSION**  
Section 37-11-18 Mississippi Code

Any student in any school who possesses any controlled substance in violation of the Uniform Controlled Substances Law, a knife, handgun, other firearm or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on educational property as defined in Section 97-37-17, Mississippi Code of 1972, shall be subject to automatic expulsion for a calendar year by the superintendent or principal of the school in which the student is enrolled; provided, however, that the superintendent of the school shall be authorized to modify the period of time for such expulsion on a case by case basis. Such expulsion shall take effect immediately subject to the constitutional rights of due process, which shall include the student's right to appeal to the local school board.

## **INTERNET ACCEPTABLE USE POLICY (Policy IJNDB)**

Internet access is available to students and teachers in the District. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network that makes it impossible to control all available information. Because information changes constantly, it is not possible to predict or control what students may locate. The District makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and sites they are accessing. Some students might encounter information that may not be of educational value even though filters are in place to protect students from inappropriate access. Additionally, the district will monitor Internet activities to deter students from accessing inappropriate sites. The District will also comply with the **Children's Internet Protection Act (CIPA)** and the **Children's Online Privacy Protection Act (COPPA)**.

Teachers who have students accessing the Internet are responsible for explaining this policy and instructing them on network etiquette. District Internet users will:

1. Be polite and use appropriate language in their messages to others;
2. Not reveal their own or anyone else's personal address, telephone number, password, social security number, or any other personal identification information.
3. Recognize that electronic mail (E-Mail) is not guaranteed to be private and is the property of the District;
4. Use only their District assigned Internet/E-Mail account;
5. **Not use public "chat rooms" or other such forums;**
6. **Immediately report to District authorities any attempt by other Internet users to engage in inappropriate conversations or personal contact;**
7. Use the network in ways that do not disrupt the use of the network by others; and
8. Not harm nor destroy data of another user including the uploading or creation of computer viruses to the District computers/networks, or to other computers/networks that are connected to any part of the Internet.

### **Illegal and/or Unacceptable Usage**

1. **User agrees not to access, transmit or retransmit any material(s) in furtherance of any illegal act or conspiracy to commit any illegal act in violation of local, state or federal law or regulations and/or school district policy.**
2. **User shall not access, transmit, or retransmit: copyrighted materials (including plagiarism), threatening, harassing, or obscene material, pornographic material, or material protected by trade secret, and/or any other material that is inappropriate to minors.**
3. **User shall not access, transmit, or retransmit any material that promotes violence or the destruction of persons or property by devices including, but not limited to, the use of firearms, explosives, fireworks, smoke bombs, incendiary devices, or other similar materials.**
4. **User shall not use the network for any illegal activity including, but not limited to, unauthorized access including hacking.**
5. **User shall not access, transmit, or retransmit language that may be considered offensive, defamatory, or abusive.**
6. **User shall not access, transmit, or retransmit information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.**

### **User Rights**

1. **User shall have the responsibility to use computer resources for academic purposes only. Therefore, as mandated by CIPA, filtering will be utilized on all computers accessing the Internet. The only exception will be for academic research by a staff member with the approval of school administration.**
2. **The Bay St. Louis-Waveland School District will fully cooperate with local, state or federal officials in any investigation related to illegal activities conducted through the user's Internet account.**

3. **Under no conditions should a user provide his/her password to another person or use another person's password.**
4. **User should not expect files stored on a school-based computer to remain private. Routine review and maintenance of the system may indicate that user has violated this policy, school codes, municipal law, state law or federal law.**
5. **Individual schools within the district may create additional guidelines and procedures consistent with this policy. Such guidelines and procedures will be appropriate for the electronic information resources being used and the students served at the school.**

Use of the Internet is a privilege, not a right. Unacceptable and/or illegal use may result in denial, revocation, suspension and/or cancellation of the user's privileges, as well as disciplinary action imposed by school officials.

User shall not access, transmit or retransmit information that harasses another person or causes distress to another person.

Parents/Guardians are responsible for discussing the Internet Acceptable Use Policy with their children. **Parents/Guardians who object to allowing participation by their child must notify the principal of such in writing.**

All District Internet Users (e.g. students, teachers, employees) are responsible for abiding by this policy. This policy is a legal and binding document. Users who disregard this policy shall have their privileges suspended or revoked for a specified period of time determined by the Technology Coordinator and the Superintendent if the user has purposefully abused his or her Internet privileges. Users granted access to the Internet through the District assume personal responsibility and liability, both civil and criminal, for users of the Internet not authorized by District policy.

## **ALCOHOL, DRUGS AND UNKNOWN SUBSTANCES**

No student will be admitted to a school function if there is any indication that alcohol or other drugs have been consumed prior to the function. Such students will be detained and their parents notified. A student possessing, using a prohibited drug, or appearing to be under the influence of an unknown substance (including alcohol) prior to or at school or prior to or at any school function, held on or off campus, shall be suspended and will be subject to expulsion. The police may be notified. **If a student chooses to remain present when illegal drugs (including alcohol) are being consumed, that student may be subject to the same consequences incurred by the student consuming the illegal drug or alcohol.**

## **SUBSTANCE ABUSE TESTING – Policy JLDBB**

### **INTRODUCTION**

The Bay St. Louis-Waveland School District (BWSD) Board of Trustees recognizes the significant problems created by drug and alcohol use in society. The board further recognizes the important contribution that public schools have in shaping the youth of today into the adults of tomorrow. Failure to protect our students from drugs and alcohol is not acceptable. It is the intent of this board to create a safe and healthy learning environment free of drugs and alcohol.

### **PURPOSE AND INTENT**

A program of deterrence will be instituted as a proactive approach to a drug-free school. The purpose of this program is four-fold:

- A. to provide for the health and safety of students;
- B. to offer students a credible means to resist peer pressure as it relates to the use of alcohol, performance-enhancing and/or illegal drugs;
- C. to provide a resource for support and assistance to any student who may be using illegal drugs and/or alcohol; and
- D. to preserve the educational environment.

## **STUDENTS SUBJECT TO TESTING**

All students enrolled in the BWSO in grades 7-12 shall be subject to drug and alcohol testing to the extent and in the manner provided in this policy. Any student who wishes to participate in an extra-curricular activity, co-curricular activity, or seeks a privilege to drive a vehicle to and from school shall be subject to random drug testing. This includes school hours and non-school hours, school days and non-school days, twelve months a year.

Any parent/guardian of a student who does not participate in or enjoy any privilege stated above may request that their child be included in the random drug testing program. Procedures and consequences are the same for all participating students.

## **CONSENT FORM**

All BWSO students enrolled in grades 7-12 subject to drug and alcohol testing provided in this policy must sign a Participants Pledge and the Policy Consent/Release Form as a precondition to his or her participation or privilege. The student's signature on the Pledge/Consent Form signifies the commitment to abide by the conditions of the BWSO Substance Abuse Testing Policy and to remain free from alcohol and illegal substances. The parent's signature signifies that the parent has read and understands the BWSO Substance Abuse Testing Policy.

## **REASONABLE SUSPICION TESTING**

If there is reasonable suspicion to believe that a student has abused alcohol or drugs, or is under the influence of alcohol or any prohibited substance during the time period that the student is under and subject to the jurisdiction of the BWSO is in violation of BWSO policy JICH "Alcohol Use/Possession." The student is subject to immediate disciplinary action and the consequences outlined in Section VII of the Random Drug Testing Policy and may be recommended for expulsion. The school district reserves the right to administer a breath alcohol test on any student where there is reasonable suspicion that he/she is under the influence of alcohol. The student, with the permission of his or her parent or guardian, may, at student/parent expense, voluntarily submit to an appropriate drug test (if applicable) to attempt to establish that he or she is not under the influence of any prohibited drug in violation of policy JICH. If the test results are negative, the district will pay the costs of the test. The school administration shall record in writing the factors which led to the school's conclusion, shall stipulate the specific consequence to be administered, and shall attempt to inform the student's parents or guardian of the option of submitting to a drug test. The results of any such testing shall be confidential but shall be communicated to the student, his or her parents or guardians and appropriate school and law enforcement authorities.

The following circumstances shall constitute grounds for reasonable suspicion:

- A. direct observation by a BWSO employee of drug and/or alcohol use or possession;
- B. abnormal or erratic behavior indicating intoxication in class, at school or at the school-sponsored or school-approved activity;
- C. physical symptoms indicating intoxication including but not limited to glassy or bloodshot eyes, slurred speech, loss of balance, poor coordination or reflexes;
- D. first-hand information provided by reliable and credible sources of use, possession or intoxication while at school or at a school-sponsored or school-approved activity;
- E. the presence of the drug on the student, detectable by the senses, such as the smell of activated marijuana or alcohol; or,
- F. possession of illegal drugs; prescription drugs for which the student does not have a prescription, or alcohol containers or drug paraphernalia.

Anyone of the above listed circumstances shall be sufficient to constitute grounds for reasonable suspicion. If one of the above listed circumstances is found, BWSO employees and administrators may, but are not required to, consider the following factors in corroboration of the finding of reasonable suspicion:

- A. excessive tardiness;
- B. excessive absenteeism;
- C. decrease in academic performance;
- D. recent violation of school rules and regulations;
- E. any efforts to evade detection of the use or possession of drugs or alcohol or misrepresentations or untruths regarding

- the circumstances constituting grounds for reasonable suspicion;
- F. information provided by reliable and credible sources of use, possession, or intoxication while at school or a school sponsored or school approved function, event or activity; or
  - G. prior confirmed discipline for violations of this policy or violations of drug and alcohol laws.

## **RANDOM DRUG TESTING**

### **Testing Protocol**

The BWSO Board of Trustees reserves the right to use hair, breath, saliva or urinalysis testing procedures. Only urinalysis will be utilized for random drug testing. Drug testing will be conducted by a certified laboratory approved by the BWSO Board of Trustees. Testing protocol will be established by the testing laboratory and the BWSO. Where the district has an employee collect a specimen or conduct a breath alcohol test, the district will provide instruction and training to that employee. All confirmed positive test results will be part of the student's discipline record but will not become a part of the student's permanent file and will be shared with authorized personnel on a need-to-know basis. Refusal to submit to a test, or attempting to make or otherwise tamper with the test will be treated as a positive test and exclusionary consequences will be imposed.

### **Testing Pool**

Participants to be tested will be selected randomly by the drug testing agent. Each student will be assigned a number that will be placed in a pool for the drawing. School officials will have no control over whose number is drawn. If a student whose number is drawn is absent on the test date, the student's number will be held and included in the next regular test. The participation pool will be updated periodically. A student will only be assigned one number for the pool. The privacy of the student will be protected.

### **Testing Procedure**

On the day of testing, the selected student will be immediately escorted to the designated collection site for testing. Testing protocol will be established by the testing laboratory and the BWSO. In all cases precautions will be taken to guard against tampering and ensure that the chain-of-custody and the proper handling of the specimen were followed so that the test results are not called into question. At no time will the random test results be shared with any law enforcement agency.

### **Prescription Drugs**

The proper use of medication prescribed by a physician is not prohibited; however, the BWSO prohibits the misuse of prescribed (or over the counter) medications.

### **Testing Cost**

All tests will be paid for by BWSO unless stated otherwise.

### **Test Results**

Test results are cumulative during grades 7-8. At the end of the grade 8, the student's record is cleared of any previous violations. Beginning July 1 preceding the student's 9<sup>th</sup> grade year, the test results are cumulative until the student graduates. Exclusionary periods, including Return to Participation requirements, imposed for positive drug tests shall carry over into the following school year (including 8<sup>th</sup> to 9<sup>th</sup> grade) if the time period is not completed on the last day of school. For the purpose of carry-over days, the days will resume beginning the first day of school.

### **Parent Notification**

Parents will be informed in writing of a negative result (no drug or alcohol use detected). Parents will be informed in writing (and by phone if possible) of a positive result (alcohol or illegal drug use was detected). All information, test results, written and otherwise, received by the BWSO through the Substance Abuse Testing Program are confidential

communications and will be released to authorized personnel on a need-to-know basis.

### **Request for Retest**

A student or parent or guardian may request a retest at his/her own expense, but the results will only be considered if scientifically meaningful, timely performed and in compliance with established testing procedures.

### **Return to Participation Testing**

All students referred to counseling or a rehabilitative program or who are excluded from participation for abuse of substances covered under this policy will be subject to unannounced periodic testing during the exclusionary period and following return to participation for no less than 12 months and no more than 24 months.

## **CONSEQUENCES**

### **First Positive Test Result**

1. Parents are notified by school officials in writing and by phone if possible.
2. The student is excluded from all activities and privileges until a meeting between the parents and school administration is held.
3. Upon a meeting between the parents and the school administration, the student may immediately resume participation in all activities and privileges if within five school-days of the meeting, the student shows proof of participation in an approved substance abuse counseling program (at student/parent expense, if any), submits to a second random drug and alcohol test within ten school-days of the meeting and complies with the Return to Participation clause. Failure to meet these conditions will result in the exclusion of the student from participation in any school activity or privilege covered under the Substance Abuse Testing Policy for a period of 45 school days. This exclusion of activities includes and is not limited to driving on campus, attending school dances and functions, and attending any other after school activities.

### **Second Positive Test Result**

1. Parents are notified by school officials in writing and by phone if possible.
2. The student is excluded from all activities and privileges until a meeting between the parents and the school administration is held.
3. Upon a meeting between the parents and the school administration, the student is excluded from participation in all activities and privileges for a period of 20 school-days beginning the day of the meeting. The student may resume participation in all activities and privileges after the twenty day exclusion if the student shows proof of participation in an approved substance abuse counseling program (at student/parent expense, if any), and complies with the Return to Participation clause. Failure to meet these conditions will result in the exclusion of the student from participation in any school activity or privilege covered under the Substance Abuse Testing Policy for a period of 90 school days.

### **Third Positive Test Result**

1. Parents are notified by school officials in writing and by phone if possible.
2. The student is excluded from all activities and privileges until a meeting between the parents and the school administration is held.
3. Upon a meeting between the parents and the school administration, the student is excluded from participation in all activities and privileges for a period of one calendar year. The student may resume participation in all activities and privileges after the calendar year exclusion if the student shows proof of participation in an approved substance abuse counseling program (at student/parent expense, if any) and complies with the Return to Participation Clause.

### **Subsequent Positive Test Result Following the Third Positive Test Result**

1. Parents are notified by school officials in writing and by phone if possible.
2. The student is excluded from all activities and privileges until a meeting between the parents and the school administration is held.
3. Upon a meeting between the parents and the school administration, the student is excluded from participation in all activities and privileges for a period of one calendar year. The student may resume participation in all activities and

privileges after the calendar year exclusion if the student shows proof of participation in an approved substance abuse counseling program (at student/parent expense, if any) and complies with the Return to Participation Clause.

### **R.O.A.R. Incentive Program**

Let us hear you

R.O.A.R.!!

\*Represent (Being Present)

\*On Time

\*Academics

\*Respect

There are four levels, and each level will have its own privileges.

#### **Level One: White Level**

##### **Requirements:**

1. An overall numerical grade average of at least an 80 or an increase in your overall numerical grade average by three points from one semester to the next (This applies to those with an average ranging from a 57 to a 77).
2. No failing grades
3. No ISI or exclusion
4. No excessive absences (You cannot miss more than the number of days allotted to you.)

##### **Privileges:**

1. Entrance into RALLIES!
2. One dollar off the price of admission into all Bay High sporting events

#### **Level Two: Blue Level**

##### **Requirements:**

1. An overall numerical grade average of at least an 85
2. No failing grades
3. No ISI or exclusion
4. No more than 5 absences in a semester class or 2 absences in a nine weeks class
5. Participation in at least one club or sport

##### **Privileges:**

1. Entrance into RALLIES!
2. Two dollars off the price of admission into all Bay High sporting events
3. One jean pass for the month that can be used on the Friday of your choice

#### **Level Three: Gold Level**

##### **Requirements:**

1. An overall numerical grade average of at least a 90
2. No failing grades
3. No ISI or exclusion

4. No more than 4 absences in a semester class or 1 absence in a nine weeks class
5. Participation in at least two clubs or sports

**Privileges:**

1. Entrance into RALLIES!
2. Three dollars off the price of admission to all Bay High sporting events
3. Two jean passes a month to be used on any two Fridays of your choice

Donuts for breakfast once a month

**Level Four: Platinum Level**

**Requirements:**

1. An overall numerical grade average of at least a 95
2. No failing grades
3. No ISI or exclusion
4. No more than 3 absences in a semester class or 1 absence in a nine weeks class
5. Participation in at least two clubs or sports

**Privileges:**

1. Entrance into RALLIES!
2. Four dollars off the price of admission to all Bay High sporting events
3. Donuts for breakfast once a month
4. Three jean passes a month to be used on any three Fridays of your choice
5. Your platinum card will be your ticket to the front of the lunch line!!

\*All requirements and privileges will be reassessed after each nine weeks.

**SENIOR PRIVILEGES**

Senior privileges reward those who demonstrate and maintain good citizenship, exemplary behavior and academic achievement.

1. Wearing of the approved senior “hoodie” as a part of the school uniform.
2. Seniors are provided two “college days” during the school year to visit college campuses of their choice. College day is a documented absence provided the student, upon his/her return, provides the principal with a letter (on the institution’s letterhead and signed by the appropriate institutional representative) which verifies the student’s presence on campus that day. College day will not count against the senior for test exemption purposes.
3. Seniors who qualify may have early dismissal as a part of their class schedule; students must leave campus when dismissed.
4. Other privileges may be added by the administration.