

**HANCOCK COUNTY  
SCHOOL DISTRICT**



**2025-2026  
SECONDARY  
STUDENT HANDBOOK**

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## HANCOCK COUNTY SCHOOL DISTRICT

18375 Highway 603  
Kiln, Mississippi 39556  
Phone: (228) 255-0376  
Fax: (228) 255-0378

### MISSION STATEMENT

We are Hancock, and we are dedicated to graduating, motivating, and celebrating all.

### VISION STATEMENT

We are Hancock, and we empower every student to dream boldly, graduate with purpose, and step into the world ready to make it a better place for all. United, we are dedicated to inspiring, supporting, and preparing every student to lead a life of purpose and success.

### CORE VALUES

#### WE FLY TO GREATNESS

When WE Intentionally

**Honor Children & Staffuly First-** In every decision. We examine the impact on children, Staffuly, parents, and the community.

**Protect-**We protect the physical and emotional well-being of each other.

**Are Relentless-**We are relentless, showing GRIT and never giving up.

**Own It-**We own our destiny and take responsibility for our success or failure.

**Create Positive Culture-**We cultivate a vibrant, positive culture through relationships and events that bring value to people.

**Are Active and Innovative-**We are active participants in the educational journey and pursue innovative learning opportunities.

### HAWK PRIDE

Perseverance **Respect Integrity Discipline Excellence**

**Perseverance:** Holding to a course of action despite obstacles; stay positive; set goals; learn from mistakes

**Respect:** Show consideration, appreciation, and acceptance; respect yourself; respect others; demonstrate appropriate language and behavior

**Integrity:** Adherence to an agreed upon code of behavior; be responsible, do your own work, be trustworthy and trust others

**Discipline:** Managing one's self to achieve goals and meet expectations; strive for consistency, attend class daily, be on time, meet deadlines, do your homework

**Excellence:** Being of finest or highest quality; do your personal best, exceed minimum expectations, inspire excellence in others

**BOARD OF TRUSTEES**

District 1  
 District 2  
 District 3  
 District 4  
 District 5

Ray Ladner  
 Dr. Daniel Henley  
 Kodie Koenenn  
 Dr. Jennifer Seal  
 Danita Holladay

**DISTRICT ADMINISTRATION**

Superintendent of Education  
 Chief Operations Officer  
 Chief Academic Officer  
 Executive Administrative Assistant

Rhett Ladner  
 Dr. Chad Davis  
 Kim Saucier  
 Cheryl Caton

**DIRECTORS**

Athletics/Title IX	Jamie Sisco	<a href="mailto:jsisco@hancockschools.net">jsisco@hancockschools.net</a>	(228) 467-2792
Child Nutrition	Karen Albrecht	<a href="mailto:kalbrecht@hancockschools.net">kalbrecht@hancockschools.net</a>	(228) 255-0376
Curriculum and Instruction	Dr. Vickie Feazelle	<a href="mailto:kfeazelle@hancockschools.net">kfeazelle@hancockschools.net</a>	(228) 466-8802
Exceptional Children/504/Gifted	Terri Breland	<a href="mailto:tbreland@hancockschools.net">tbreland@hancockschools.net</a>	(228) 466-6340
Federal Programs Homeless Liaison	Jessica Baker	<a href="mailto:jbaker@hancockschools.net">jbaker@hancockschools.net</a>	(228) 255-0376
Business Manager			(228) 255-0376
Human Resources Age Act Coordinator	Dr. Chad Davis	<a href="mailto:chad.davis@hancockschools.net">chad.davis@hancockschools.net</a>	(228) 255-0376
Maintenance	Kendrick Lacoste	<a href="mailto:klacoste@hancockschools.net">klacoste@hancockschools.net</a>	(228) 255-6240
Public Relations	Chayna Penton	<a href="mailto:c.adams@hancockschools.net">c.adams@hancockschools.net</a>	(228) 255-0376
Technology	Spencer Breland	<a href="mailto:sbreland@hancockschools.net">sbreland@hancockschools.net</a>	(228) 255-6269
Transportation	Dennis Peterson	<a href="mailto:dpeterson@hancockschools.net">dpeterson@hancockschools.net</a>	(228) 255-6256

The Hancock County School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, or age in its programs and activities, including employment and admissions, and provides equal access to other designated youth groups. Questions and concerns about discrimination may be referred to the Hancock County School District's Title IX Coordinator, Section 504 Coordinator, or Age Act Coordinator or the U.S. Department of Education Office for Civil Rights at 214-661-9600.

## SCHOOL CONTACT INFORMATION

<p style="text-align: center;"><b>Hancock High School</b> 7084 Stennis Airport Drive Kiln, MS 39556 Phone: (228) 467-2251 Fax: (229) 467-2689</p> <p>Ms. Elizabeth Butler, Principal Ms. Patches Oliver, Assistant Principal Mr. Christopher Penton, Assistant Principal Mr. Aaron Sones, Assistant Principal</p>	<p style="text-align: center;"><b>Hancock Middle School</b> 7070 Stennis Airport Drive Kiln, MS 39556 Phone: (228) 467-1889 Fax: (228) 467-2812</p> <p>Dr. Melissa Saucier, Principal Mr. Payton Ragon, Assistant Principal Ms. Lindsay Stewart, Assistant Principal</p>
<p style="text-align: center;"><b>Hawks' Harbor</b> 7060 Stennis Airport Drive Kiln, MS 39556 Phone: (228) 466-6563 Fax: (228) 466-8942</p> <p>Ms. Phylicia Hopkins, Director</p>	<p style="text-align: center;"><b>Hancock County Career and Technical Center</b> 7180 Stennis Airport Drive Kiln, MS 39556 (228) 467-3568 (228) 466-4944</p> <p>Ms. Vanesa Martinez, Director</p>

## SCHOOL BELL SCHEDULES

### Hancock Middle School

#### 6<sup>th</sup> Grade Regular Schedule

	Time Start	Time End
<b>Student Arrival</b>	<b>7:40</b>	<b>8:00</b>
1 <sup>st</sup> Period	8:05 AM	9:12 AM
2 <sup>nd</sup> Period	9:15 AM	10:22 AM
Accelerate/LEAD	10:25 AM	10:57 AM
Lunch	11:00 AM	11:29 AM
3 <sup>rd</sup> Period	11:32 AM	12:39 PM
4 <sup>th</sup> Period	12:42 PM	1:49 PM
Accelerate/LEAD	1:52 PM	2:24 PM
5 <sup>th</sup> Period	2:27 PM	3:35 PM

#### 6<sup>th</sup> Grade Wednesday Schedule (1 hour early release)

	Time Start	Time End
<b>Student Arrival</b>	<b>7:40</b>	<b>8:00</b>
1 <sup>st</sup> Period	8:05 AM	9:00 AM
2 <sup>nd</sup> Period	9:03 AM	9:58 AM
Accelerate/LEAD	10:01 AM	10:33 AM
Lunch	10:36 AM	11:03 AM
3 <sup>rd</sup> Period	11:08 AM	12:03 PM
4 <sup>th</sup> Period	12:06 PM	1:01 PM
Accelerate/LEAD	1:04 PM	1:36 PM
5 <sup>th</sup> Period	1:41 PM	2:35 PM

#### 7<sup>th</sup>/8<sup>th</sup> Grade Regular Schedule

	Time Start	Time End
<b>Student Arrival</b>	<b>7:40</b>	<b>8:00</b>
1 <sup>st</sup> Period	8:05 AM	9:12 AM
2 <sup>nd</sup> Period	9:15 AM	10:22 AM
3 <sup>rd</sup> Period	10:25 AM	11:30 AM
4 <sup>th</sup> Period/Lunch	11:33 AM	1:19 PM
5 <sup>th</sup> Period	1:22 PM	2:27 PM
6 <sup>th</sup> Period	2:30 PM	3:35 PM

#### 7<sup>th</sup>/8<sup>th</sup> Grade Wednesday Schedule (1 hour early release)

	Time Start	Time End
<b>Student Arrival</b>	<b>7:40</b>	<b>8:00</b>
1 <sup>st</sup> Period	8:05 AM	9:00 AM
2 <sup>nd</sup> Period	9:03 AM	9:58 AM
3 <sup>rd</sup> Period	10:01 AM	10:56 AM
4 <sup>th</sup> Period/Lunch	10:59 AM	12:39 PM
5 <sup>th</sup> Period	12:41 PM	1:36 PM
6 <sup>th</sup> Period	1:39 PM	2:35 PM

### Hancock High School

#### High School Regular Schedule

	Time Start	Time End
<b>Student Arrival</b>	<b>7:20</b>	<b>7:50</b>
1 <sup>st</sup> Block	7:50 AM	9:25 AM
Connect	9:30 AM	9:55 AM
2 <sup>nd</sup> Block	10:00 AM	11:35 AM
3 <sup>rd</sup> Block/Lunch	11:40 AM	1:45 PM
4 <sup>th</sup> Block	1:50 PM	3:25 PM

#### High School Wednesday Schedule (1 hour early release)

	Time Start	Time End
<b>Student Arrival</b>	<b>7:20</b>	<b>7:50</b>
1 <sup>st</sup> Block	7:50 AM	9:17 AM
2 <sup>nd</sup> Block	9:22 AM	10:49 AM
3 <sup>rd</sup> Block/Lunch	10:54 AM	12:49 PM
4 <sup>th</sup> Block	12:54 PM	2:21 PM

## **PARENTS RIGHT TO KNOW**

The "Parents Right to Know" information, as required by the No Child Left Behind Act (NCLB) and ESSA, is available at our school to include:

- The professional qualifications, licensure status, and degree level and major of your child's teacher(s).
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.
- Level of achievement of the child in each statewide academic assessments
- Notification if the child is taught for 4 or more consecutive weeks by a teacher who is not highly qualified in a timely manner.
- The notice and information provided to parents is in an understandable and uniform format, and to the extent practicable, provided in a language that the parents can understand.

If you have questions, please call the superintendent's office at 228-255-0376.

El derecho de saber los padres, como se requiere por el No Child Left Behind (NCLB) de 2001, Título I, Parte A, la información está disponible en nuestra escuela para incluir, pero no limitado:

- Las cualificaciones profesionales, las condiciones de licencia, y los niveles, de grado y las especializaciones de los maestro de sus niños.
- Si se asegura al niño los servicios de paraprofesionales y si es así,, sus calificaciones.
- El nivel de logros del niño en cada evaluaciones académicas en todo el estado
- Notificación si el niño es enseñado por cuatro o más semanas consecutivas por un maestro que no está altamente calificado en el momento oportuno.
- La notificación y la información proporcionada a los padres está en un formato comprensible y uniforme, y en la medida de lo posible, siempre en un idioma que los padres puedan entender.

Si tiene preguntas, por favor llame a la oficina del superintendente en 228-255-0376.

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

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 to 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. 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

5. If a student enrolls in another school system, his/her cumulative record will be sent to the school upon request.

Parental written consent is no longer required according to the Federal Register, Vol. 41, No. 118, Section 99.34, (a) (1) (11). Schools which receive public funds are required to provide student information to **military recruiters**. Should you wish to **opt out**, please call Student Services.

## **TITLE I PARENTAL INVOLVEMENT**

The Hancock County School District is committed to the promotion of parental involvement as a critical element in the implementation of its Title I program. To promote parental involvement, the district will:

- a. Adopt procedures and implement programs and activities to involve parents in all schools operating under Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA) as amended. All procedures, programs, and activities will be planned and carried out with meaningful discussion with parents.
- b. In accordance with section 1118, the district will collaborate with its schools to ensure that the mandatory school-level parental involvement plans fulfill the requirement of section 1118(b) of the ESEA, and include a parent-school compact consistent with section 1118(d) of the ESEA.
- c. Hold a district wide and/or school level annual meeting with parents of Title I schools to discuss the development of the District's annual Title I plan, as well as inform parents of their right to contribute input in the design and implementation of the Title I program.
- d. Allow parents the opportunity to establish systems for maintaining communication between all parties involved in the student's educational process.
- e. Maintain a copy of this policy on the district's website and make copies of the policy as requested for Title I parents without access to the internet.
- f. Provide coordination and support to assist Title I schools in carrying out effective parental involvement activities to improve student achievement and school performance.
- g. District Title I personnel will be available to offer assistance to schools by providing material and training with regard to parental involvement in the area of communication to parents.
- h. When possible, coordinate Title I parental involvement with existing programs such as Head Start and pre-k programs.

A copy of the Hancock County School District's Parental Involvement Policy is available for viewing on the district website ([www.hancockschools.net](http://www.hancockschools.net)) or at your child's school.

## **ENGLISH LEARNERS**

The Hancock County School District participates in an ongoing effort to identify, consider, and take action to provide English Learners (EL) with a challenging core curriculum and instruction that develops proficiency in English as rapidly and effectively as possible in order to assist students in becoming productive members of our society. Procedures shall be maintained which provide for the identification, assessment and placement of English Learners and for their re-designation based on criteria adopted by the Hancock County School District Board of Education. To ensure the use of sound methods that effectively serve the needs of English Learners, the program results, including reports of the students' academic achievement and their progress towards proficiency in English shall be monitored annually. This information is

available for parents/guardians of students who are English Learners in the educational program in a format and language you can understand upon request.

Esta información está disponible para los padres/los guardas de los estudiantes que son principiantes de lengua inglesa en el programa educativo en un formato y una lengua que usted puede entender por requerimiento. Cette information est disponible pour des parents/gardiens des étudiants qui sont des étudiants d'anglais dans le programme éducatif dans un format et une langue que vous pouvez comprendre sur la demande.

**According to ESSA, an EL is defined as an individual:**

- who is aged 3 through 21;
- who is enrolled or preparing to enroll in an elementary school or secondary school;
- who was not born in the United States or whose native language is a language other than English;
- who is a Native American or Alaska Native, or a native resident of the outlying areas; and
- who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; **or**
- who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and
- whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual —
  - the ability to meet the State's proficient level of achievement on State assessments;
  - the ability to successfully achieve in classrooms where the language of instruction is English; **or** ○ the opportunity to participate fully in society.

**Developing a Language Service Plan**

The Mississippi Department of Education requires each student designated as an EL to have a Language Service Plan (LSP), which must be updated annually until the student exits the EL program. The Student Evaluation Team (SET) must meet to develop the LSP at the beginning of each academic school year. This team must be composed of teachers (including EL teachers), administrators, counselors, and parents or guardians. The team will meet quarterly to evaluate the student's progress and make necessary adjustments. A copy of the LSP must be provided to all teachers who work with the EL student. The LSP must contain the following:

- Student's demographic information
- Date of first enrollment in a U.S. school
- Yearly ELPT scores
- Classroom accommodations
- State testing accommodations
- Signatures of SET members

## HOMELESS CHILDREN AND YOUTH

When a child is determined to be homeless as defined by the Stewart B. McKinney Act 42 USC Section 11431 (1), 1432 (e) (4) and 11302 (a), the school district shall consider and take enrollment action that is in the best interest of the child pursuant to 42 USC 11432 (e) (3). Parents have the right to appeal the decision at the school and district levels. For more assistance, homeless students should contact their school counselor or the Federal Programs Director, Ms. Jessica Baker, at 18375 Highway 603 Kiln, MS 39556. The email address is [jbaker@hancockschools.net](mailto:jbaker@hancockschools.net) and the phone is 228-255-0376.

Si usted vive bajo una de las siguientes condiciones: en un albergue, motel, vehículo, o parque para acampar, en la calle o al aire libre, en un edificio abandonado, remolque-residencia (trailer) u otro alojamiento inadecuado, comparatiendo una vivienda con otra familia o algún pariente a causa de no poder, encontrar alojamiento o por falta de recursos económicos Entonces, usted tiene ciertos derechos y protecciones bajo el Acta de Asistencia Educativa para Niños y Jóvenes Sin Hogar de McKinney-Vento (McKinney-Vento Homeless Education Assistance Act). Contact: Jessica Baker en 228-255-0376.

## STUDENT RIGHTS

All students in the Hancock County School District (HCS D) have certain basic rights that are outlined by the HCS D policies and are in compliance with the U.S. Constitution, federal law, and the laws of the state of Mississippi.

**Right to a Public Education** – Students have a right to a public education and the opportunities associated with this right including access to school programs and activities.

**Right to Freedom of Expression** – Students have the right to express their opinions verbally or in writing as long as they do not disrupt the learning process. The extent to which student speech is protected depends on where and how it is expressed.

**Right to Privacy** – Students’ academic and personal records are confidential and can be inspected only by eligible district personnel or others as described by law (Family Educational Rights and Privacy Act of 1974).

**Right to Due Process** – Students have a right to due process and to disciplinary hearings as outlined by district policy.

**Right to Be Free from Unreasonable Search and Seizures** – Students have the right to be free from unreasonable search and/or seizure. However, a student’s person or personal effects may be searched by an employee when that employee has reasonable suspicion, at the inception of the search, that the student is in possession or control of a weapon, illegal drugs, or other materials that are illegal or in violation of school policy.

In accordance with these basic rights, students are expected to comply with the following rules during school time as well as on school-sponsored trips and activities. Students and their parents should note that administrators have authority to prescribe additional rules of student conduct in order to maintain discipline and an atmosphere appropriate for learning. Problems not specifically addressed in the Code of Conduct will be dealt with on a case by case basis.

## REGISTRATION

### ADMISSION

Children of legal school age whose parents are residents of this school district are eligible to attend school. New and returning students must re-register each year. In the case of separated or divorced parents, court orders and decrees involving custody of children will be controlling. It is the responsibility of the parent(s) to provide the school with copies of custodial documents. In the case of a student living with a legal guardian who resides in the school district, the guardian must provide a certified copy of the filed petition for guardianship, if pending, and the final decree when granted. Any legal guardianship formed for the purpose of establishing residency for school district attendance purposes shall not be recognized by this school board. 37-15-31 (1) (d) (1991). A student may be temporarily enrolled before the transcript is received provided the student can present evidence that he/she has officially withdrawn from the previous school. No pupil shall be permanently enrolled in a school in the State of Mississippi who formerly was enrolled in another public or private school within the state until the cumulative record of the pupil shall have been received from the school from which he transferred.

### NEW STUDENTS

To be admitted to Hancock County Schools, students must be accompanied by parent(s) who shall provide the school with the following:

1. Certified Birth Certificate
2. Certificate of Compliance for immunizations (Form 121)
3. Withdrawal form and report card from previous school attended
4. Name and address of previous school attended
5. Verification of handbook receipt
6. Verification of residence
7. Legal home address of the legal parent or guardian
8. Students transferring to Hancock High School with only letter grades will be assigned the following numerical grades unless the previous school has provided a grading scale: A-95, B-85, C-75, D-67, F-50

Any new student enrolling in the Hancock County School District, or any continuing student whose residence has changed, will be required to verify his/her legal residence address as herein provided as part of the annual registration process. The definition of “legal resident” for school attendance purposes is the student physically resides full-time, weekdays/nights and weekends, at a place of abode located within the limits of the school district. Students who were homeschooled will be tested for appropriate placement.

The parents or legal guardians of a student seeking to enroll must provide the school district with the following information as address verification. A document with a post office box as an address will not be accepted. Homeless students are addressed under the McKinney-Vento Assistance Act section.

To successfully register, the parent or guardian must provide:

1. One of the following:
  - a. Filed Homestead Exemption Application
  - b. Rental Agreement/Apartment Lease
  - c. Mortgage Documents or Property Deed (with physical address)
2. Utility bill (power, water, gas, garbage collection, etc)-Less than 60 days old
3. One of the following:
  - a. Driver’s License
  - b. Voter precinct identification
  - c. Automobile registration
  - d. Affidavit and/or personal visit by a designated school district official
  - e. Any other documentation that will objectively and unequivocally establish the parent or guardian resides within the school district
  - f. Certified copy of filed petition for guardianship if pending and final decree when granted

## RETURNING STUDENTS

The online portion of registration must be completed. For returning (continuously enrolled) students with no change in address the following documentation will be required.

1. Utility bill (power, water, gas, garbage collection, etc)-Less than 60 days old
2. One of the following:
  - a. Driver’s License
  - b. Voter precinct identification
  - c. Automobile registration
  - d. Affidavit and/or personal visit by a designated school district official
  - e. Any other documentation that will objectively and unequivocally establish the parent or guardian resides within the school district

- f. Certified copy of filed petition for guardianship if pending and final decree when granted

#### STUDENTS LIVING WITH PARENT(S) OR GUARDIAN(S) WITHOUT RENTAL OR HOME OWNERSHIP

The parent(s) or legal guardian(s) of a student seeking to enroll without rental or home ownership must complete an Affidavit of Residency.

When an affidavit of Residency is used, the parent/guardian must present the Affidavit of Residency and two proofs from 3 - 6 below.

The affiant (person with whom the student is living) must provide this school district with one item from number 1 and one item from number 2:

1. Filed Homestead Exemption Application Form OR Mortgage Documents/Property Deed OR Apartment/Home Lease
2. Utility Bill (power, water, gas, garbage collection, etc.). If utilities are included in the monthly rental agreement/lease, acceptable proof must be provided.

The parent/guardian must provide two additional documents of proof from the following:

3. Driver's License
4. Voter Precinct ID
5. Automobile Registration
6. Any other documentation that will objectively and unequivocally establish that the parent or guardian resides within the school district

#### NON-RESIDENT PUPILS

No minor child may enroll in or attend any school except in the school district of his residence, unless such child be lawfully transferred from the school district of his residence to a school in another district in accord with the statutes of this state now in effect or which may be hereafter enacted. However, those children whose parents or legal guardians are instructional personnel or classified employees of a school district may at such employee's discretion enroll and attend the school or schools of their parents' or legal guardians' choice, regardless of the residence of the child. 37-15-29 (1991)

## CHILD FIND

The Hancock County School District seeks (through Child Find efforts) to locate, evaluate, identify, and serve children who are 3-21 years of age and may have a disability. These children may be physically, mentally, or emotionally disabled and need help. Eligible children are entitled to receive a Free Appropriate Public Education (FAPE), which is available to all disabled children.

The Hancock County School District provides services for students with the following disabilities: speech and language impairments, autism, traumatic brain injury, learning disabilities, intellectual disabilities, visual and hearing impairments, developmental delays, orthopedic impairments, deaf-blind, multiple disabilities, other health impairments, and emotional disabilities.

Referrals for evaluation may be made in writing to the school principal or directly to the Office of Exceptional Children.

Office of Exceptional Children  
7060 Stennis Airport Rd.  
Kiln, MS 39556  
(228) 466-6340

Child Find Coordinator  
Terri Breland  
tbreland@hancockschools.net

### Site Principals:

- East Hancock Elementary: Dr. Lori Burkett 228-255-6637
- Hancock North Central Elementary: Annie Jones 228-255-7641
- South Hancock Elementary: Maci Smith 228-467-4655
- West Hancock Elementary: Amie Sins 228-586-6054
- Hancock Middle School: Dr. Melissa Saucier 228-467-1889
- Hancock High School: Elizabeth Butler 228-467-2251

## MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)

Hancock County School District has standardized procedures to ensure that all students are provided an opportunity to succeed in the regular education program and receive a Free Appropriate Public Education (FAPE).

The Multi-Tiered System of Supports (MTSS) is a multi-step process that provides academic and behavioral support for students who are at risk of not meeting grade-level expectations. Referrals to the MTSS process may be made by teachers, administrators, or parents/guardians. Each school must implement a Teacher Support Team (TST) in accordance with the Mississippi Department of Education (MDE) process. The chairperson of the TST shall be the school principal or the principal's designee, who may not be an individual whose primary responsibility is special education.

The primary purpose of the TST is to assess the needs of students and determine instructional interventions and strategies for those who demonstrate learning and/or behavior concerns that interfere with their success in the classroom. The team utilizes all available school resources and follows a standardized problem-solving process throughout the school year to address issues identified by teachers, parents, guardians, or administrators.

MTSS includes the following components:

- Universal screeners in math, reading, and other core content areas to help identify students needing additional support.
- Evidence-based interventions and teaching strategies proven to improve academic or behavioral outcomes.
- Ongoing progress monitoring to assess the effectiveness of interventions and adjust support as needed.

### **EXCEPTIONAL CHILDREN (SPECIAL EDUCATION)**

Hancock County School District provides full educational opportunities to all students with disabilities in compliance with the Individuals with Disabilities Education Act (IDEA). Special Education services are available for students with a current eligibility recognized by the Mississippi Department of Education.

#### **SUMMARY OF RIGHTS AS ESTABLISHED BY THE INDIVIDUALS WITH DISABILITITES EDUCATION ACT**

These parental rights are not all inclusive, but are intended as an overview of the Procedural Safeguards Document:

- The right for your child to be evaluated by an Independent Evaluator not employed by the school district.
- The right for your child to have a Free Appropriate Public Education (FAPE) in his/her Least Restrictive Environment (LRE).
- The right to have written prior notice of a reasonable time before the school proposes, refuses, or changes the identification, evaluation, or educational placement of your child or if your child will not be provided a FAPE. You must be notified in the language most understood by you.
- The right to be notified prior to your child receiving SPED services.
- The right to inspect and review all educational records with respect to the identification, evaluation, and placement of your child. The school may elect to assess a fee for copies requested.
- The right to be notified and give consent before any identifiable information regarding your child is disclosed to anyone other than officials of participating agencies that need the information to meet requirements in order to provide a FAPE.

- The right to a due process hearing if you are not satisfied with your child’s services. The initial complaint must be filed with the MS Dept. of Education. The child will remain in the current educational placement for the duration of the proceedings and until an agreement is reached.

If you have a question or concern regarding your child’s special education services, please call your child’s school and ask for the Local Survey Chairperson (LSC).

## ROLES & RESPONSIBILITIES

General Education Teachers Are Responsible For:

- Informing the SPED teacher of the student’s progress or lack thereof.
- Implementing accommodations and/or modifications as outlined in the IEP.

Special Education Teachers Are Responsible For:

- Providing accommodations/modifications documentation to general education teachers.
- Arranging and conducting IEP meetings annually and as needed.
- Monitoring student progress and collaborating with general education staff.
- Conducting re-evaluations every three years.
- Providing parents/guardians with a yearly copy of the Procedural Safeguards Document.

## DIPLOMA OPTIONS FOR STUDENTS RECEIVING SPECIAL EDUCATION SERVICES

Students eligible for special education (SPED) services follow one of the following three diploma options. Each student’s Individualized Education Program (IEP) and the year the student enters 9th grade determine which of the following diploma or certificate paths they may follow:

### 1. Traditional High School Diploma

- Students must meet all state and district requirements for graduation.
- Students will receive accommodations as stated in their IEP.
- Students must meet all the same requirements as specified for non-SPED students for graduation, promotion, retention, MAAP, discipline, attendance, and curriculum requirements set forth by the MS Dept. of Education and Hancock County School District.

### 2. Alternate Diploma

- Reserved for students identified by their IEP Committee as having a Significant Cognitive Disability (SCD).
- Students must participate in the MAAP-A assessment and receive a passing score.
- The Alternate Diploma is not equivalent to a traditional diploma and is not recognized by most postsecondary programs.

<b>ALTERNATE DIPLOMA OPTIONS</b>		
<b>This option is reserved for those students with a Significant Cognitive Disability (SCD) as determined by the student's IEP beginning with 9<sup>th</sup> graders in 2018-2019.</b>		
<b>Curriculum Area</b>	<b>Carnegie Units</b>	<b>Required Subjects</b>
English	4	• Alternate English Elements I-IV
Math	4	• Alternate Math Elements I-IV
Science	2	• Alternate Biology Elements • Alternate Science Elements II
Social Studies	2	• Alternate History Elements (Strands: U.S. History and World History) • Alternate Social Studies Elements (Strands: Economics and U.S. Government)
Physical Ed	½	
Health	½	• Alternate Health Elements
Art	1	
College & Career Readiness	1	• Career Readiness I-IV (Strands: Technology, Systems, Employability, and Social)
Life Skills Development	4	• Life Skills Development I-IV (Strands: Technology, Systems, Personal Care, and Social)
Additional Electives	2	
<b>TOTAL</b>	<b>24</b>	
<b>ADDITIONAL REQUIREMENTS:</b> The Alternate Diploma is not equivalent to a traditional high school diploma and is not recognized by postsecondary entities that require a traditional high school diploma. • All students are required to participate in the Mississippi Assessment Program Alternate Assessment (MAAP-A) with a score TBD. • Students who have met the criteria on their IEP for having a Significant Cognitive Disability (SCD) may participate in a program of study to earn the Alternate Diploma.		

### 3. Certificate of Completion

The Certificate of Completion acknowledges a student's participation in and completion of their IEP. It is not a diploma and does not meet the criteria for postsecondary admission or employment opportunities requiring a standard diploma. To be eligible, students must meet one of the following:

- Students without a Significant Cognitive Disability at the end of 8th grade who:
  - Are 16 years old or older, AND
  - At least 3 or more grade levels below their peers in reading and math, AND
  - Have a signed statement from the parent that they understand that the Certificate of Completion is not a standard diploma and will not meet the requirements for entry into any career or postsecondary opportunity that requires a diploma.
- Students with a Significant Cognitive Disability at the end of 8th grade who:
  - Have extremely limited or not receptive and expressive communication skills AND
  - Have a signed statement from the parent that they understand that the Certificate of Completion is not a standard diploma and will not meet the requirements for entry into any career or postsecondary opportunity that requires a diploma.

- Students with or without a Significant Cognitive Disability at the end of their third year of high school (six semesters) who:
  - Have not earned at minimum 3 English Carnegie units CU, 3 math CU, 2 science CU, 2 social studies CU, and 5 electives, AND
  - Have a signed statement from the parent that they understand that the Certificate of Completion is not a standard diploma and will not meet the requirements for entry into any career or postsecondary opportunity that requires a diploma.

Special Education students may be enrolled in general education courses. However, if their IEP accommodations or modifications are such that the student doesn't follow the same curriculum or grading system, the course credit would apply towards a certificate.

#### **STATE ASSESSMENT & CAREER READINESS TESTING**

- All non-SCD students must participate in required statewide assessments.
- All SCD students will participate in assessments required by their IEP.
- Students enrolled in the second year of a vocational course at the Hancock County Career Technical Center will be expected to take Industry Certifications tests based on objectives and skills covered. This is a comprehensive test that will count as a grade.

#### **PARENT AND SCHOOL COMMUNICATIONS**

The intent of our school is to keep the line of communication open between parents and school staff. If you have any questions or concerns regarding absences, grading, or any classroom procedure, the teacher should be contacted first. If you do not receive satisfaction with the response received from the teacher, you may contact the administration of the school. If the issue is unresolved at the school level, then contact the superintendent's office. Parents are expected to update the school when there are any changes in phone number, email address, and/or physical address as soon as the change occurs.

#### **PARENT CONFERENCES**

Parents are urged to confer with the teachers concerning their children. However, since interruptions of classes interfere with the learning process for other students, parents are asked to first contact the office to arrange an appointment with the teacher. Teachers shall refer parents to the office if an appointment has not been made for a conference. At the beginning of each course, the teacher will provide the parent with contact information. It is our recommendation that parents take a snapshot of the information and store it as a favorite.

## ACTIVE PARENT and ACTIVE STUDENT

Active Parent and Active Student are web-based computer programs that allow parents and individual students the ability to view student information on course schedules, attendance, grades and discipline. Use of this program will afford parents and students alike an additional opportunity to be updated on the student's attendance, grades and discipline. It is our belief this service will allow both parties to become more involved in the student's education.

In order to access student information, parents and students must be assigned a username and password. Therefore, parents who would like to participate in this program should complete a registration form, and return it, in person, to their student's appropriate school office. Photo identification must be presented at the time of registration. Only one registration form should be completed per household. Information for each student listed on the registration form will be accessed using the same username and password. Only one username and password will be assigned to parents per student. After submission of the registration form, please allow ample time for registration to be completed and access to be made available. Students who would like access to Active Student should go to Student Services for information and instructions.

## **TEACHER-STUDENT RELATIONSHIP**

Teachers are available to help students in both academic and non-academic areas. Hopefully, all students will take advantage of this help. With mutual attitudes of respect and cooperation, teachers and students can achieve their goals. The Hancock County School Board and Administrators wish to make it perfectly clear that teachers have the responsibility to maintain a classroom atmosphere that favors good learning situations.

The relationship between the teacher and student should remain professional at all times. All interactions between teachers and students should be professional and for school-related purposes. Relationships should be friendly and respectful; however, teachers and students cannot be friends. Interactions through personal and private means are prohibited. This extends to texting and all cyberspace social networking.

Students are to obey those in positions of responsibility inside the classrooms, throughout the school buildings, on school buses, and at school-sponsored events. The school is responsible for students during school hours. Any student who disobeys a teacher or refuses to do as directed by a teacher shall be subject to suspension or an even more severe consequence depending upon the attitude of the student.

## VISITORS

Hancock County School District welcomes parents, guardians, and community members to visit our campuses as a reflection of their support for student learning. To ensure a safe and orderly environment, all visitors must enter through the main office or administration building, present a valid photo ID, and sign in to receive a visitor's pass. While identification must be shown for verification, it is not required to be left at the front desk. Classroom visits must be scheduled in advance and require prior approval from the principal or designee. All visitors are expected to conduct themselves respectfully and avoid disrupting the instructional day. Visitors must be appropriately dressed, and lunch visits must follow the procedures established at each school site. Students from other schools are not allowed to visit during the school day, and former students may only visit with a pre-scheduled appointment during non-instructional time or staff planning periods. Visitors are not permitted to socialize with students during instructional time or in common areas. Failure to follow these procedures may result in limited or revoked visitation privileges.

## SCHOOL SEARCHES

The Fourth Amendment to the United States Constitution and Article 3, Section 23 of the Mississippi Constitution provides all people with the right to be secure in their persons, houses, papers, and effects against unreasonable searches. However, circumstances will arise where searches of students' persons, possessions, lockers, desks and vehicles will be necessary. Administrators have the authority and obligation to exercise discretion in the implementation of this policy, balancing the District's responsibility to maintain discipline, order, and a safe environment conducive to education with the students' legitimate expectations of privacy.

### 1. REQUIREMENTS

- All searches must be pre-approved by the superintendent, principal, assistant principal or acting principal. No other District employee may authorize a search except where an emergency situation exists.
- At least two District employees must be present while a search is conducted. If, in the discretion of the administrator or employee conducting the search, the search is particularly intrusive, the person conducting the search and the witnesses, or at least one of them, should be the same sex as the student.
- No student other than the student who is the subject of the search may be present during the search. All searches must be reasonable in scope.

### 2. SEARCHES PERMITTED

Searches are permitted as follows:

1. **PERSON, POSSESSIONS, LOCKERS:** Searches of a student's person, possessions or lockers may be conducted if a District employee has prior individualized reasonable suspicion that a student has violated or is violating a District policy,

school rules or regulations or the law and that the search will result in discovery of evidence of such violation.

2. DESKS, OTHER SCHOOL PROPERTY:

Searches of desks and other school property (except lockers) may be conducted at any time, with or without reasonable suspicion of a violation.

3. VEHICLES:

Searches of vehicles driven to school by or for students may be searched by visual inspection with or without reasonable suspicion of a violation. If a visual search results in individualized reasonable suspicion of a violation, a more intrusive search of the vehicle may be conducted at the direction of the principal.

4. CANINE SEARCHES:

The District may at any time utilize canines to search vehicles, possessions not on the student's person, desks, lockers and other school property, with or without reasonable suspicion of a violation. A canine response indicating the presence of contraband constitutes reasonable suspicion and a more intrusive search may be conducted at the direction of the principal.

5. GROUP SEARCHES:

Caution shall be exercised when a search involving a number of students is conducted. In most instances, in order to justify a search, the District's reasonable suspicion must be particularized to an individual student. Exceptions to this requirement are appropriate only where the intrusiveness of the search is minimal, such as canine searches of lockers, desks or book bags or automobile searches, etc.

6. STRIP SEARCHES:

No student shall be subjected to a strip search except where an emergency situation exists and with pre-approval by the principal. No student shall be asked to remove any article of clothing in the presence of a member of the opposite sex or of other students.

3. DEFINITIONS

1. "Reasonable in scope" means that the degree of the intrusion must be consistent with the objective of the search. Factors to be considered in whether the scope of a search is reasonable include, but are not limited to, the following:

1. The student's age, maturity, and sex;
2. The nature or level of seriousness of the suspected violation; and
3. The intrusiveness of the search, e.g. a canine search is less intrusive than a locker search; a locker search is less intrusive than a "pat down;" etc.

2. "Reasonable suspicion" refers to a flexible concept requiring the application of experience and common sense. Determinations of whether reasonable suspicion to support a search exists shall be made on a case-by-case basis with due consideration of all circumstances. In all cases, "reasonable suspicion" must be supported by articulable facts.
  1. Factors to be considered in making this determination include, but are not limited to, the following:
  2. The reliability of the information indicating that evidence of a violation may be discovered;
  3. The existence of reasonable suspicion that such evidence will be discovered;
  4. The individualization of the suspicion toward the person to be the subject of the search;
  5. The prevalence or seriousness of the problem to which the search is directed;
  6. The exigency of the circumstances; and
  7. In some circumstances, the student's history and record in school.
3. An "emergency situation" exists if the destruction of evidence or use of contraband is an immediate possibility. In such a case, an administrator must be notified immediately. However, if an emergency situation does not exist, employees should take steps to prevent the possible destruction of evidence or use of contraband while securing approval for a search.

#### 4. DISCIPLINARY ACTION

If a search reveals grounds for a reasonable belief that a violation of a district policy, school rules or regulations or the law, the student will be subject to disciplinary action as provided by District policy.

#### 5. POLICE SEARCHES

School officials are obligated to cooperate with law enforcement authorities who are validly carrying out their official duties. In such cases involving a student, the District shall make an immediate attempt to notify the student's parent, guardian, or custodian. The principal or principal's designee shall attend the search if conducted on or about the school premises and shall take any disciplinary action necessary as a result of the search.

#### 6. INTERVIEW OF STUDENTS

With the exception of youth court jurisdiction, no student may be interviewed by an outside agency without permission of his/her parent or guardian.

## GENERAL INFORMATION

### ASSEMBLIES

The objectives of assembly programs are to provide opportunities for students to share interests and experiences, to develop proper audience habits and attitudes, and to provide an opportunity for students to cooperate with others in creating, directing, and participating. The nature of an assembly is public. Appropriate student behavior should reflect politeness, respectfulness, and appreciativeness. Presenters at assemblies are guests of the school and should be treated with respect and dignity.

### BULLETIN BOARDS/WALLS

Teachers and students are highly encouraged to display appropriate student work on the corridor walls. School related flyers and/or event announcements can be displayed with approval from the sponsoring teacher. Proper adhesives must be used. No signs should be placed on any glass windows or doors and signs must be removed in a timely manner.

### DISTRIBUTION OF UNAUTHORIZED MATERIALS

Unauthorized materials (i.e. event flyers) shall not be distributed to students and/or staff members. Any non-related materials must have administrator approval prior to being distributed or posted.

### DELIVERIES/SERVICES

Deliveries of flowers, balloons, other items, or services to the school for individual students are not allowed and will not be accepted. These items may not be permitted in the classroom and ARE NOT permitted on a bus. Students are not permitted to call out for deliveries of any type.

### FIELD TRIP POLICIES

Field trips are a supplement to the curriculum and should be planned and attended with the objective of culminating a unit of study. Permission slips must be returned signed by a parent by the given deadline. Field trips are a privilege afforded to those students who have demonstrated good conduct and respect for authority. However, for students habitually referred to the office for misbehavior, a parent may be required to accompany the student in order for the student to attend a field trip. In some instances, the principal or his/her designee may exclude a student from attending a field trip based on student behavior and attitude (i.e. suspension during the current semester) as well as excessive absences to mean beyond the 4-8-16 allowed for quarter, semester, and yearlong courses.

Students, teachers, and chaperones must follow school dress code rules when attending a field trip unless permission has been obtained from the principal prior to the trip to alter dress code policy. Any changes should be specifically stated on the notice/permission form to be signed by the student and parent(s) prior to the date of the trip. Any chaperone attending a field trip must have prior approval from the principal. Students attending a field trip must ride the bus to the activity. Only the student's parents or guardians may check out the child from a field trip. Proper

identification will be needed and the parent will be required to complete an early release form. The check-out will be considered an early checkout for exemption and perfect attendance during school hours. Cell phones and other electronic devices will be allowed at the teacher/sponsor's discretion and with prior approval.

#### FUNDRAISERS and SALES

The purpose of fundraisers is to generate funds to supplement or support school-related student activities and/or opportunities. Soliciting money or fundraising on behalf of any Hancock County School District school without approval of the school board is not allowed. Students are responsible for returning any unsold products and/or any monies collected for the products. Any monies or products unaccounted for will become the responsibility of the student and parents. Personal-gain fundraising of any type is not allowed.

#### LIBRARY

All students are entitled to use the school library and to check out books. The library is open throughout the school day.

- Elementary Students will visit the library with their class at scheduled times.
- Secondary Students must have a signed hall pass from their teacher to visit the library during class time. Upon arrival, students must sign in at the information desk.

All students must observe the rules posted in the library. Disruptive behavior may result in removal from the library and possible loss of library privileges.

#### LOST AND FOUND ARTICLES

Students should label all personal items including book bags, notebooks, clothing, etc. Items found at school should be turned in to the designated lost and found area:

- Elementary students: Items should be placed in a central lost and found location identified by the school.
- Secondary students: Items should be taken to the library.

Students should avoid bringing expensive personal items or more cash than needed for the day, as these items are common targets for theft. The school is not responsible for lost or stolen items. Unclaimed items will be donated periodically.

#### PARTIES/FOOD/CULTURAL EVENTS

Only one food/cultural event may be held per semester per class and must be pre-approved by the principal.

#### SCHOOL RINGS

Students have the opportunity during sophomore year to order class rings from an outside vendor. Rings are delivered during the student's junior year.

## SNACKS

For all students:

- No glass containers are allowed on campus.
- Energy drinks (e.g., Red Bull, Monster) are not permitted on campus.
- Students arriving on late buses may bring breakfast from the cafeteria and eat in class.

Elementary Students: Eating and drinking are not allowed outside of the cafeteria/commons area unless approved by an administrator. Water may be consumed in the classroom at the teacher's discretion.

Secondary Students: Snacks and drinks may be consumed in the classroom at the discretion of the teacher and/or administrator.

## TEACHERS' DINING/WORKROOMS

Teachers' dining rooms and workrooms are for use by employees. These areas are considered undesignated areas for students.

## TELEPHONE

Students must have permission from their teacher and the office staff before using school phones. Parents who need to speak with their child during the school day are encouraged to call the school. Once the caller is properly identified and the purpose of the call is explained, messages will be relayed or the student will be called to the phone. Phone use is limited to school-related purposes only. Examples include notifying a parent about a change in after-school plans or clarifying transportation arrangements.

## TEXTBOOKS

Hancock County School District provides textbooks free of charge to students; however, not all subjects require a textbook. It is the duty of each student and parents to care for these textbooks. Each student is encouraged to keep the book covered. All students should take pride in the upkeep of their textbooks. Students who lose or damage textbooks are required by State Law to pay for them.

## DAMAGED BOOKS

Principals and/or their designees are authorized to collect for any damage to textbooks. The following chart based on a percentage of the depreciated cost of the books should be sufficient to impress upon parents and children the necessity for the proper care in the use of district-owned textbooks. If, at any time during the school year, the pupil loses a book, he may be charged the replacement cost.

	<b>Condition of the book when Issued and Returned</b>	<b>Percent of Cost Owed by Student</b>
New	New returned Excellent	-0-
	New returned Good	25%
	New returned Average	50%
	New returned Poor	75%
	New returned Unusable	Replacement Cost
Excellent	Excellent returned Good	-0-
	Excellent returned Average	25%
	Excellent returned Poor	50%
	Excellent returned Unusable	75%
Good	Good returned Average	-0-
	Good returned Poor	25%
	Good returned Unusable	50%
Average	Average returned Poor	-0-
	Average returned Unusable	25%
Poor	Poor returned Unusable	-0-
Lost	Lost Book	Replacement Cost

## VIDEOS

Hancock County School District facilities are not public space. Therefore, students and visitors are prohibited from filming, recording, and photographing without authorization from a school administrator. School performances, athletic events, and other gatherings to which the public is invited are considered public space and consequently, filming, recording, and photographing will be allowed. Students are not permitted to bring videos to school without permission from the principal.

## WEAPON DETECTORS

Students are expected to enter through the weapon detectors on each campus upon arrival at school.

## CLUBS AND ACTIVITIES

### CLUBS OFFERED AT HMS ONLY

- FLIGHT Crew incentive
- HATCH
- Adventure Club

### CLUBS OFFERED AT HHS ONLY

- Chess Club
- Distributive Education Clubs of America (DECA)
- Drama Club
- Family, Career & Community Leaders of America (FCCLA)
- French Club
- Educators Rising
- High School Students Against Cancer
- History and Government Club
- Interact
- International Thespian Society
- Mu Alpha Theta
- National Art Honor Society
- National English Honor Society
- National French Honor Society
- National Honor Society
- National Science Honor Society
- National Spanish Honor Society
- National Technical Honor Society
- Newspaper Club
- Ping Pong Club
- Quiz Bowl
- Renaissance Club
- Science Club
- Skills USA (VICA)
- Technology Student Association (TSA)
- Video Production Club

### CLUBS OFFERED AT HMS and HHS

- Beta Club
- Fellowship of Christian Athletes (FCA)
- Future Business Leaders of America (FBLA)
- News Team
- Robotics
- Student Council
- Students Against Destructive Decisions (SADD)

### REQUIREMENTS FOR HOLDING OFFICE

Students seeking the position of class officer or club officer must meet the following requirements:

- The student must pass all subjects for the previous year, continue satisfactory work, and must not be in violation of the attendance policy.
- The student must exemplify good behavior; those who require out of school suspension as a disciplinary action may be removed from office.
- Students may hold a maximum of 3 offices. Each sponsor will determine the level of each committee, club, and/or officer's position.

- Officers will be asked to sign a contract of responsibility for officer-ship. Each club and sponsor will set these guidelines.
- The student must meet any other qualifications of the organization.
- December graduates may hold office only with the express permission of the club sponsor.

## BETA CLUB

The Beta Club is a service organization for academically successful students. The Beta Club is open to all students in grades 6-12 who meet these requirements. The sponsors reserve the right to dismiss any member for disciplinary, academic, or attendance reasons as stated below.

### Membership Requirements:

- A member must maintain an overall A/B average.
- A member may have only one C in a school year, and no grade will be less than 75.
- A member must not miss more than 8 days in a semester.
- A member must remain below step 5 on the discipline ladder.
- A member must pay yearly dues to retain membership.
- Each member must be in attendance for the induction ceremony unless a viable excuse is provided.

### Honor Requirements:

A senior Beta Club member must complete a FULL and COMPLETED service sheet designated by the club and explained to the member upon membership activation, with verification by one or both of the Beta sponsors in order to receive a graduation stole.

### Officer Requirements:

In order to be an officer in the Beta Club, one must meet and uphold all Beta requirements as well as attend the state convention during the year he or she is holding an office.

## NATIONAL HONOR SOCIETY

Membership in the National Honor Society is both an honor and a responsibility. Students are selected for membership by a National Honor Society HHS Faculty Council on the basis of having demonstrated the qualities of scholarship, service, leadership, and character. The National Honor Society does not discriminate according to race, color, national origin or disability.

### Membership Selection

- A student must be a junior or a senior to be eligible for membership in the National Honor Society.
- A student must have a 3.5 (or above) cumulative, high school grade point average to be considered for membership.
- A student's discipline and attendance records will be considered.
- The faculty council will vote on membership based on the application and evidence above to determine membership and all decisions will be final.

### Maintaining Membership

- Students must participate in two-chapter service projects and one individual service project each year as approved by the sponsor. Failure to participate may result in dismissal.
- A student who is absent from school more than eight days during one school year may be dismissed.
- Students must attend the induction ceremony or provide the sponsor with an acceptable documented reason. Failure to attend the induction may result in the assignment of an additional chapter service project. If a student's GPA falls below 3.0, the student is placed on probation. If the average is not brought up to 3.0 or above by the following semester, the student is dismissed.
- The National Honor Society faculty council reserves the right to dismiss students for disciplinary reasons.

## NATIONAL SPANISH HONOR SOCIETY

(Sociedad Honoraria Hispanica)

The National Spanish Honor Society (NSHS) is available to those students who wish to advance their knowledge and appreciation of the Spanish Language. A student wishing to join the NSHS must submit an application to the club sponsor by the designated deadline. The club sponsor determines if a student meets the requirements for membership in the NSHS and those requirements are as follows:

1. Complete Spanish I and, at least, the first half of Spanish II
2. Maintain an "A" or higher grade in all Spanish classes and a "B" in all other classes.
3. Demonstrate character, leadership, seriousness-of-purpose, cooperation, honesty, service and commitment to others.
4. Be enrolled in Spanish the year of initiation.
5. Be in grades 10, 11, or 12.
6. Pay national dues.
7. Participate in all fundraisers and service projects each year. Substitutions may be allowed at the discretion of the sponsor.
8. Attend meetings throughout the year including annual initiation.

Membership may be removed at the discretion of the sponsor based on failure to maintain an "A" in Spanish classes, misconduct, insubordination, or other serious infractions. Honor cords for graduation will be given to students who comply with the rules, regulations, and requirements established by the local sponsor.

## NATIONAL FRENCH HONOR SOCIETY

(Société Honoraire de Français) The National French Honor Society (NFHS) is available to those students who wish to advance their knowledge and appreciation of the French language.

Invitations are sent out to students who meet the qualifications after the second term of French II. The club sponsor determines if a student meets the requirements for membership in the NFHS and those requirements are as follows:

1. Complete French I and at least the first term of French II.
2. Maintain an "A" average in all French classes and a "B" average in all other classes.

3. Demonstrate character, leadership, seriousness-of-purpose, cooperation, honesty, service, and commitment to others.
4. Be enrolled in French the year of initiation.
5. Be in grades 10, 11, or 12.
6. Be a member of the French Club.
7. Pay national dues.
8. Participate in all fundraisers in service/school projects each year. Substitutions may be allowed at the discretion of the sponsor.
9. Attend meetings throughout the year including annual initiation.

Membership may be removed at the discretion of the sponsor based on failure to maintain at least an “A” in French class, misconduct, insubordination, or other serious infraction. Honor chords for graduation will be given to students who comply with the rules, regulations, and requirements established by the local sponsor.

#### NATIONAL SCIENCE HONOR SOCIETY

The National Science Honor Society (NSHS) is available to students who wish to advance their knowledge and appreciation for science. Standards for student membership include the following. A student must:

- Be a member of the HHS Science Club.
- Be enrolled in at least one honors or upper level science course during or prior to the junior year.
- Be enrolled in at least one second year honors or upper level science class during or prior to the senior year.
- Maintain a B+ average across all science courses (3.5 on a 4.0 scale).
- Have and maintain a 3.0 grade point average (on a 4.0 scale).
- Complete the required 10 hours of community service science related commitments to wear an honor cord.

#### NATIONAL THESPIAN HONOR SOCIETY

A student may be awarded an honor cord at graduation if the student is a member of the International Thespian Society and Hancock High School Drama Club. To receive the cord, the student must be in good standing, must have maintained a "B" average or higher in all theater classes, had a cumulative average of "C" or higher, earned a total of at least sixty thespian points (equal to six hundred hours of work in theater), and be a graduating senior from Hancock High School.

#### NATIONAL TECHNICAL HONOR SOCIETY

Standards for student membership are as follows:

- The student must be in the second year of a vocational skill program.
- The student must have a cumulative GPA of 3.0 or higher.
- The student must have a GPA of 3.5 or higher in vocational classes.
- The student must display leadership, responsibility, good attendance, and good character.
- The student must be an active member of his/her vocational student organization.

- The student's occupational instructor must nominate the student for membership.
- The vocational director must approve the student.
- A selection committee of at least three people must approve all students for membership.

#### WHO'S WHO GUIDELINES

It is an honor and a privilege to be selected for Hancock High School's "Who's Who." The following guidelines will apply:

- The student must have attended Hancock High School the previous semester.
- The student must not have failed any subject the previous semester.
- The student must not have had more than six unexcused absences during the current semester.
- The student may not have had an out of school suspension in the current semester.
- Mr. and Miss HHS must have attended Hancock High School during all high school years and must not have failed any subject during all high school years.

#### ARMY JUNIOR RESERVE OFFICER TRAINING CORPS (JROTC)

The Hancock High School Army JROTC is an excellent opportunity for students who enjoy challenges incorporated with learning. The mission of the JROTC is to motivate young students to be better Americans. Students may choose to select this course for a semester or for one year. While taking this course, students will increase their leadership ability and develop a sense of responsibility for the people around them. They will interact with cadets, not only from their school, but from various other schools in the United States as well. Classroom training will include drill and ceremony, basic first aid, map reading, military customs and courtesies, military history, and the proper way to wear and care for a military uniform. Students will also undergo physical training to increase their physical abilities. If students can meet these challenges, the Hancock JROTC also provides specialty teams that provide intensive training in these areas and bring students to a more competitive level. The training students receive in JROTC will improve their ability to work with others, whether they pursue a military or civilian career after high school.

#### MORNING NEWS

The morning news is a forum used to relate important information to the school community regarding events, activities, and deadlines. In order to remain well informed of school events and news, all students are encouraged to give the morning news their complete attention.

## **DRESS CODE**

Hancock County School District believes that student attire directly impacts the learning environment and overall school safety. Our dress code is designed to promote a positive, distraction-free setting where all students can focus on learning.

While the district respects individuality, students are expected to be neat, well-groomed, and dressed appropriately for school and school-related activities. Clothing should reflect respect for self, peers, and the school community, while supporting academic focus, safety, and discipline.

The following dress code applies to all students enrolled in the Hancock County School District. Campus administrators reserve the right to determine the appropriateness of attire and grooming, and staff will enforce the policy consistently and respectfully.

### **General Guidelines**

To maintain a safe, respectful, and distraction-free learning environment, students are expected to follow these overall standards:

- Clothing must be neat, clean, and appropriate for school.
- Attire must not disrupt the educational environment or pose a safety risk.
- Undergarments must be worn and remain fully covered at all times.
- Clothing must not be sheer, see-through, mesh, excessively tight, excessively oversized, or revealing.
- Pajamas and fishnet stockings are not permitted.
- Hair, makeup, and grooming must not be excessive, costume-like, or distracting to the learning environment.
- Students must adhere to hygiene standards to ensure a healthy and respectful environment for all.
- Hats/Caps, hoods, head coverings, sunglasses, gloves, or hair grooming aides may not be worn inside buildings or on buses.
- Tattoos deemed inappropriate by administration must be covered.
- Any clothing or personal items, such as book bags, jewelry, purses, etc., cannot display images or wording that is inappropriate, immodest, suggestive, obscene, profane, alluding to illegal activity (i.e. gang affiliation, alcohol, or controlled substance), or is offensive because of reference to race, gender, ethnic group, or other groups.

### **Tops**

Permitted with Conditions:

- Sleeveless tops must fit snugly under the arms and have shoulder straps at least 2 inches wide

Not Permitted:

- Crop tops, half-shirts, halter tops
- Low-cut or revealing shirts (must not expose midriff, including when arms are raised)
- Tops that extend past the length of skirts, skorts, or shorts
- High/low shirts worn with leggings

### **Bottoms**

Permitted with Conditions:

- Shorts, skirts, and dresses must be of moderate length (approximately mid-thigh)
- Pants and jeans must fit properly and stay at the waist

Not Permitted:

- Pajama bottoms
- Pants, jeans, or shorts with holes or frays above mid-thigh that expose skin or undergarments
- Leggings, jeggings, spandex, or bicycle shorts worn with tops that do not fully cover the buttocks when arms are raised.

### **Shoes**

Required:

- Close-toe shoes must be worn
- Athletic shoes are required to participate in physical education

Not Permitted:

- House slippers
- Shoes with build-in wheels
- Taps, cleats, spikes on shoes

### **Outerwear**

Not Permitted:

- Hoods, hats, caps, or sunglasses worn indoors or on buses
- Bandanas of any kind
- Trench coats

### **Accessories**

Not Permitted:

- Chains, wallet chains, or objects that may be used as weapons
- Animal collars, leashes, tails, or similar accessories
- Blankets, throws, snuggies, or stuffed animals
- Costumes (unless authorized for special dress-up days by administration)

**MEASURES EMPLOYED FOR STUDENTS NOT IN COMPLIANCE WITH THE DRESS CODE POLICY**

Steps for non-compliance will be administered according to the district’s discipline policy. In addition, a parent/guardian may be required to bring proper clothing to the school. Students new to the district and enrolling on or after the first day of school shall have five (5) school days to comply with this dress code policy.

**DRESS FOR SUCCESS**

Business Professional and Business Casual-To promote a successful academic environment and prepare students for the future world of college and/or work, Hancock High School classes may participate in Dress for Success. Depending on the circumstance and assignment, the teacher will determine whether it should be Business Professional Dress or Business Casual. When the opportunity is presented by the teacher and the student participates, participants must adhere to the standards below. Failure to follow expectations may result in a lowered grade, loss of bonus points, and a dress code violation referral to the office.

Unless a class requires otherwise (physical education, athletics, etc.), students should remain in the Dress for Success attire for the entire school day. All attire should be in the spirit of professional dress.

<b>DRESS FOR SUCCESS, AWARDS, and CEREMONIES</b>		
	<b>Business Professional</b>	<b>Business Casual</b>
Shirt	Collared, long-sleeved button down shirt, muted colors (gray black, white, dark blue, etc.) with clean lines (no lace or frills). Tucked in.	Collared, button down shirt or polo. Colors and patterns can be livelier.
Tie	Required, muted colors, subtle patterns.	Optional. Colors and patterns can be bolder.
Sport Coat	Required, muted colors, subtle patterns. Can be part of a suit or coordinate.	Optional. Colors and patterns can be bolder.
Belt	Required, black or brown leather dress belt.	Required.
Pants	Dress slacks. Muted colors. No jeans or denim.	Dress slacks or khakis. No jeans or denim.
Shoes	Black or brown dress shoes. Any athletic shoes should be appropriate to the outfit and unsoiled (clean). Socks are optional.	Black or brown dress shoes, loafers, or deck shoes are preferred. Any athletic shoes should be appropriate to the outfit and unsoiled (clean). Socks are optional.
Accessories	Optional. Watch, tie clip, or cuff links are acceptable.	Optional.
Other	Clothing should be free of wrinkles. Hair and nails should be well groomed.	Clothing should be free of wrinkles. Hair and nails should be well groomed.

	<b>Business Professional</b>	<b>Business Casual</b>
Top	Lighter-colored professional button down or blouse. Solid colored or muted patterns. Should be worn under a jacket or cardigan. Cleavage, back, or midriff should never be shown.	Blouse, plain shirt, sweater, turtleneck, or sleeveless shirt with a collar. Muted patterns are acceptable. Cleavage, back, or midriff should never be shown.
Bottoms	Pant suits or dress pants in muted colors. No shorts or rompers. No jeans of any color. Skirts and business dresses are an option but should be of moderate length (approximately mid-thigh). Skirts should not have high slits.	Pant suits, dress pants or khakis. No shorts or rompers. No jeans of any color. Skirts are an option but should be of moderate length (approximately mid-thigh). No sundresses. No skirts with high slits.
Shoes	Closed toe, flat to moderate heel (1-2 inches). Be practical with your heel choices. It's tough to look professional when you are uncomfortable or have trouble walking. Any athletic shoes should be appropriate to the outfit and unsoiled (clean). No flip flops, chacos, or casual boots.  See "Graduation Ceremony" for event specific shoe requirements.	Flat to moderate heel (1-2 inches). Be practical with your heel choices. It's tough to look professional when you are uncomfortable or have trouble walking. Colors can be bolder. Dressy, modest sandals are an option. Any athletic shoes should be appropriate to the outfit and unsoiled (clean). No flip flops, chacos, or casual boots.
Accessories	Keep it simple. Do not wear an excessive amount of jewelry. Simple classic bag or purse in brown or black.	Light jewelry and a purse are an option.
Other	Avoid heavy make-up or perfumes. Nails should be natural, clear, or a pale pink. Hair should be well groomed.	Avoid heavy make-up or perfumes. Nails can be bolder but in good taste. Hair should be well groomed.

Inappropriate clothing items include, but are not limited to the following and should not be worn on Dress for Success Days:

- Shorts or short rompers
- Spike heels (Heels higher than 3 inches)
- Denim
- Fleece / hoodies
- Athletic jackets
- Low cut tops (visible cleavage)
- Dresses or skirts with higher than moderate slits (approximately higher than mid-thigh)
- One shoulder tops

## HOMECOMING AND PROM DRESS CODE

Formal and Semi-Formal Wear-To promote a successful social experience and prepare students for the future world of business and social interactions, Hancock High School students may participate in formal/semi-formal school dances. Students should take responsibility and use good judgment when choosing attire for these events in order to meet the dress code expectations. All students and parents should be reminded these events are HIGH SCHOOL events and students should be dressed accordingly. Failure to follow expectations risks admittance to the dances. Any bag brought to homecoming and/or prom is subject to being searched. The principal or his designee will make the final decision regarding dress code and refunds will not be available for students who are not allowed into the dance.

<b>HOMECOMING AND PROM DRESS CODE</b>		
	<b>Semi-Formal: Homecoming</b>	<b>Formal: Prom</b>
Pant Suit/ Skirt Suit	Dress gowns (long/tea length/mid-thigh) or pant suits or skirt suits are required.	Not allowed.
Dress	Cocktail dresses (long, tea length, knee length or mid-thigh), classic black dresses or elegant two piece gowns are allowed. Two piece dresses must show less than 2 inches of midriff to be worn. Dresses with spaghetti straps and strapless gowns that fit properly and are not revealing may be worn. Dresses should have full sides and not reveal the undergarments. Dresses and slits should be longer than mid-thigh. Dresses may not be cut below the bust line.	Dress gowns (long preferred) or elegant two piece gowns are allowed. Two piece dresses must show less than 2 inches of midriff to be worn. Dresses with spaghetti straps and strapless gowns that fit properly and are not revealing may be worn. Dresses should have full sides and not reveal the undergarments. Dresses and slits should be longer than mid-thigh. Dresses may not be cut below the bust line.
Shoes	Dress shoes (open or closed toe) are required and should be worn at all times. Any athletic shoes should be appropriate to the outfit and unsoiled (clean). Casual flip flops, chacos, crocs, etc. are not appropriate and cannot be worn.	Dress shoes (open or closed toe) are required and should be worn at all times. Any athletic shoes should be appropriate to the outfit and unsoiled (clean). Casual flip flops, chacos, crocs, etc. are not appropriate and cannot be worn.
Other	Hats may only be worn if they are part of the formal wear. Caps are not acceptable.	Hats may only be worn if they are part of the formal wear. Caps are not acceptable.

	<b>Semi-Formal: Homecoming</b>	<b>Formal: Prom</b>
Suit (Jacket, tie, shirt, and slacks.)	Tuxedo, suit, and military dress uniforms are acceptable. Suits should meet professional dress or business casual requirements.	Tuxedo, suit, and military dress uniforms are preferred. Matching suits should meet business professional requirements.
Tie	Required, must be worn at all times.	Required, must be worn at all times.
Shoes	Dress shoes or dress boots, closed toe. Any athletic shoes should be appropriate to the outfit and unsoiled (clean).	Dress shoes or dress boots, closed toe. Any athletic shoes should be appropriate to the outfit and unsoiled (clean).
Note	Denim of any kind is unacceptable.	Denim of any kind is unacceptable.
Other	Hats may only be worn if they are part of the formal wear. Caps are not acceptable.	Hats may only be worn if they are part of the formal wear. Caps are not acceptable.

## SCHOOL DANCES

Dance dates that are not HHS students should complete a permission form and are required to meet all HHS dress code standards for the event and must be at least in the ninth grade and not over the age of 20. Violation of the dress code may result in refusal of admittance. Please read this carefully before selecting or planning your attire. Also, it is your responsibility to make sure that anyone who accompanies you to the dance follows this dress code. No hats, sunglasses, glow sticks or other inappropriate paraphernalia will be allowed in the building. Students will not be allowed into the dance if they are not in conformance with the required dress code. The dress code will remain in effect throughout the dance. The principal or his designee will make the final decision as to whether the dress code has been met. If there is a question about what is acceptable, please ask an administrator or a class sponsor when planning your attire.

At HMS, only current students are allowed to attend dances.

## END-of-YEAR SENIOR and JUNIOR CLASS EVENTS DRESS CODE

As in Academics, it is our mission to help our students stand out when it comes to applying to college, for a job, to the military, or as they run their own business. To that end, HHS endeavors to teach students how to be socially responsible and respectful to those around them. Specifically, in addition to arming them with the academic skills necessary to succeed, it is our mission to prepare them for success in how they represent themselves to others. While an employer's standards for professional attire vary from industry to industry, it is up to the individual to meet the expectations. Since HHS prepares students to compete globally for opportunities, we expect our students to rise to the occasion and understand what it means to dress for success.

In addition, students are representatives of their school, teams, clubs, organizations, families, and communities. Having standards of dress creates a standard for visual cohesion. This allows students to feel part of a group and lends itself to a feeling of all working toward one purpose. To that end, HHS has standards of dress for the special events we plan and hold for students. Students who have difficulty meeting the standards should see his/her counselor in advance of the event to request assistance. Otherwise, students who do not meet the standards of professional dress - whether business professional or business casual, forfeit their privilege of attending the event. HHS advises all students and parents to become familiar with and adhere to the expectations.

## CAP AND GOWN DAY

Seniors may wear free dress in accordance with handbook guidelines. If the event is taking place outdoors, the seniors also may wear open toe shoes or sandals.

## PARADE OF SCHOOLS

Seniors may wear casual free dress under the CLOSED and ZIPPED cap and gown. Since the 'Tassel is worth the hassle,' the student should take special care to secure the tassel to the cap because they are often lost during this event. Open toe shoes or sandals are acceptable.

## SENIOR AWARDS NIGHT/NIGHT OF THE SCHOLARS

Seniors must adhere to business casual or business professional dress code in accordance with handbook guidelines. Specific attention must be paid to the length of a skirt or dress, which should be of moderate length (approximately mid-thigh). All students may wear dress pants.

NO ONE MAY WEAR SHORTS. Shorts are prohibited in any form, including but not limited to shorts, rompers, skorts, and "dressy shorts."

Open toe dress shoes or sandals are acceptable.

No spaghetti straps are allowed; no backless garments, no denim, no inappropriate/unclean athletic shoes, and no visible undergarments.

Ties are recommended but not required.

## SENIOR ASSEMBLY

Seniors and juniors participating in the ceremony must adhere to business casual or business professional dress code in accordance with handbook guidelines. Specific attention must be paid to the length of a skirt or dress, which should be of moderate length (approximately mid-thigh). All students may wear dress pants.

NO ONE MAY WEAR SHORTS. Shorts are prohibited in any form, including but not limited to shorts, rompers, skorts, and "dressy shorts."

Open toe dress shoes or sandals are acceptable.

No spaghetti straps are allowed; no backless garments, no denim, no athletic shoes, and no visible undergarments.

Ties are recommended but not required.

## GRADUATION CEREMONY PRACTICE

Free dress guidelines should be followed. If the event is held outside, it is recommended seniors bring a hat and sunscreen to protect from the sun.

## GRADUATION CEREMONY

Seniors must adhere to **business professional dress code** in accordance with handbook guidelines. The graduation gown must be worn zipped and the graduation cap must be worn in the same condition it was issued. Students may not decorate, add to, or replace the standard cap issued by the cap and gown supplier. Only regalia received at senior awards may be worn during the ceremony.

Specifically, skirts or dresses must not show or hang longer than the graduation gown itself. A student may wear a solid colored dress shirt and solid colored dress pants. Ties must be of solid color.

All shoes must meet business professional standards as outlined in the handbook. If heels are worn, wedge heels or flats are recommended as graduation takes place on turf, which is not safely compatible with spike or stiletto heels. Athletic shoes, flip flops, chacos, crocs, or casual boots may not be worn.

## SAFETY

The Hancock County School District has established emergency procedures to ensure the safety of students and staff in the event of a crisis. Schools regularly conduct emergency drills for fire, severe weather, and lockdowns to help students and staff prepare for real emergencies. Procedures are reviewed, practiced, and posted in each room to support preparedness. Student cooperation during all drills and emergencies is expected and required.

## EMERGENCY CLOSING OF SCHOOLS

The superintendent is authorized to announce the closing of schools if prevailing or potential hazards threaten the safety and well-being of students and employees. The decision to close school shall be made by the superintendent after collaboration, when administratively feasible, with the president of the school board, and other community agencies responsible for the safety and well-being of the community. Public announcements and releases to news media shall be approved by the superintendent or his authorized designee.

The superintendent of schools is hereby authorized and may close any school because of an epidemic prevailing in the school district or because of the death, resignation, sickness or dismissal of a teacher or teachers or because of any other emergency necessitating the closing of school. However, all such schools so closed shall operate for the required full time after being reopened during the scholastic year. 37-13-65 (1987)

It is understood that the superintendent will take such action only after consultation with transportation and weather authorities. Parents, students and staff members should listen to a local radio or television station (WLOX Channel 13, FOX 25 Television, K99 FM, Kicker 108) concerning emergency closing or early dismissals. The Hancock County School District Call Out System and social media outlets will be used to relay emergency situations when the appropriate

details are available. Parents are encouraged to follow the directions carefully to ensure the safety of all stakeholders, including students, staff and parents/guardians.

#### EXTREME WEATHER CONDITIONS

Due to the potential for severe and unpredictable weather on the Mississippi Gulf Coast, specific procedures are in place for tornado warnings and other extreme weather events. In such instances, students will shelter in designated safe areas on campus. During active severe weather events, students will not be allowed to check out until the situation is deemed safe by school officials. Parents are asked not to call or come to the school during emergency weather situations unless instructed by official announcements, as doing so may interfere with safety procedures. Families are encouraged to have a plan in place for early dismissals or emergency closures.

#### EMERGENCY COMMUNICATION

In the event of an emergency, the Hancock County School District will use its Call Out System, local media outlets (such as WLOX Channel 13, FOX 25, FOX 8), and official district social media platforms to keep families informed. Parents should stay tuned to these resources and follow instructions carefully to ensure everyone's safety.

#### VIDEO SURVEILLANCE

The Board authorizes the use of audio/visual monitoring equipment on district property to ensure the health, welfare, and safety of all students, staff, and visitors to district property, and to safeguard district facilities and equipment. Because of the Family Educational Rights and Privacy Act and confidentiality, only authorized school personnel, security, and law enforcement officials shall be permitted to view surveillance records.

## STUDENT HEALTH CONSIDERATIONS

### SCHOOL NURSE

Generally, a school nurse is on campus to treat minor illnesses and emergencies and to advise the administrators and parents during major emergencies. Students may visit the nurse with proper permission and a pass from the classroom teacher. Students who abuse visits to the nurse will have their parent(s) contacted and students may be subject to discipline consequences. In the absence of the school clinic nurse, the principal or his designee may administer routine medication. **STUDENTS MUST HAVE A SIGNED CONSENT FORM IN THE CLINIC TO RECEIVE ANY TREATMENT OR MEDICATIONS.**

### MEDICATION

Ref MS Code 37-11-18. **STUDENTS ARE NOT ALLOWED TO BRING MEDICINE TO OR FROM THE SCHOOL** or to possess medications – prescription or over the counter medication. When medication must be administered during the school day, parents must bring the medication to school to leave with the school nurse where it can be properly stored. Prescription medication must be in a pharmacy labeled container with the student's name, medication dosage, and the time to be dispensed. The nurse cannot give any over-the-counter medications brought from home unless ordered by physician and labeled. The nurse can give limited types of medications such as acetaminophen, ibuprofen, or cough drops which are provided by the school clinic. If a student has a chronic condition which may require emergency medication, parents are required to supply the nurse with an emergency dosage and action plan. Action plans should be updated yearly by physician.

### INHALERS

MS Law 37-11-71 & 73-25-37

The Board of Education shall grant authority to the Superintendent to permit a student with an asthmatic condition to possess an inhaler for emergency treatment. Permission shall be granted to students on an individual basis subject to a finding by the Superintendent. These conditions must be met:

1. The inhaler must be prescribed by a medical physician and a written order indicating the necessity for the student to possess an inhaler at all times must be obtained from the physician.
2. Each year, parents must collaborate with the school nurse to determine medical necessity as well as physician order for student to self-carry inhaler. A copy of the physician's order and action plan must also be submitted to the school nurse.
3. When the student is granted permission to carry the inhaler at all times, the parent(s) will be required to provide inhalers to the student, the principal or nurse, and to any extracurricular activity instructor.

No student other than the approved student will be allowed to use or possess the medication. The parent and student are hereby informed that the school district and all its employees are not responsible for any injury sustained by the student that has self-administered asthma medications.

#### SUDDEN ILLNESS OR INJURY

A student who becomes suddenly ill or injured should notify the nearest teacher who will then notify the office/nurse and then send the student for medical attention. School officials will handle minor illness or injury and the parent(s) will be notified. If the student is seriously ill or injured and cannot remain in school, school authorized personnel shall call the parent(s) notifying him/her of the child's condition. The parent(s) or an approved designee will come to the school and sign out the student. If the parent(s) cannot be contacted and the student's situation is severe, school officials will contact emergency medical personnel and any associated fees will be at the parent's expense.

#### COMMUNICABLE DISEASES

All individuals having a contagious condition or suspected of having a contagious condition by the school nurse or principal will not be allowed to remain in school and must present a clearance slip from the Health Department or a physician in order to be readmitted to school.

#### HEAD LICE (PEDICULOSIS)

Parents will be contacted to pick up their child from school if head lice or any nits (eggs) are visible. The student is not allowed to return to school until proof of treatment is obtained and all nits are removed. Your child must be checked by the school nurse or a person designated by the principal before being permitted to ride the school bus or to return to school. A one-day excused absence will be provided for treatment of head lice.

## ACCEPTABLE USE POLICY

Hancock County School District (HCS D) recognizes that access to technology and other electronic resources in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. HCS D is dedicated to nurturing students' technological and communication skills.

HCS D is committed to providing educational opportunities for all students and maintaining compliance with the Individuals with Disabilities Education Act 2004 (20 U.S.C. 1400 et seq.).

To that end, HCS D provides the privilege of access to technologies and Intranet (internal) and Internet (external) connections for student and staff use.

In order to access District services such as the Intranet and Internet via the District Network, each student must sign an Internet Access Agreement to acknowledge agreement with this Acceptable Use Policy (AUP) stating that they have read and acknowledged all sections below. An employee must sign an Employee Acceptable Use Policy Agreement to acknowledge agreement with this Acceptable Use Policy (AUP) stating that they have acknowledged all sections below.

The operation of the HCS D network is guided by policies set forth by the Board of Education of Hancock County School District, District administration, the Mississippi Department of Education, and/or all applicable local, state and federal Laws. This AUP does not list every applicable policy or law, but sets forth specific policies particular to HCS D.

This Acceptable Use Policy (AUP) outlines the guidelines and behaviors that all users are expected to follow when using school technologies or when using personally-owned devices on school property, including:

- The Hancock County School District's network is intended for educational use.
- All activity over the network or use of District technologies will be monitored, documented and retained.
- Access to online content via the network will be restricted in accordance with District policies, procedures and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action and financial responsibility.
- The District makes a reasonable effort to ensure students' safety and security online by using an internet filter, but it will not be held accountable for any harm or damages resulting or arising from use of HCS D technologies.
- Users of the District network or other technologies are expected to alert the HCS D Technology Department immediately of any concerns for safety or security.
- Users should have no expectation of privacy.

## **Technologies Covered**

HCSD may provide the privilege of internet access, desktop computers, mobile computers or devices, video conferencing capabilities, online collaboration capabilities, message boards, email, and more.

This Acceptable Use Policy applies to District-owned technology equipment utilizing the HCSD network, the HCSD Internet connection, and/or private networks/Internet connections. This AUP also applies to privately owned devices accessing the HCSD network, the HCSD Internet connection, and/or private networks/Internet connections while on school property in addition to participating in school functions or events off campus. HCSD policies outlined in this document cover all available technologies now, and in the future, not just those specifically listed or currently available.

## **Usage Policies**

All technologies provided by the District are intended for educational purposes. All users are expected to use good judgment by following the policies laid out in the technology handbook. Users should be safe, appropriate, careful, and kind; should not try to disable or bypass technological protection measures; use good common sense; and ask if they don't know.

## **Consequences of Policy Violation(s)**

The use of the District Network is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. Any student or District employee, including contract services (outside parties), who violate any policy, regulation or law regarding use of the District Network will be identified and corrective and /or punitive actions will be taken.

All users of the HCSD network are charged with reporting violations or misconduct to their teachers, supervisors, or the HCSD Technology Department. Users who fail to report violations are subject to the same disciplinary actions as those who violate the policy.

Violations of these procedures may result in, but is not limited to, loss of access privileges, disciplinary action by the District, and/or involvement of law enforcement authorities.

## **Cyberbullying**

Cyberbullying including, but not limited to, harassing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking will not be tolerated. Users should refrain from harmful behavior such as sending emails and posting comments with the intent to harass, ridicule, humiliate, intimidate or harm the targeted student or staff member. Creating a hostile school/working environment is unacceptable.

Engaging in these behaviors or in any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Users should remember that online activities may be monitored.

### **District Access to Email/Network Accounts**

When a student leaves or graduates from the school district, access to school district programs such as email or other accounts is suspended the last day they are a student of the school district.

When an employee leaves or retires from the school district, access to school district programs such as email or other accounts is suspended the last day they are an employee of the school district.

### **Email & Electronic Communication**

HCSD provides faculty, staff, and students in grades K-12 with the privilege of email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

Users provided with email accounts should use these accounts with care. Users should not send personal information and should not attempt to open files or follow links from unknown or untrusted origins. Users should use appropriate language and should only communicate with other people as allowed by District policy, teacher or administrator.

Any official communications, e.g. teacher to parent, teacher to student, student to teacher, staff to staff, must be via the District's email system or District purchased software. This includes, but is not limited to, teachers who guide extracurricular activities such as clubs, choirs, bands, athletic teams, etc.

Users are expected to communicate with the same appropriate, safe, mindful, courteous manner online as offline. Email usage will be monitored and archived.

Students are not allowed to send mass emails, unless first approved by a teacher or administrator. Students will not respond to unsolicited online contact and will report any suspicious emails to their teacher or administrator. Users will not use their school district email address for any personal social media accounts.

### **Filtering**

HCSD uses an aggressive Content Filter and SPAM filter. HCSD complies with the regulations of CIPA, the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)], to provide Internet content filtering services for staff and students. Filtering services are a means of protection from objectionable sites, but cannot provide a 100% protection. Therefore, HCSD provides no guarantees, but will attempt to protect employees and students from accessing such

objectionable Internet sites. In the event that inappropriate material is accessible, HCSD will not be held liable.

### **Internet/Network Access**

HCSD provides its users the privilege of access to the Internet, including web sites, resources, content, and online tools. Access to the Internet will be restricted as required to comply with CIPA regulations and school policies. Web browsing may be monitored, and web activity records may be retained indefinitely.

In order for a student to gain access to the Internet, the student and student's parent(s) / guardian(s) must sign an Internet Access Agreement.

Users are expected to respect the web filter as a safety precaution, and shall not attempt to circumvent the web filter when browsing the Internet. The determination of whether material is appropriate or inappropriate is based solely on the content of the material and the intended use of the material, not on whether a website has been blocked or not. If a user believes a site is unnecessarily blocked, the user should submit a request for website review through the HCSD Technology Help Desk.

All data transferred and/or transmitted over the HCSD network can be monitored and recorded at any time. All data transferred or transmitted over the network can be tracked and identified, and originating users can be held liable if their use of the network violates any established policy, regulation or law. Any data stored on District-owned equipment may be archived and preserved by the District for an indefinite period. Such data includes, but is not limited, to email, text documents, digital photographs, music and other digital or electronic files.

All data transferred over the District network or stored on any District-owned equipment/media is the property of HCSD. File storage on the network or google drive that is not directly related to school work can be removed by the Technology Department.

In some cases, a separate network may be provided for personally-owned devices. Please remember, this Acceptable Use Policy applies to personally-owned devices accessing the HCSD network, the HCSD Internet connection, and private networks/Internet connections while on school property.

Users should recognize that among the valuable content online there is also unverified, incorrect or inappropriate content. Users should only use known or trusted sources when conducting research via the Internet.

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users should remember not to post anything online that they would not want students, parents, teachers, future colleges or employers to see. Once something is online, it cannot be completely retracted and can sometimes be shared and spread in ways the user never intended.

### **Limitation of Liability**

HCSD will not be responsible for damage or harm to persons, files, data, or hardware.

While HCSD employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

HCSD will not be responsible or liable for unauthorized transactions conducted over the HCSD network, financially or otherwise.

HCSD shall also not be responsible for:

- Any damages a student or employee may suffer, including, but not limited to, loss of data or interruption of services.
- For the accuracy or quality of information obtained from or stored on any of its network or client systems.
- Theft, loss or damage to personal electronic devices.
- Any actions or obligations of a student or employee while accessing the Internet outside of HCSD for any purpose.

### **Mobile Devices**

The term mobile device in this policy denotes mobile phones, laptops, MP3 players, tablets, smart watches or any similar mobile device that can access the Hancock County School District's network.

Mobile devices with internet access capabilities will be able to access the internet only through the school's filtered network and any use of a Virtual-Private-Network (VPN) or proxies will result in the termination of this privilege.

Mobile devices should not be used in any manner or place that is disruptive to the normal routine of the class/school. This prohibition extends to activities that occur off school property and outside of school hours, if the result of that activity causes a substantial disruption to the education environment.

Parents should be aware of and accept the potential disadvantages of mobile devices being allowed at school:

- Mobile devices may be damaged, lost or stolen.
- Students can be bullied by text messaging or other means.
- Mobile devices can be used to access, store and communicate inappropriate material.

- They can disrupt the learning environment.
- Students with mobile devices that have cellular access plans have the capability of accessing an unfiltered internet while at school.
- Camera functions can lead to child protection and data protection issues with regard to inappropriate capture, use or distribution of images.
- In some instances, data or usage fees on mobile devices may increase.

### **Personal Safety**

The District complies with the Children’s Online Privacy Protection Act (COPPA) that was signed into law on October 21, 1998 and was effective as of April 21, 2000. The purpose of COPPA is to regulate the online collection and use of personal information provided by and concerning children under the age of thirteen.

Students should never share personal information, including phone number, address, social security number, birthday or financial information over the Internet without parental permission. Users should recognize that communicating over the Internet brings anonymity and associated risks and should carefully safeguard the personal information of themselves and others. Users should never agree to meet in person with someone they meet online without parental permission.

If users see a message, comment, image, or anything else online that makes them concerned for their personal safety or the safety of someone else, they should immediately bring it to the attention of an adult (teacher or administrator if at school or parent if using the device at home).

### **Plagiarism**

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they did not create themselves, or misrepresent themselves as an author or creator of something they found online.

Information obtained via the Internet should be appropriately cited, giving credit to the original author.

Obtaining improper assistance or generating content submitted for grading using artificial intelligence tools including, but not limited to, language model-based chatbots such as ChatGPT is strictly prohibited.

### **Prohibited Action(s)**

The following actions on the District Network are specifically prohibited, and this list is not all inclusive, but by way of example:

- Accessing documents, files, folders or directories of others without permission from the owner of the files.
- Attempt to bypass network controls and filters, with Virtual-Private-Networks (VPN) or other methods.
- Conducting business other than what is deemed academic in nature over the network.
- Creating, downloading, storing, sending, or displaying offensive messages or pictures including, but not limited to pornographic or other sexually explicit material.
- Distributed Denial-of-Service (DDoS) which is strictly forbidden and is a cybercrime.
- Downloading entertainment/music/video/movie software or other files for transfer to a user's home computer, other personal computer, DVD or any music/movie device. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the HCSD. Software, files, and/or licenses owned by HCSD cannot be transferred to staff or student personal or home computers.
- Engaging in any practice(s) that threaten the network and other technology devices.
- Giving out personal information about another person such as home address or phone number.
- Harassing, insulting, intimidating or attacking others.
- Installing software, software applications, utilities, plug-ins or other such operations without the approval of the technology department.
- Misusing the resources of the district's network, electronic information, computer-driven software or telecommunications service equipment and supplies.
- Using obscene, profane or vulgar language.
- Using the network and telecommunication services for commercial promotion, product endorsement or advertisement not previously approved by HCSD.
- Using the network, electronic information, computer-driven software, and telecommunication services for personal gain or convenience.
- Using the password of others to access the network or any other electronic information or telecommunication services.
- Vandalism includes any malicious attempt to access, damage, delete, infect, destroy or alter data files, folders, or directories.
- Violating copyright laws.

### **Prohibited Device(s)**

The following technology device(s) on school campuses are specifically prohibited, and this list is not all inclusive, but by way of example. If for some reason one of these devices are needed for educational purposes by a staff member, please reach out to the Technology Department to get approval on use of equipment before bringing it on campus.

- Flipper Zeros
- Personal home network equipment such as internet routers or Wi-Fi access points.

- Raspberry Pi devices

## **Security**

Users are expected to take reasonable safeguards against the transmission of security threats over the HCSD network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. Users should never share personal information.

If users believe a computer or Chromebook they are using might be infected with a virus, they should alert the HCSD Technology Department. Users should not attempt to remove the virus themselves or download any programs to help remove the virus.

While HCSD takes steps to protect users from inappropriate material, to intercept unlawful and malicious actions from affecting users, to safeguard users, no system is perfect. Those risks must be recognized and accepted by users who sign the Student Internet Access Agreement or the Employee Acceptable Use Policy Agreement.

## **Social Media**

Access of social networking websites for individual use during school hours is prohibited. Employees, faculty and staff should not give social networking website passwords to students.

All employees, faculty and staff of this school district who participate in social media shall not post any data, documents, photos or inappropriate information on any website that might result in a disruption of classroom activity. This determination will be made by the Superintendent or site principal.

Fraternization via the internet between employees, faculty or staff and students is prohibited and violation of any of these policies may result in disciplinary action, up to and including termination.

Reference Board Policy Code GABBA.

School district email addresses are not allowed to be used for personal social media accounts.

Hancock County School District (HCSD) recognizes the benefit of maintaining a web presence via social media and other website. HCSD social media pages will focus on informing the public of accomplishments by celebrating and supporting our schools, students and teachers. Additionally, HCSD social media pages will share important news and communicate event information. HCSD encourages students, parents, and community members to share their support and visit HCSD social media pages frequently for news and updates. HCSD's first priority is to protect its students, its staff and community members. For these reasons, comments will be

permitted on all HCSD social media pages with a disclaimer pinned/posted to each platform that reads as follows:

Hancock County School District uses social media to communicate information concerning the District and its schools, including school-sponsored events, programs, student and staff achievements and recognitions, and other school-related subject matters and topics, including the promotion of respectful and thoughtful civic discourse. The District's use of these sites is restricted to topics and content related to legitimate educational purposes.

The District's social media sites are regularly monitored to ensure that the sites' use is limited to the purposes discussed above and organized in a manner that enhances navigation. Thus, even when there is an opportunity to comment on a District post, the District may hide or delete comments that include, but is not limited to:

- individually identifiable student information.
- copyrighted material posted without permission.
- confidential material.
- spam, advertising, or commercial solicitations or information.
- obscene, defamatory, harassing, discriminatory, violent, vulgar, hateful, or sexual material.
- advocating the commission of a criminal act.

We also reserve the right to temporarily block or ban users whose posts or comments on HCSD social media pages repeatedly fall within the above categories.

## **SCHOOL DEVICE POLICY AND PROCEDURES**

HCSD may provide users with school devices to promote learning outside of the classroom. Users should abide by the same Acceptable Use Policies when using school devices off the school network as on the school network.

Parents of students who are assigned a take-home school device will comply at all times with the HCSD Technology Handbook policies. Any failure to comply may result in termination of user privileges and possession of the device effective immediately and the District may repossess the school device. Any lost, stolen and damaged devices must be reported to school authorities immediately.

The District has legal title to the school device at all times. The user's right of possession and use is limited to and conditioned upon full and complete compliance with this agreement, the HCSD Technology Handbook policies, and all District policies and procedures.

If the user does not fully comply with all terms of this Agreement and the HCSD Technology Handbook, including the timely return of the school device, HCSD shall be entitled to declare

the user in default and come to the user's place of residence, or other location of the property, to take possession of the school device.

Failure to timely return the school device and the continued use of it for non-school purposes without the District's consent may be considered unlawful appropriation of the District's Device.

The user's right to use and possession of the school device terminates no later than the last day of the school year unless earlier terminated by HCSD or students who leave the District during the school year must return the school device, along with any other issued accessories, at the time they leave the District. The school device and all accessories should be returned to the school administrator.

Users are expected to treat the devices with extreme care and caution; these are expensive devices that the District is entrusting to the users' care. Users should immediately report any loss, damage, or malfunction to teachers or administrators. Users will be financially accountable for any damage resulting from negligence or misuse.

Use of District-issued school devices off the District network can be monitored.

### **School Device Damage, Loss or Theft**

If a school device is damaged, lost or stolen, the student or parent/guardian should immediately notify the school administration. At that time, the parent/guardian must file a police report. If a school device is lost, stolen or damaged because of irresponsible behavior, the parent may be responsible for replacement cost.

In the event that a school device is damaged, lost or stolen, the school device user may be assessed a fine for the repair or replacement of the school device. Power adapters and cases (if applicable) must be returned or paid in full. If a device is damaged and needs repair, the student will be assigned a loaner device until the device is returned. The loaner device falls under all of the same user agreements and responsibilities as the original device.

**It is imperative that a lost or stolen school device must be reported immediately.** If a stolen/lost device is not reported within five calendar days to HCSD personnel, the parent/guardian will be responsible for school device replacement cost. In the event of a lost or stolen school device and once a police report is filed, the HCSD may deploy location software, which may aid authorities in recovering the school device.

As with textbooks, in the event of damage, loss or theft, a student will be charged a fine to cover the actual repair or replacement costs for school-issued materials, which include 1:1 devices. The prices are below:

- First Occurrence of Accidental Damage: \$50.00
- Second Occurrence of Accidental Damage: \$50.00

- Subsequent Occurrences: Full Repair or Replacement Cost and loss of device take home privileges.

Seniors must clear all records and pay all fees before they will be allowed to participate in commencement exercises.

### **School Device Usage**

- Students are responsible for the safety and security of the School Device and any activity on the device.
- It is the user's responsibility to recharge the School Device's battery, so it is fully charged by the start of the next school day.
- School Devices with no battery life must be charged in the classroom.
- All class work missed because of uncharged batteries must be made up on a student's own time.
- The School Device must remain on (awake or sleep mode) at school at all times, with no exceptions.
- Transport the School Device in its protective case and sleeve. If the protective case is removed, the district has the rights to obtain the School Device until the protective case is returned or a new case is purchased.
- Use the School Device on a flat, stable surface.
- Wipe surfaces with a clean, dry soft cloth.

### **School Device Prohibited Actions**

- Do not leave the School Device unattended in an unlocked classroom or during an extracurricular activity.
- Do not lend the School Device to a classmate, friend or family member.
- Any attempt to "jailbreak" or remove the HCSD profile could result in disciplinary action, including suspension.
- Do not remove the protective case and/or sleeve.
- Do not leave the School Device in a vehicle for extended periods of time or overnight.
- Do not leave the School Device in visible sight when left in a vehicle.
- Do not leave the School Device outside or in the rain.
- Avoid touching the screen with pens or pencils.
- Do not leave the School Device exposed to direct sunlight or near any heat or moisture sources for extended periods of time.
- Do not place books on the School Device.
- Do not have food or drinks around the School Device.
- Do not write, draw or place stickers or labels onto the School Device or its protective case and/or sleeve

## **ELECTRONIC DEVICES AND CELL PHONE USE**

Hancock County School District acknowledges the role that electronic devices, including cell phones, smartwatches, gaming devices, and other mobile technologies, play in society. The goal of this policy is to promote safety, preserve instructional time, and ensure responsible use across all grade levels. Any violation of this policy will be subject to disciplinary action in accordance with the discipline section of this handbook.

### **Grade-Level Permissions**

Elementary and Middle School Students:

Students may have personal electronic devices at school if the device is powered off and stored in the book bag during school hours. If digital watches or other devices become a distraction, they may also be required to be stored.

High School Students:

High School students may use personal cell phones/electronic devices to text, listen to music, etc. in the cafeteria and commons before school, and during lunch. (Unless approved by the administration for special events.) Headphones/earbuds may only be used in one ear when allowed.

### **What is Not Allowed:**

- Student use of personal cell phones/electronic devices in any manner that disrupts the learning environment.
- Student use of personal cell phones/electronic devices in any manner that jeopardizes or threatens academic integrity.
- Student use of personal cell phones/electronic devices in any manner that violates the privacy of others or is otherwise used in any unlawful manner or for any unlawful purpose.

### **Learning Environment**

The learning environment is the location where students are actively engaged in learning. Distractions and off-task behavior(s) disrupt the learning environment and should be avoided.

- Personal electronic devices should be put away for the entire class.
- Personal electronic devices used for playing music are not allowed during instructional time. (Instructional time is bell to bell.)
- Visible personal electronic devices and earbuds/headphones are not allowed in the hallways, on the sidewalks, or exterior school grounds.

### **Academic Integrity**

Academic integrity is the moral code of ethics in an academic setting. Having academic integrity means being honest about your work and not plagiarizing the work of others.

- Student use of any personal electronic device as an aid during any assignment, including assessments, is not allowed.

- *Specific information concerning electronic devices in the testing environment during a state assessment is provided below.*

### **Privacy of Others**

In order to protect the privacy of everyone at school and to make everyone feel valued and safe, certain limitations will be enforced.

- Student use of any electronic device to take pictures, videos, or voice recordings on school campus or on the bus without express permission is not allowed.
- Student use of any electronic device to post or share pictures, videos, or voice recordings taken at school or on the bus to social media or through any other means without permission is not allowed.
- Student use of any electronic device to send, share, view, or possess emails, text messages, or other materials that contain or depict sexually explicit or offensive content in electronic form while at school or on the bus is not allowed.
  - *Students may face criminal charges in addition to school consequences.*

### **Circumstances - Confiscation**

The school reserves the right to confiscate any electronic device that is a severe disruption to the learning environment or is suspected to jeopardize or threaten the safety and/or well-being of any student, employee or visitor, the school, or community. Upon confiscation, a parent or guardian will be required to meet with a school administrator or designee to retrieve the phone. If it is suspected the device was used for unlawful conduct, it may be turned over to law enforcement and, in that case, the parent or guardian will contact that organization for retrieval.

### **Electronic Device in a State Testing Environment**

The Mississippi Public Schools Accountability Standards, 2024 prohibits the possession and/or use of any electronic communication device, including cell phones and personal digital assistant 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 may be invalid; therefore, the score of any student in possession of these prohibited devices during the test administration may be invalid and therefore automatically non-passing. In addition to a non-passing score, the school discipline ladder will apply (Step 7) and the student will be referred to the alternative school.

### **Consequences of Electronic Device/Cell Phone Violations**

Cell phone violations will be considered in the same manner as any other device/item or behavior in the classroom. To be clear, should the student refuse to follow the teacher's rules regarding the use of electronic devices/cell phones, the student will climb the teacher's discipline

ladder and/or be referred to the office immediately for open defiance or disobedience. In all matters, we expect a student to follow each teacher's classroom rules.

## **STUDENT TRANSPORTATION**

### **ROUTINE STUDENT DROP-OFF AND PICK-UP:**

To ensure the safety of your child, no student should be dropped off 30 minutes prior to the first bell. Students **MUST** be dropped off in front of the administration office by the flagpole and **MUST** be picked up in the designated car rider area. Middle School students who arrive on campus from the car-line after 8:00 am must be signed in by an adult or designee of the parent in the front office. Middle school students are not permitted to walk to the high school to be picked up. Students are not permitted to remain on campus after school unless they are under the direct supervision of school personnel.

### **TRANSPORTATION FROM SCHOOL ACTIVITIES:**

Students attending school functions outside of normal school hours must pre-arrange transportation. Students must be picked up promptly following the scheduled activity. Failure to be picked up in a timely manner may result in the loss of the privilege to attend future functions. Hancock County Sheriff's Dept. may be called to retrieve any student not picked up in a timely manner.

### **STUDENT VEHICLES**

In order to maintain accountability and safety for the students and staff, all vehicles on campus must be identifiable. Any student who parks on campus for a scheduled day of learning or employment must purchase a parking decal. This decal must be displayed at all times when the vehicle is parked on campus.

It is a privilege for high school students to be allowed to drive their automobiles on the school campus. (Middle school students may ride the bus or be dropped off.) Decals will be available for purchase during new registration and re-registration. To purchase a decal, the following must be provided

- The student's driver's license
- Proof of insurance
- Vehicle registration and tag number
- Student Schedule
- A legible copy of the vehicle owner's driver's license
- Written permission for Athletic or Career Tech parking lots

In the event the above information changes, the student must submit these changes to the administration office. Hancock High School is not liable for any damages or violations to vehicles parked on campus.

Parking decal prices:

- Summer until the end of the second full week of school - \$10.00

- After the second full week of school - \$20.00
- Students acquiring a car or new licenses - \$10.00 within two weeks of purchase or acquisition
- Students transferring in during the school year - \$10.00 within two weeks of entering HHS

Students will park in designated areas only. All students are eligible to park in the Band Hall Parking Lot. Students must have a special decal to park in the Athletic Parking Lot, PAC Lot, or the Career Tech Parking Lot.

- PAC – Seniors may park in this lot. A student must show his schedule to purchase a parking decal for this lot. During daytime PAC events, you will be asked to park elsewhere.
- Athletic Lot – Drivers with permission from the Athletic Director. Seniors will receive first priority.
- Career Tech Lot – Drivers with permission from the Career Tech Director.

#### DRIVING ON CAMPUS

All drivers are expected to follow these rules, guidelines, and proper procedures. All vehicles are subject to search. Student drivers:

- must have a visible parking decal. Unidentified vehicles may be towed at the owner's expense or have a car boot installed.
- will park the vehicle in such a way that reversing when leaving is unnecessary.
- will park and proceed to the commons in a timely fashion.
- will park and not return to your vehicle or move it until the end of your day.
- must obey the campus speed limit of 5 miles per hour.
- must obey all personnel directing traffic.
- must not transport other individuals on the outside of the vehicle, in the bed of a truck, or in trunks.
- are NOT permitted to return to any parking lot during school hours unless permission is granted by an administrator.
- must follow proper check-out procedures to leave campus early.
- may lose driving privileges if they are repeatedly tardy.
- must go directly to the vehicle and enter the car at the close of the school day. Riders may not enter the parking lot until they can be safely seated inside their vehicle.
- will lose driving privileges for reckless driving, violation of traffic regulations, or any other offense punishable by law.
- must not play music that can be heard outside of the vehicle.
- must exit the parking lot at the north end only.
- must NOT use Roscoe Turner Road as a cut through road; Travel is restricted to business traffic only for HCSD Transportation Department and other businesses on the street. (Students in violation will be subject to loss of privileges if in violation as this will be considered a safety issue.)

## DISCIPLINE CONSEQUENCES FOR VEHICLE VIOLATIONS

First offense:	Written Warning
Second offense:	Loss of campus parking for one week.
Third offense:	Loss of campus parking for one month.
Fourth offense:	Loss of campus parking for the remainder of the year.

## BUS POLICIES

The privilege of transportation on a school bus carries with it responsibilities on the part of the student and the student's parents/guardians. All students are expected to behave in a manner which will guarantee safe driving conditions. School and bus rules apply on the bus and at the bus stop. A student's failure to conform to acceptable standards of behavior and courtesy will result in the driver reporting the violations to a school administrator for an appropriate disciplinary action. Students, their parents, and guardians are expected to comply with the following regulations. Bus consequences are cumulative quarterly, per semester, or for the year. School officials may then deny the student school bus privileges. (Legal Ref: MS Code 37-7-301, 37-9-71 and 37-41-1). Furthermore, the severity of any violation may result in school consequences in addition to bus consequences.

## INTERFERENCE WITH SCHOOL BUSES

It is unlawful for any individual 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. Interfering with the progress of any bus in any manner which endangers others and or distracts the driver from completing the bus route or interference at a designated bus stop may result in school bus consequences and/or appropriate legal action. Legal Ref. MS. Code Ann. §37-41-2 §37-41-2.

## BUS EMERGENCY FORMS

A student must have a completed Bus Emergency form (student information form) on file with the transportation office or the student may lose transportation privileges. Students are only allowed 2 addresses (primary and alternate) to be picked up or dropped off which must be on their form. If you must change an address due to an emergency, please contact transportation at 228-255-6256 and email [transportation@hancockschools.net](mailto:transportation@hancockschools.net). This must be approved by the Director/Assistant Director of Transportation before allowing the student to ride another bus that is not on their current bus form.

## BUS EXPECTATIONS

While loading and unloading the bus:

1. Students shall know the time the bus is due and be at their designated stop 10 minutes in advance. The bus driver, when on time, is not required to stop, wait or blow the horn for pupils. Students have to be outside home/vehicle and visible to the driver.
2. Students shall always look in both directions when crossing in front of the bus when loading or unloading.

3. Students shall watch the driver for a signal to cross the road for loading or unloading.
4. Students shall be quiet when the bus stops at crossing roads or railroads.
5. Students shall remain seated and faced forward assigned by the driver at all times while on the bus.
6. Follow the instructions of the bus driver.
7. Not distract the driver except in an emergency.
8. Speak in conversational tones and refrain from making excessive or distracting noise.
9. Keep their entire body and possessions inside the bus.
10. Students shall take care of the buses. Anyone who abuses or damages school buses or bus components may be suspended or expelled from the bus and/or school and their parent/guardian(s) are liable for the damages. (MS Code 37-7-301)
11. Students shall be picked up and dropped off only at the assigned stop or an administrator approved alternative. If a student misses the bus, they shall meet only at a future designated bus stop. Students must not come from behind or beside the bus.
12. Buses shall not enter private roads unless they are maintained to at least “county standards” with approval by Hancock County School Board and Hancock County Board of Supervisors.
13. Buses shall not leave the main route unless:
  - a. The stop is 3/10 of a mile (1584 ft) or more off the main route and the road is safe and properly maintained.
  - b. A pupil has a physical or mental disability. Verification provided by a doctor or the county health department should be presented by the parent to the transportation office.
14. Only students, drivers, school officials, medical and law enforcement officials are allowed to board the bus except in emergencies. In case of an emergency, with administration approval, other school employees may be granted permission.
15. Parents may not board a bus to conference with a driver. When a conference is necessary, parents should call the school or the transportation department to schedule a conference.
16. Except for true emergencies, buses will stop only at approved bus stops.
17. Students may not have any items out of their book bags for safety and security reasons.
18. A student that has been suspended from one bus will not be allowed to ride any other bus. While riding the bus, a student shall not:
  - Violate safety procedures. \*
  - Put head, hands, or objects out of the bus window.
  - Get on or off bus while it is in motion
  - Move seats or stand while the bus is in motion or out of assigned seats.
  - Throw objects
  - Fight
  - Tussle
  - Strike or threaten the bus driver or others.
  - Participate in any hazing or initiation activities.
  - Possess or use intoxicants or tobacco
  - Carry deadly weapons or dangerous objects

- Use or possess fireworks
- Eat, drink or chew gum, unless approved by administrator and/or bus driver.
- Use profane language or make vulgar gestures\*
- Possess electronic devices or play gadgets, unless approved by administrator and/or bus driver.
- Commit any other act of improper conduct
- Commit any offense otherwise punishable by law\*
- Make unnecessary noise
- Disrespect the bus driver/aide

#### BUS DISCIPLINE CONSEQUENCES

Drivers are empowered and required to enforce the bus policies and regulations. Any student in violation of the rules and regulations outlined above may be referred to an administrator and administered bus and/or school consequences based upon the nature of the incident and the attitude of the student. Items above marked with an asterisk (\*) may result in automatic bus suspension or recommendation for bus expulsion depending on the attitude of the student and the nature of the offense. School officials may deny privileges of riding the school bus according to Mississippi Code §37-7-301, §37-9-71, §37-4-41. In the event of lost bus privileges, parents are responsible for arranging for the transportation of their child to and from school. Any student absent from school due to bus suspension will be given an unexcused absence if the absence results from a transportation difficulty on the part of the student or parent. If a student is denied bus privileges over ten consecutive days, the parent may request in writing a hearing before the Disciplinary Committee.

## CHILD NUTRITION

### VENDING MACHINES

Vending machines are connected to timers to adhere to State and Federal guidelines regarding food sales and services. They must be turned off one hour prior, during, and after breakfast and lunch. Use of the vending machines is a privilege and should not be abused. Students are not permitted to purchase any goods from the machines during class time without permission. Vending machines must be stocked with Smart Snack approved items in accordance with USDA guidelines.

### CAFETERIA POLICIES

The school cafeteria is operated on a non-profit plan in cooperation with the State and Federal Lunchroom Program. Each meal consists of a well-balanced plate lunch and a carton of Grade A milk. Students shall adhere to the following rules and regulations of the school lunch program.

- All lunches are to be eaten in the cafeteria or another designated area at the discretion of the administrator.
- Napkins, utensils, straws, ice, condiments or any other items belonging to the cafeteria shall not be taken from the cafeteria.
- Students who bring lunch from home must eat in the cafeteria and should deposit trash in the proper receptacles after eating. Liquids should be in carton, plastic, or thermos containers. No aluminum or glass containers are allowed in the cafeteria.
- Students shall not sit on tables or place feet on the chairs.
- Cafeteria chairs are not to be removed from the cafeteria without principal permission.
- Students who purchase tray lunches shall deposit trays and utensils in proper receptacles.
- Students are prohibited from breaking into the lunch line or from holding places in line for other students. Students take their position at the rear of the line and remain in the established order through the serving line.
- Students must not use other students' I.D. numbers. This is a federal offense and may result in disciplinary action.
- Each student in the cafeteria is under the authority of all duty teachers.
- Students are expected to exercise good table manners. Students shall adhere to the following:
  - Talk in normal conversational tones and avoid loud talking.
  - Avoid leaving crumbs, liquids, or portions of food on the table.
  - Recover items dropped on the floor to prevent safety hazards.
  - Report food or liquid spills to the staff that will assist in locating cleaning supplies.
  - Leave chairs and tables properly arranged.
  - Do not deface cafeteria furniture or walls.
  - Do not reserve chairs for students who are waiting in line.
  - Be courteous and respectful to the staff.

- Any foods brought into the cafeteria dining room must be placed in a generic food wrapping or container. (Ex. A Subway sandwich must be taken out of its original wrapping and placed in a plain wrapper.)
- No carbonated beverages are allowed in the cafeteria.
- No beverages other than milk, water, and 100% fruit juice shall be consumed in the cafeteria during the lunch period unless they are in an unidentifiable container. (No glass/ cans allowed.)

## CAFETERIA COLLECTION PROCEDURES

To apply for free and reduced-price meals for students, please visit the district website at [www.hancockschools.net](http://www.hancockschools.net) or complete a paper application available at the front office, cafeteria, and county office. Once the application has been processed, a parent notification letter will be sent home indicating approval status and student lunch identification numbers for all students in the Hancock County School District that were listed on the application.

All students are issued a lunch identification number that is used as an identifier with the cashier. All students, whether reduced or paid, may pay in advance. These funds will be deposited into the student's lunch account.

Ways to Pay Meal Accounts:

1. At the Point of Sale - cash or check
2. At the Superintendent's Office, Child Nutrition Department - cash, check, or card
3. Online at [myschoolbucks.com](http://myschoolbucks.com)
4. Mail check to 18375 Hwy 603, Kiln, MS 39556

The Child Nutrition Department will accept checks only for breakfast and lunch meal purchase. Meal payments cannot be combined with other school expenses. No cash will be given for a check. Checks must include the student's lunch number and should be preprinted with the writer's name, complete mailing address, telephone number, driver's license and (or) social security number. No postdated checks will be accepted. All returned checks will be assessed a \$40.00 handling fee.

Cash refunds will be made only when a student withdraws from school. All requests for cash refunds shall be addressed in writing to the Child Nutrition Director in the Superintendent of Education Office.

All meals to be claimed for reimbursement shall be based on daily counts at the point of service. The point of service count shall be taken after the student has made all menu item selections, and it is determined that the meal selected is reimbursable and recorded by category, free, reduced price, and paid. When an automated point of service system is unavailable a manual count will be taken.

After the full meal has been served, students may purchase individual components or milk products as extra food sales. Students who bring lunch can purchase only milk and ice cream (Competitive Food EED-1994).

#### POLICY FOR CHARGING MEALS

Bad debts are non-allowable to expenditures of federal funds, therefore losses from delinquent meal charges cannot be made annually to record reimbursement from the general school fund to the Child Nutrition fund for any losses due to delinquent meal charges. (FNS Instruction 796-2 Rev. 3)

1. Adult purchases must be prepaid or cash in hand at the time of purchase.
2. If the student's account has an excessive negative balance and the student continues to come to school without a meal or money, after all other collection measures have been exhausted, the student may be sent to the office to call the parent/guardian.
3. For students to purchase extra food/snacks/beverages from the cafeteria, the account must be positive and is a cash-in-hand purchase only.
4. All debts must be paid by the end of the year, no matter whether the student's benefit status is paid, reduced or free.
5. Student meal accounts must be paid in full for exemption of 9 weeks exams and to participate in graduation ceremony.
6. Any student withdrawing from school will be required to pay any debt owed. Refunds will also be made for any money remaining in the students account.
7. With parent approval, money can be transferred from one child's account to another within the district.

Measures that may be taken to collect student account balances including but not limited to:

1. Notifying the parent/guardian via email, phone, and letters.
2. Forward delinquent accounts to a collection agency. All fees to collect will be added to the collection amount.
3. Report the parents/guardian to the Department of Human Services in the event of suspected neglect as mandated by law MS Code section 97-5-39.

## BREAKFAST AND LUNCH PRICES

	BREAKFAST	LUNCH
STUDENT FULL PRICE	\$1.75	\$3.00
STUDENT REDUCED PRICE	\$0.30	\$0.40
ADULT PRICE	\$2.75	\$4.65

After the full meal has been served, students may purchase individual components or milk products as extra food sales. Students who bring lunch can purchase only milk and ice cream (Competitive Food EED-1994). All extra sale items are paid in cash at the time of the sale.

### EXTRA SALE PRICES

- Lunch Entrée: \$1.75
- Breakfast Entrée: \$1.25
- Bowl of Grits: \$1.25
- Vegetable or Fruit: \$1.00
- Bread: \$0.50
- Adult Salads: \$4.65
- Adult Parfait: \$2.75
- Milk or Juice: \$0.50
- Ice Cream: \$0.75-\$1.00
- Chips: \$0.50
- Water: 8 oz.-\$0.75, 16 oz.-\$1.00
- Adult Tea: \$0.50 without full tray/free with full tray

### SPECIAL DIET REQUIREMENTS

Regulations permit substitutions for children with special needs. A statement from a physician supporting a student's condition and prescribed substitution must be submitted to the Child Nutrition Department as soon as a diagnosis is made. A medical statement for food allergies is required for each school year. We will work with the parent/guardian with items we can off to comply with dietary restrictions. We cannot base food servings to individuals based on food preference.

### WELLNESS POLICY

The Hancock County School District adopted a school wellness policy with commitments to nutrition, physical activity, comprehensive health education, marketing, and implementation. This policy is designed to effectively utilize school and community resources and to equitably serve the needs and interests of all students and staff, taking into consideration differences in culture. A copy of the policy is available for review in the Superintendent of Education's Office or on the website at: <http://www.hancockschools.net>, under child nutrition.

## ATTENDANCE

The Hancock County School District believes that attendance is the foundation of the learning process and a powerful predictor of student outcomes. Regular and punctual school attendance promotes a sense of responsibility, ensures educational continuity, facilitates academic growth, and prepares students for future success. It is also a key factor in determining the allocation of state funding to schools.

Regular and punctual attendance to all classes is necessary for successful schoolwork and awarding course credit. Establishing a lifelong habit of consistent attendance supports a student's overall well-being and future readiness. While students hold the primary responsibility for being present each day, the district recognizes that parents, teachers, administrators, and other school personnel share in this responsibility.

Students are expected to be in school every day that class is in session and should only miss when an absence is unavoidable. It is the expectation of the district that students not only comply with state attendance laws but also actively engage in and take full advantage of the learning opportunities provided.

### THE MISSISSIPPI COMPULSORY SCHOOL ATTENDANCE LAW

The term "minor" when used in any statute, shall include any person, male or female, under twenty-one years of age. MS Code ' 1-3-27. This school district shall comply with the requirements of the "Mississippi Compulsory School Attendance Law" ('37-13-91). Appropriate reports as required by law shall be provided to the Mississippi Department of Education's Office of Compulsory School Attendance Enforcement.

### COMPULSORY SCHOOL AGE CHILD

"Compulsory-school-age child" means a child who has attained or will attain the age of six (6) years on or before September 1 of the calendar year and who has not attained the age of seventeen (17) years on or before September 1 of the calendar year; and shall include any child who has attained or will attain the age of five (5) years on or before September 1 and has enrolled in a full-day public school kindergarten program. Provided, however, that the parent or guardian of any child enrolled in a full-day public school kindergarten program shall be allowed to disenroll the child from the program on a one-time basis, and such child shall not be deemed a compulsory-school-age child until the child attains the age of six (6) years. '37-13-91 (2) (f) (2003)

Compulsory-school-age children must be enrolled in school unless the child is:

1. Physically, mentally or emotionally incapable of attending school as determined by the appropriate school official based upon sufficient medical documentation;

2. Enrolled in and pursuing a course of special education, remedial education or education for handicapped or physically or mentally disadvantaged children; or
3. Being educated in a legitimate home instruction program. 37-13-91 (3)

### REPORTING TRUANCY

If a compulsory-school-age child has not been enrolled in school within fifteen (15) calendar days after the first day of the school year or if a child has accumulated five (5) unlawful absences during the school year, the superintendent shall, within two (2) school days or within five (5) calendar days, whichever is less, report, on the form provided by the State Department of Education, the absences to the state attendance officer. The superintendent, or his designee, shall report any student suspensions or student expulsions to the state attendance officer when they occur. 37-13-91 (6) School districts shall maintain accurate records documenting enrollment and attendance in a manner that allows the State Department of Education to make an assessment of changes in enrollment and attendance, including dropout rates.

### UNLAWFUL ABSENCES / VALID EXCUSES

An "unlawful absence" is an absence during a school day by a compulsory-school-age child, whose absence is not due to a valid excuse for temporary nonattendance. Days missed from school due to disciplinary suspension shall not be considered an "excused" absence under this section. Each of the following shall constitute a valid excuse for temporary nonattendance, provided satisfactory evidence of the excuse is provided to the superintendent or his designee:

1. Attendance at an authorized school activity with the prior approval of the superintendent of the school district or his designee.
2. Illness or injury which prevents the student from being physically able to attend school.
3. When isolation is ordered by the county health officer, by the State Board of Health or appropriate school official.
4. Death or serious illness of a member of the immediate family, which includes children, spouse, grandparents, parents, brothers, sisters, stepbrothers and stepsisters.
5. A medical or dental appointment with prior approval of the superintendent or his designee, except in the case of emergency.
6. Attendance at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness.
7. Observance of a religious event, with the prior approval of the superintendent or his designee. (Approval should not be withheld unless, in the professional judgment of the superintendent or his designee, the extent of the absence would adversely affect the student's education.)
8. Participation in a valid educational opportunity, such as travel including vacations or other family travel, with the prior approval of the superintendent or his designee. (Approval shall be based on the professional judgment of the superintendent or his designee but shall not be withheld unless the extent of the absence would adversely affect the student's education.)

9. Other conditions sufficient to warrant nonattendance, with prior approval of the superintendent or his designee. However, no absences shall be excused when any student suspensions or expulsions circumvent the intent and spirit of the compulsory attendance law. ' 37-13-91 (4)
10. An absence is excused when it results from the attendance of a compulsory-school-age child participating in official organized events sponsored by the 4-H or Future Farmers of America (FFA). The excuse for the 4-H or FFA event must be provided in writing to the appropriate school superintendent by the Extension Agent or High School Agricultural Instructor/FFA Advisor.
11. An absence is excused when it results from the compulsory-school-age child officially being employed to serve as a page at the State Capitol for the Mississippi House of Representatives or Senate.

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

#### STATE ATTENDANCE OFFICER

Hancock County School District and all personnel shall cooperate with the state attendance officer employed by the State Department of Education, pursuant to ' 37-13-85. The state attendance officer will also have access to all student attendance records.

#### STANDARDS OF ATTENDANCE

The Mississippi Department of Education requires students to be present for at least 63% of their instructional day, based on the bell schedule set by each individual school, in order to be considered present for a full day.

Any student who is absent for more than 37% of the instructional day will be reported as absent for the entire day.

Please note: Even if a student meets the 63% attendance requirement, they may still be marked absent from individual classes missed. Additionally, students must be present for at least 63% of the school day to be eligible to participate in any school-sponsored extracurricular competition, event, practice, or activity that day.

## ATTENDANCE POLICY FOR HCSD SECONDARY SCHOOLS

The Hancock County School District believes that a student's regular, punctual 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 an absence is unavoidable.

In addition to earning a passing grade in the course, a student must adhere to the following attendance policy. To earn credit for the Carnegie unit or promotion to the next grade, the student

1. Must be present 42 days for a half-credit quarter course. (maximum 3 unexcused absences);
2. Must be present 84 days for a one-credit semester course. (maximum 6 unexcused absences);
3. Must be present 168 days for a year-long course. (maximum 12 unexcused absences).

### EXPLANATION OF TERMINOLOGY

A school year is composed of two terms or semesters. The fall semester lasts from the first day of the school calendar until the last scheduled day in December. The spring semester lasts from January until the end of school. Each semester is composed of two quarters. The 1st and 2nd quarters make up the fall semester and the 3rd and 4th quarters make up the spring. Each day's schedule is composed of four (4) blocks at HHS and six (6) periods at HMS. Generally, courses which last a full block for a semester receive 1.0 Carnegie unit and courses which last a full block for only a quarter receive 0.5 Carnegie unit. The student and parent should be aware of attendance requirements for each quarter and semester.

An excused absence or lawful absence is one that meets the criteria of the State of Mississippi Compulsory School Attendance Law. If the student has a valid reason for an absence that has been communicated to the school by a parent, then the absence will likely be excused. Student illness or other medical conditions are the most common types of excused absence; other reasons include religious observances, medical appointments, and family deaths.

An unexcused absence or unlawful absences is when students miss school without a valid reason and/or the absence is undocumented. This may include truancy. Examples include deliberately skipping school as well as missing school for reasons deemed invalid by the school, such as oversleeping or missing the bus. It includes absences when the parent/guardian was not aware the student was absent or was aware and chose not to document. It also includes those absences that are not documented or not documented within the timeframe allowable. Finally, it is unexcused if the reason for the absence is not a valid excuse for non-attendance according to the state's compulsory attendance law.

## NOTIFICATION OF ABSENCE, TARDINESS, AND TRUANCY

Schools will attempt to contact the parent/legal guardian through our automated call out system whenever a student is absent from school or tardy to school. In addition, should a student leave campus without following check-out procedures or skips class, the parent will be notified immediately. The parent will also be notified of excessive absences which may result in the student's failure to be promoted to the next grade level or to receive credit for a course. The school will utilize phone numbers and addresses provided by the enrolling parent or guardian at the time of registration. If those change during the school year, it is the responsibility of the enrolling adult to provide updates to the school. When parents are notified in each situation, it is the hope of the district that administrators, students, and parents will work together to improve the situation or prevent the situation from reoccurring.

### EXCUSED ABSENCES

A student is allowed two parental absences per quarter (nine week grading period). All other excused absences require medical or legal documentation to be submitted to the Attendance Office. The documentation must be submitted within 5 days of the student's return to school for the absence to be considered excused. If either legal or medical documentation is not presented within 5 days of the students returning to school, the absence shall be considered unexcused. If a student is going to be absent for an extended period of time due to extenuating circumstances, the parent/guardian is required to notify the school in advance, or, in the case of emergencies, as quickly as possible. Notification of the school does not ensure that the absences will be excused. If the parent/guardian does not contact the school prior to the absences, and the days missed exceed the allowed two parental excuses, the days exceeding the limit of two will be unexcused.

### CATEGORIES OF EXCUSED ABSENCES

An absence that is verified by the parent/guardian for which the cause is listed in the Mississippi Compulsory School Attendance Law is considered excused. However, having the absence excused by the parent/guardian's not does not automatically protect the absence from counting toward the student's loss of credit. For clarification purposes, excused absences are divided into four categories.

#### PARENTAL ABSENCE

A student is allowed two parental absences per nine week grading period. Parents must notify the Attendance Office in writing or in person no later than five (5) days after the student returns. The absence is recorded for school purposes and the grade the student made on the make-up work stands. (The five day limit is to turn in the parental documentation. It is not the number of days a student has to make up work.) The documentation must include the student's full name, date of the absence, reason for the absence, parent signature, and a day-time phone number for the parent.

## DOCUMENTED ABSENCE

The absence is verified by the parent/guardian and is excused by written documentation for the reasons listed below. The absence is recorded for school purposes and the grade the student made on the make-up work stands. Documentation must be received within 5 days of the absence. The documentation can be sent by fax or emailed to the student's school attendance clerk at [hhsattendance@hancockschools.net](mailto:hhsattendance@hancockschools.net) or [hmsattendance@hancockschools.net](mailto:hmsattendance@hancockschools.net).

<b>Reason for Absence</b>	<b>Documentation which must be submitted by the 5th day after the absence</b>
*Medical, dental, or other doctor's appointments (Contact the school nurse regarding chronic illnesses.)	Valid doctor's excuse which provides specific dates of the appointment and/or excused days
Court appearance	Valid court excuse/summons
Health department order	Valid documentation from a health department official
Serious illness in the parent's/guardian's immediate family (including child, spouse, parent, grandparent, brother or sister)	Valid documentation from hospital or doctor and explanation of the relationship
Death in immediate family (including child, spouse, parent, grandparent, brother or sister)	Complete obituary and an explanation of relationship and information regarding out-of-state travel; Two days may be excused unless extenuating circumstances exist.

\*Parents are urged to schedule medical and dental appointments for students after school hours or during school holidays. If regular appointments are necessary during school hours, we urge parents to vary the times of the appointments to decrease the chance of loss of credit for each class.

## ADMINISTRATIVE ABSENCE

Administrative Absence designation is used to cover special situations and life events that require time away from school. These absences require prior written notice and administrative approval, even if documentation is provided.

Requests must be submitted at least 5 school days in advance. Parents are strongly encouraged to seek approval before making travel plans or financial commitments.

To be approved, the following conditions must be met:

1. The absence is pre-approved;
2. The student is in good standing with regard to grades and discipline;
3. The student has a satisfactory attendance history (not chronically absent);
4. Missed work is completed and turned in within the school's designated timeframe;
5. The absence does not fall on standardized testing dates;
6. If applicable, documentation from a college official verifying attendance is submitted upon return.

After the request is submitted, a school official will notify the parent and/or student of the decision. Final approval will not be recorded until all listed conditions are met. Administrative absences may be limited or denied based on the factors listed above. Notification of approval or denial will be provided by phone or email.

<b>Non-Attendance Reason</b>	<b>Prior Notice Required?</b>	<b>Documentation which must be submitted at least 5 days PRIOR to the absence</b>
Religious holiday/event	Yes	Valid parent note and explanation with supporting information
4H or Future Farmers of America (FFA) events	Yes	Written prior notice from an extension agent or the FFA Advisor and a parent request/permission
Serve as a page at the State Capitol for the Mississippi House of Representatives or Senate	Yes	Valid parent request and permission
Valid educational opportunity	Yes	Valid parental explanation including documentation and as to why the opportunity cannot be achieved during a time when school is not scheduled
Military-connected students whose parents are experiencing a deployment	Yes	Valid parental explanation along with documentation of deployment
Military Entrance Processing Station (MEPS) visits	Yes	Confirmation from the recruiter and a parent request/permission

College Visits 1 per semester for Juniors 2 Per semester for Seniors	Yes	Complete a request form; submit it to the attendance clerk along with an invitation from a college and a note giving parent permission. Upon return, documentation of attendance from the college must be submitted.
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### SCHOOL SPONSORED ABSENCE (Off Campus Activity or On Campus Activity)

From time to time, a teacher, coach, counselor, or club sponsor will seek and be granted approval through formal channels to chaperone students to a field trip, competition, and/or special event. Likewise, students may also miss class for on-campus, special events and standardized tests. When that occurs, the student will be allowed to miss class and be marked present (Present - Off Campus Activity or Present - On-Campus Activity). Participation privileges in both on-campus and off-campus activities may be limited and/or revoked using the same conditions listed under Administrative Absence. If all steps are followed for college visits and MEPS appointments, a student's excused absence may be marked Present - Off Campus Activity after the fact. During these activities, instruction will continue in the classroom and it is the student's responsibility to make-up all missed work within the time allowed.

### CHRONIC ABSENTEEISM

According to the Mississippi Department of Education, students who miss 10 percent (10%) or more of the days enrolled, for any reason, are identified as chronically absent. This includes both excused and unexcused absences and suspensions. If a student is chronically absent, the chances of him/her obtaining a high school diploma and walking across the stage at graduation are significantly decreased.

When a student is absent or tardy, the learning process is interrupted for both the student and others in the classroom. Starting as early as kindergarten, chronic absence can cause the following problems:

1. Elementary students may likely be unable to read proficiently and pass the MS Grade 3 Reading Assessment required for promotion to the 4th grade.
2. Middle school students may likely be unprepared to enter high school or district career technical programs.
3. High school students may likely be unable to earn the credits necessary for graduation.

## CHRONIC ILLNESS

If your student has a long-term medical issue, please notify his/her counselor or school nurse immediately. It is important that a plan be put in place with the school nurse, counselor, teacher, and administrator to understand how to meet the needs of your student while in school. There are additional requirements for continued documentation to be completed throughout the school year for the student to have excused absences for a chronic illness. The school will make every effort to provide specific information in each unique case as to what documentation will be acceptable. Since excused absences cannot legally be granted without proof, it is ultimately the parent's responsibility to provide those documents to the school.

## PENALTIES FOR EXCEEDING THE ATTENDANCE POLICY

When a student exceeds the attendance standard of three (3) unexcused absences in any course within a nine-week period, the student's grade will be reduced to a 50/F for each course where the attendance standard was exceeded. If the grade is lower than a 50/F, the student will retain the lower grade. A notation of 50/F (or the lower grade) will be recorded on the report card and on the transcript.

Once this 50/F is in place, a student is no longer considered to be "in good standing" due to the attendance violation. To document this infraction the student will be referred to an administrator for an initial attendance violation. The discipline consequence will be "loss of school privilege" until such time as the student improves the attendance record for a full term (quarter) or returns to a status of "in good standing" through other means.

The following is a list of school privileges which will likely be impacted.

- Being a student driver and parking on campus (high school only)
- Participating in any school sponsored dances in any way. This includes back to school dance, winter formal, homecoming, prom, etc.
- Participating in extracurricular activities to include sports, clubs, organizations, etc.
- Campus breaks, activities, special events, etc.
- Field trips and other off campus activities.

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 school's office for review within the time allotted. (See the appeal process below for more information.)

## APPEAL PROCESS FOR EXCESSIVE ABSENCES

Through written notification, parents must elect to (1) appeal to the school attendance committee for review of documentation for the possibility of waiver, (2) accept non-credit and re-enrollment in the required course, or (3) take advantage of the opportunity to serve Seat Time hours (middle and high school only). Students who elect to serve seat time must do so immediately upon losing credit and must continue to attend until the seat time is complete. Failure to comply will result in the student automatically being re-enrolled in the class or withdrawn from the class and placed in an online learning program to begin accrual of the course credit. Seat time must be completed in the assigned dates immediately following the term in which the seat time was issued.

### APPEAL PROCEDURE

When a student violates the attendance standard, the student and the parent will be notified. The student's grade will drop to a 50/F or will remain the same if lower than a 50/F.

At the end of the school year, a middle school student will receive a 50/F in instances where the student accrued more than twelve unexcused absences in a Carnegie unit course and seat time was not completed. This may prevent the student from being promoted to the next grade.

The following appeal procedures shall apply to students who have accumulated absences in excess of those permitted in the district's Attendance Policy.

- a. The letter sent home with the student can be completed, signed, and returned indicating the choices outlined above. Or, a letter addressed to the principal requesting a policy waiver or request for re-enrollment must be written by the parent or guardian and received in the principal's office within five days of notification of loss of credit.
- b. The school principal will notify the parent in writing of his/her decision within ten days of the request for a waiver.

Even excessive absences due to chronic illness require appropriate documentation from a medical provider explaining the nature and length of the illness and the parent. All documentation requested by the school must be present. The aforementioned documentation must be original and may be subject to verification. A fax originating from the appropriate office will be accepted.

If the student and parents are not satisfied with the determination made by the school level attendance committee, an appeal can be filed with the Hancock County School Board. It will be at the discretion of the school board as to whether or not the appeal will be heard.

### MAKE-UP WORK

Work missed during an absence must be made up in a timely manner. The time allowed for make-up work will be equal to the number of days absent plus one day. Work not completed within the allotted time may be given a grade of zero (0) and points may be deducted if late work

is accepted. It is the responsibility of the student to schedule make-up work with the teacher when the student returns to school following his/her absence. It is the responsibility of the student to complete the work. At the end of a term, all incomplete grades, including an exam, will be averaged as zeros to determine the student's average for the term. If the student completes the make-up work within the time allowed, a new average will be calculated. Out of school suspension days are considered unexcused absences but students are expected to make up any missed work. Student absences resulting from officially approved school business will not be counted as an absence; however, all missed work must be made up. All major graded assignments not taken, completed, or missed for any reason will be assigned a grade of 0 (zero) until the assignment is completed. When it is necessary for a student to miss an extended number of days, the school will provide work to parents upon request. Teachers will need a 24-hour notice prior to the parent picking up the work.

#### ATTENDANCE AWARDS

Students who are considered present for Average Daily Attendance (ADA) purposes will be eligible for the 'Attendance Award.' A student will be considered 'in attendance' if he/she is off campus formally representing the school while participating in a school-initiated activity. Perfect Attendance Awards will be given for students with no absences, early check-outs, or late check-ins.

#### TARDY and CHECK-IN POLICY

##### TARDY

A student will be considered tardy if the student has been counted as present at school and he/she is not in the assigned classroom when the tardy bell rings. Hancock High students are allowed five (5) minutes to transition from one class to the next and Career Tech students are given an additional amount of time to transition to the next class. Hancock Middle students are allowed three (3) minutes to transition from one classroom the next. If the tardy is unexcused, consequences may be assigned as stated below. Hancock Middle School students who arrive on campus from the car-line after 8:00am must be signed in by an adult or designee of the parent in the front office.

##### CHECK-IN

A student will need to check in if he/she arrives at school late and has not been counted as present at school or if he/she is returning to school after being checked out. If a student arrives late to school, the student should check in at the nearest office (Front, A building or C building offices). Students that check in late for school without a valid excuse will receive an unexcused check in. Unexcused check-ins will be recorded and considered in the same manner as unexcused tardies including consequences (see description above). Checking in late, may count as a class absence if the student misses more than 30 minutes of a class.

Middle School:

1 <sup>ST</sup> Unexcused Tardy or Check-In	Warning by Teacher and/or Parent Contact
2 <sup>nd</sup> Unexcused Tardy or Check-In	Warning by Teacher/Administrator and/or Parent Contact
3 <sup>rd</sup> Unexcused Tardy or Check-In	Required Parent Meeting with Administrators to review Tardy Policy
4 <sup>th</sup> Unexcused Tardy or Check-In	Detention: Detention assigned and student must return signed form to Detention Monitor
5 <sup>th</sup> Unexcused Tardy or Check-In	After School Detention assigned and student must return signed form to Detention Monitor
All Tardies or Check-Ins after 6	Office referral for placement on the school discipline ladder

High School:

1 <sup>ST</sup> Unexcused Tardy or Check-In	Warning by Teacher and/or Parent Contact
2 <sup>nd</sup> Unexcused Tardy or Check-In	Warning by Teacher/Administrator and/or Parent Contact
3 <sup>rd</sup> Unexcused Tardy or Check-In	One day of ISR
4 <sup>th</sup> Unexcused Tardy or Check-In	2 days of ISR
5 <sup>th</sup> Unexcused Tardy or Check-In	1 day of OSS
All Tardies or Check-Ins after 6	Office referral for placement on the school discipline ladder

For the 6th unexcused Tardy or Check-in and each unexcused Tardy or Check-in after, the student is referred to an administrator for placement on the school discipline ladder. Excessive tardiness may result in additional consequences (see Driving on Campus in the Student Handbook) and referral to the county truancy officer.

Failure to serve Detention on the date indicated will result in the student being assigned an additional detention. Failure to serve either Detention will result in the student being placed on the school discipline ladder.

## CHECKOUT and CHECK IN POLICY

During registration, the parent or legal guardian must complete a checkout list upon which they name designees who can sign their child out of school. Designees must be at least 21 years of age. In order to sign out a student, a designee must report to the administration office and show a picture I.D. No notes or telephone calls will be accepted for the purpose of checking a student out of school. Due to the difficulty of locating students at dismissal time, student checkouts will end each day fifteen (15) minutes prior to the dismissal of school. During a severe weather or emergency situation at the school, the school has a responsibility to protect the students; therefore, parents will have to wait until the emergency situation is lifted to check out their children. Checking in late or checking out early may count as a class absence if the student misses more than 30 minutes of class.

## ACADEMICS

### STUDENT SERVICES

The vision of the counseling program is to enable every student to graduate prepared to confront future challenges and progress confidently with the academic knowledge, career direction, and personal/social balance to successfully contribute to an ever changing society. A high school student wishing to meet with the counselor for a routine reason should email his/her counselor requesting to schedule an appointment. (Emergency services are available anytime during school hours and a student should ask their teacher to be released immediately to report to student services.)

The mission of the Student Service Department is to provide a comprehensive counseling program that assists students, families, and staff as they progress towards student achievement and to honor each student's cultural, linguistic, and intellectual diversity. Student Services personnel are student advocates who aim to ensure that every student receives an equal opportunity for excellence and is prepared to graduate on time, ready for college or work in a rapidly changing global society.

#### Functions of the Student Services:

- Comprehensive Counseling Program to include:
  - Individual & group academic planning
    - Course selection and review of graduation requirements
    - Multi-Tier System of Supports
    - In-school credit recovery
  - College and Career awareness, exploration, and planning
  - Personal, Social, and Emotional Counseling
- Other services included:
  - Student Records
  - Residency Verification
  - School Registration
  - Transcripts
  - 504 Accommodations
  - Child Protective Services Support
  - Foster Child and Homeless Liaisons
  - Health Services
  - Home Visitation
  - Social Work
  - Parent/Guardian Involvement

### SCHEDULE CHANGES

The District has a 'no drop' policy for scheduled classes. HHS students will be given the opportunity to make course requests for the upcoming school year during the second semester of the current school year. Teachers are employed on the basis of students' course selections. Any schedule changes after the first four days of the course will require approval from the principal.

## HIGH SCHOOL DIPLOMA REQUIREMENTS

Each student's entry date into the first year of 9th grade of high school will determine the specific applicable requirements for graduation. Students who fail to meet the requirements for graduation will not receive a diploma and will not be permitted to participate in the graduation ceremony with the exception of those students who will receive a Certificate of Completion for an Individualized Education Plan.

- Students may graduate from Hancock High School by meeting the minimum standard required by the MS Department of Education.
- Students must be enrolled in at least four credits each semester unless given special permission.
- Seniors may have an early release for work if they have completed all graduation requirements including state testing requirements and the additional requirements as outlined in the traditional diploma.
- Students must meet the attendance policy criteria in order to graduate including the completion of all seat time.
- To participate in the graduation ceremony, in addition to meeting state test requirements and successfully meeting state test requirements, a student must clear all fines and remaining fees, complete all seat time and must attend graduation practice.
- A senior must attend at least Terms 3 and 4 of his senior year to graduate from Hancock High School unless the student is a December graduate.
- An ACT score is required for graduation. At least one ACT is offered at no cost to students. Otherwise, a student is required to register for and complete the ACT on a national test day. The last test date available to meet this requirement is the April test date.

Beginning with incoming freshmen of 2018-2019, Mississippi has two diploma options: The Traditional Diploma and the Alternate Diploma. The Traditional Diploma is for all students. The Alternate Diploma is an option for students with a Significant Cognitive Disability (SCD).

<b>TRADITIONAL DIPLOMA REQUIREMENTS</b>		
<b>Curriculum Area</b>	<b>Carnegie Units</b>	<b>Required Subjects</b>
English	4	English I English II
Math	4	Algebra I
Science	3	Biology I
Social Studies	3.5	World History (1)    US Government (1/2) US History (1)        MS Studies (1/2) Economics (1/2)
Physical Ed	½	
Health	½	
Art	1	
College & Career Readiness	1	<ul style="list-style-type: none"> <li>• Taught either Junior or Senior Year or</li> <li>• Taught in a 4-course sequence beginning in the 9<sup>th</sup> grade</li> </ul>
Technology or Computer Science	1	
Electives	5 ½	
<b>TOTAL</b>	<b>24</b>	
<p><b>ADDITIONAL REQUIREMENTS:</b></p> <ul style="list-style-type: none"> <li>• Students must identify an endorsement area prior to entering 9th grade. Endorsement requirements can only be changed with parental permission.</li> <li>• For early release, <ul style="list-style-type: none"> <li>○ Students must meet College or Career Readiness Benchmarks of 17 in English <b>and</b> 19 in Math on the ACT sub-score <b>or</b> earn a Silver level on ACT WorkKeys.</li> <li>○ Students who have not met College and Career Readiness Benchmarks must meet ALL of the following: <ul style="list-style-type: none"> <li>▪ Have a 2.5 GPA</li> <li>▪ Passed or met all MAAP assessments requirements for graduation</li> <li>▪ On track to meet diploma requirements</li> <li>▪ Concurrently enrolled in Essentials for College Math or Essentials for College Literacy Recommendations</li> </ul> </li> </ul> </li> </ul> <p><b>Recommendations:</b></p> <ul style="list-style-type: none"> <li>• For early graduation, a student should successfully complete an area of endorsement.</li> <li>• A student should take a math or math equivalent course the senior year.</li> </ul>		

## TRADITIONAL DIPLOMA ENDORSEMENT OPTIONS

Students pursuing a Traditional Diploma must identify an endorsement prior to entering 9th grade. There are three endorsement options: Career and Technical, Academic, and Distinguished Academic Endorsement.

CAREER AND TECHNICAL OR JROTC ENDORSEMENT		
Curriculum Area	Carnegie Units	Required Subjects
English	4	English I English II
Math	4	Algebra I
Science	3	Biology I
Social Studies	3.5	World History (1) US Government (1/2) US History (1) MS Studies (1/2) Economics (1/2)
Physical Ed	½	
Health	½	
Art	1	
College & Career Readiness	1	Must occur in the student's junior or senior year or during a 4-year sequence.
Technology or Computer Science	1	
CTE Electives/JROTC	4	Must complete a four course sequential program of study.
Additional Electives	3 ½	
Electives	5 ½	
<b>TOTAL</b>	<b>26</b>	
<b>ADDITIONAL REQUIREMENTS:</b>		
<ul style="list-style-type: none"> <li>• Earn an overall GPA of 2.5.</li> <li>• Earn silver level on ACT WorkKeys</li> <li>• Must successfully complete <b>one</b> of the following: <ul style="list-style-type: none"> <li>○ One dual credit</li> <li>○ Work-Based Learning experience</li> <li>○ Earn a State Board of Education approved national credential</li> <li>○ One Advanced Placement (AP) course aligned to their career pathway. Students must earn a C or higher and take the appropriate exam.</li> <li>○ NOCTI/JROTC Leadership and Employability Skills Credential</li> </ul> </li> <li>• For early release, <ul style="list-style-type: none"> <li>○ Students must meet College or Career Readiness Benchmarks of 17 in English <b>and</b> 19 in Math on the ACT sub-score <b>or</b> earn a Silver level on ACT WorkKeys.</li> <li>○ Students who have not met College and Career Readiness Benchmarks must meet ALL of the following: <ul style="list-style-type: none"> <li>▪ Have a 2.5 GPA</li> <li>▪ Passed or met all MAAP assessments requirements for graduation</li> <li>▪ On track to meet diploma requirements</li> <li>▪ Concurrently enrolled in Essentials for College Math or Essentials for College Literacy Recommendations</li> </ul> </li> </ul> </li> </ul>		
<b>Recommendations:</b>		
<ul style="list-style-type: none"> <li>• For early graduation, a student should successfully complete an area of endorsement.</li> <li>• A student should take a math or math equivalent course the senior year.</li> </ul>		

ACADEMIC ENDORSEMENT		
Curriculum Area	Carnegie Units	Required Subjects
English	4	English I English II + two additional English Courses above English II
Math	4	Algebra I + two additional math courses above Algebra I
Science	3	Biology I + two additional science courses above Biology I
Social Studies	3.5	World History (1) US Government (1/2) US History (1) MS Studies (1/2) Economics (1/2)
Physical Ed	½	
Health	½	
Art	1	
College & Career Readiness	1	Must occur in the student's junior or senior year or during a 4-year sequence.
Technology or Computer Science	1	
Additional Electives	7 ½	Must meet 2 advanced electives of the CPC requirements for MS IHL's
<b>TOTAL</b>	<b>26</b>	
<b>ADDITIONAL REQUIREMENTS:</b>		
<ul style="list-style-type: none"> <li>• Earn an overall GPA of 2.5</li> <li>• Two elective courses must meet MS IHL CPC requirements</li> <li>• Must successfully complete one of the following: <ul style="list-style-type: none"> <li>○ ACT sub scores of 17 in English and 19 in Math</li> <li>○ Essentials for College Math or Essentials for College Literacy (in senior year)</li> <li>○ SAT equivalency subscore</li> </ul> </li> <li>• Must successfully complete one of the following: <ul style="list-style-type: none"> <li>○ One AP course with a C or higher and take the appropriate AP exam</li> <li>○ One academic dual credit course with a C or higher in the course.</li> </ul> </li> <li>• For early release, <ul style="list-style-type: none"> <li>○ Students must meet College or Career Readiness Benchmarks of 17 in English <b>and</b> 19 in Math on the ACT sub-score <b>or</b> earn a Silver level on ACT WorkKeys.</li> <li>○ Students who have not met College and Career Readiness Benchmarks must meet ALL of the following: <ul style="list-style-type: none"> <li>▪ Have a 2.5 GPA</li> <li>▪ Passed or met all MAAP assessments requirements for graduation</li> <li>▪ On track to meet diploma requirements</li> <li>▪ Concurrently enrolled in Essentials for College Math or Essentials for College Literacy Recommendations</li> </ul> </li> </ul> </li> </ul>		

**DISTINGUISHED ACADEMIC ENDORSEMENT**

<b>Curriculum Area</b>	<b>Carnegie Units</b>	<b>Required Subjects</b>
English	4	English I English II + two additional English courses above English II
Math	4	Algebra I + two additional math courses above Algebra I
Science	4	Biology I + two additional science courses above Biology I
Social Studies	4	World History (1) US Government (1/2) US History (1) MS Studies (1/2) Economics (1/2)
Physical Ed	½	
Health	½	
Art	1	
College & Career Readiness	1	Must occur in the student's junior or senior year or during a 4-year sequence.
Technology or Computer Science	1	
Additional Electives	8	Must meet 2 advanced electives of the CPC requirements for MS IHL's
<b>TOTAL</b>	<b>28</b>	

**ADDITIONAL REQUIREMENTS:**

- Earn an overall GPA of 3.0
- Two elective courses must meet MS IHL CPC requirements
- Must successfully complete one of the following:
  - ACT sub scores of 18 in English and 22 in Math
  - SAT equivalency subscore
- Must successfully complete one of the following:
  - One AP course with a **B** or higher and take the appropriate AP exam
  - One academic dual credit course with a **B** or higher in the course.
- For early release,
  - Students must meet College or Career Readiness Benchmarks of 17 in English **and** 19 in Math on the ACT sub-score **or** earn a Silver level on ACT WorkKeys.
  - Students who have not met College and Career Readiness Benchmarks must meet ALL of the following:
    - Have a 2.5 GPA
    - Passed or met all MAAP assessments requirements for graduation
    - On track to meet diploma requirements
    - Concurrently enrolled in Essentials for College Math or Essentials for College Literacy Recommendations

## HONORS GRADUATION REQUIREMENTS FOR GRADUATING CLASSES

### HONORS DIPLOMA

- Complete all HHS requirements for graduation and follow the college prep curriculum. Please see the following link for College Prep requirements:  
<http://www.ihl.state.ms.us/admissions/curriculum.asp>
- Accumulate a total of 30 credits
- Obtain a QPA of 3.50 or better with no rounding
- Obtain an Academic Endorsement or Distinguished Academic Endorsement or CTC Endorsement
- Meet National College Readiness Benchmarks
  - ACT sub scores: 22 in Reading OR 18 English and 22 in Math
  - SAT Equivalency
  - WorkKeys Equivalency (Gold or Platinum)

### HIGH HONORS DIPLOMA

- Complete all HHS requirements for graduation and follow the college prep curriculum. Please see the following link for College Prep requirements:  
<http://www.ihl.state.ms.us/admissions/curriculum.asp>
- Accumulate a total of 32 credits
- Obtain a QPA of 4.00 or better with no rounding
- Obtain an Academic Endorsement or Distinguished Academic Endorsement
- Meet National College Readiness Benchmarks
  - ACT sub scores: 22 in Reading OR 18 English and 22 in Math
  - SAT Equivalency
  - WorkKeys Equivalency (Gold or Platinum)

BEGINNING WITH 2025-2026 INCOMING FRESHMAN, THE FOLLOWING ARE HONORS GRADUATION REQUIREMENTS.

### ACADEMIC HONORS/CTC HONORS/JROTC HONORS DIPLOMA

- Complete all HHS requirements for graduation and follow the college prep curriculum. Please see the following link for College Prep requirements:  
<http://www.ihl.state.ms.us/admissions/curriculum.asp>
- Accumulate a total of 30 credits
- Obtain a QPA of 3.50 or better with no rounding
- Qualify for an Academic Endorsement or CTE or JROTC Endorsement or Distinguished Academic Endorsement
- Meet one of the following score requirements
  - ACT Composite Range 20-24
  - SAT Score Range: 1040-1209
  - ACT Work Keys: Gold or Platinum
  - ASVAB: 65-92

## DISTINGUISHED ACADEMIC HIGH HONORS DIPLOMA

- Complete all HHS requirements for graduation and follow the college prep curriculum. Please see the following link for College Prep requirements:  
<http://www.ihl.state.ms.us/admissions/curriculum.asp>
- Accumulate a total of 32 credits
- Obtain a QPA of 4.00 or better with no rounding
- Qualify for a Distinguished Academic Endorsement
- Meet one of the following score requirements
  - ACT Composite:  $\geq 25$
  - SAT Score:  $\geq 1210$
  - ACT Work Keys: Platinum
  - ASVAB:  $\geq 93$

## GRADE 9-12 PROMOTION POLICY

Students in grades 9 - 12 shall be awarded units of credit for each course in which they have maintained a passing average of 65 or better on district objectives. Students must also comply with the state and local agencies' attendance policies. Students shall advance from grade to grade when they have earned the required number of units of credit. Students are not permitted to use this policy to accelerate age-appropriate graduation date.

- If a student is promoted from the eighth grade, the student will be in the NINTH grade.
- If a student has earned six (6) units of credit, the student will be promoted to the TENTH grade.
- If a student has earned twelve (12) units of credit, the student will be promoted to the ELEVENTH grade.
- If a student has earned eighteen (18) units of credit, the student will be promoted to the TWELFTH grade.

Students will be allowed to participate in activities and opportunities according to the official grade level. This includes Homecoming, Prom, senior activities, etc. Students who do not meet graduation requirements will not be permitted to participate in graduation ceremonies.

## STATE TESTING PROGRAM

Students who meet the following criteria WILL be required to take state mandated End of Course (EOC) assessments for Algebra I, Biology I, English II, and U.S. History.

- If the student attempted the subject Carnegie unit at HHS.
- If the student was awarded the subject Carnegie unit at a non-accredited school or home school.

Students who fit the following criteria WILL NOT be required to take state mandated End of Course (EOC) assessments for Algebra I, Biology I, English II, and U.S. History.

- If the student earned the subject Carnegie unit at a non-Mississippi public school
- If the student earned the subject Carnegie unit at an accredited private school.

All students seeking to earn a traditional diploma must pass all MDE required End of Course (EOC) assessments before their graduation or meet the requirements of other options as outlined by the current MS Department of Education standards.

Students who do not obtain a passing score on an EOC assessment may use a concordance table provided by MDE to meet the graduation requirement. The concordance table specifies the EOC scale score required with each final course grade to meet the graduation requirement.

Students who do not obtain a passing score on an EOC assessment may also utilize another graduation option by taking the average of all EOC assessments and achieving a minimal average score determined by the MDE.

Assessment Options	Math	Science	English	Social Studies
<b>ACT</b>	17	17	17	17
<b>Dual Credit/ Enrollment</b>	C or higher in College Algebra	C or higher in College Biology & corresponding lab	Corhigher in College English Comp I	C or higher in College American History II
<b>ASVAB + MS-CPAS OR Industry Certification</b>	ASVAB (PICAT prescreen scores are not allowable) score of 36 <b>plus</b> one (1) of the following: 1. *CPAS score that meets the attainment level assigned by Federal Perkins requirements <b>OR</b> 2. Earn approved Industry Certification specified in the Career Pathway's Assessment Blueprint.			
<b>ACT Work Keys + MS-CPAS OR Industry Certification</b>	WorkKeys Silver Level <b>plus</b> one (1) of the following: 1. *CPAS score that meets the attainment level assigned by Federal Perkins requirements <b>OR</b> 2. Earn approved Industry Certification specified in the Career Pathway's Assessment Blueprint. * Beginning in School Year 2022-2023, the MS-CPAS will no longer be administered.			

<sup>1</sup>The college credit option is applicable only if the student is enrolled in high school and college at the same time.

<sup>2</sup>These options are only available to Career Tech students.

Seniors who have not passed state testing requirements are not eligible for early work release. If a course is failed and the test for that course is passed, the student may be eligible for credit recovery.

## STATE AND NATIONAL TEST INFORMATION

Test	Type	Eligible Students	Administered
ACT	Aptitude/College Readiness	All Juniors, Others as needed	Spring
ACT WorkKeys	Career Readiness	All seniors	TBD
PSAT/NMSQT	Aptitude/College Readiness	9 <sup>th</sup> ,10 <sup>th</sup> ,11 <sup>th</sup>	September, October, March
ASVAB	Aptitude/Interest Inventory	11th & 12th	January
Industry Certification Tests	Required by MDE	CTC Students	Spring
MAAP Algebra I Biology I English II U.S. History	Required by MDE	Depends on when the course is attempted	TBD

### ON-LINE CREDIT ACCRUAL

Under certain circumstances, on-line coursework is available for 9th through 12th grade students through vendors whose courses have been reviewed for alignment to the respective Mississippi Curriculum Framework and approved by MDE. On-line courses are free to students on a first-come-first served basis contingent upon availability, with seniors given priority. The student handbook shall serve as notification to parents of the on-line program. The site coordinator will monitor student progress and inform both students and parents during the course.

Hancock High School guidelines for enrolling in on-line courses:

- Counselor recommendation
- Principal approval
- Students must follow all policies and guidelines for each course as determined by the approved vendor.
- Students must have access to the internet and a working computer with appropriate software in order to enroll in on-line classes.
- Students are responsible for contacting the site coordinator and scheduling supervised exams.
- On-line course grades are aligned to the current high school grading scale and are weighted as regular courses or AP/Dual Credit courses according to the course title.
- On-line course enrollment may not be used to accelerate the normal graduation year.

The following courses are available through MDE approved vendors. (This list may change from year to year. The student's counselor should be consulted for an up to date list.)

Advanced Placement – Grades 10 – 12 (One Credit)

- AP Biology
- AP Calculus AB
- AP Calculus BC
- AP Computer Science
- AP English Language and Composition
- AP English Literature and Composition
- AP Human Geography
- AP Spanish Language
- AP Statistics
- AP U.S. History

Language Arts (One Credit)

- CCR English III – Grade 11
- CCR English IV – Grade 12
- Foundations of Journalism – Grades 9 – 12

Math (One Credit)

- Algebra III – Grades 11-12
- Calculus – Grades 11 - 12
- CCR Algebra II – Grades 9 - 12
- CCR Geometry – Grades 9 - 12

Science (One Credit)

- Chemistry – Grades 10 - 12
- Earth & Space Science – Grades 9- 12
- Physical Science – Grades 9 - 12
- Physics – Grades 10 - 1

Social Studies (One Credit)

- World History – Grades 9 – 12

Electives (One Credit)

- Contemporary Health – Grades 9 - 12
- Tech. Foundations -Grades 9 - 12

World Languages (One Credit)

- French I, II, III, IV – Grades 9 - 12
- German I, II, III – Grades 9 - 12
- Latin I, II, III – Grades 9 - 12
- Spanish I, II – Grades 9 - 12

Advanced Placement – Grades 10 – 12 (Half Credit)

- AP Government and Politics – U.S.
- AP Macroeconomics
- AP Microeconomics
- AP Psychology
- AP Environmental Science

### Science (Half Credit)

- Environment Science – Grades 9 – 12

### Social Studies (Half Credit)

- Introduction to World Geography – Grades 9 - 12
- American Government (U.S. Government) – Grades 9 – 12
- Economics – Grades 9 - 12

### Electives (Half Credit)

- Personal Finance – Grades 9 - 12
- Physical Education – Grades 9 - 12
- Psychology – Grades 9 - 12
- Tech. Foundations – Grades 9 - 12
- Cont. Health A – Grades 9 - 12
- Sociology – Grades 9 - 12

### CREDIT RECOVERY

The purpose of credit recovery is to permit those students who have failed subjects in the Hancock County School District the opportunity to recover credits through computer assisted or direct instruction. Credit recovery is defined as a course-specific, skill-based learning opportunity based on the Mississippi Curriculum Framework for students who have previously been unsuccessful in mastering content/skills required to receive course credit or to earn promotion. Not all courses will be available for credit recovery.

#### Criteria for Credit Recovery Program:

- Earned a final grade point average of 60 – 64 or administrative approval
- Passed subject area test but failed the course

Once a student has been admitted to the Credit Recovery Program, a schedule of credit recovery sessions will be given and all credit recovery courses must be completed in the allotted time. After a student has mastered the objectives for the course and has met the minimum attendance requirements, the credit recovery class will be added to the student's transcript and the student will earn a final grade of 65. If a student fails to complete the credit recovery program in the allotted time, he/she will be required to retake the course.

### DUAL CREDIT (DC) OR DUAL ENROLLMENT (DE)

Students have the opportunity to participate in Dual Credit and/or Dual Enrollment classes. It is important for students, counselors, and parents to discuss the student's preparedness for such work given the challenging nature of college coursework. Regardless of where a dual enrollment/dual credit student takes a course, all college courses will be taught at the collegiate level according to disciplinary standards. Course content will not be altered to accommodate high school students and college curricula are not governed by local school systems. High school students may be exposed to or involved in discussions of mature subject matter. Parental discretion is advised.

## DUAL CREDIT COURSES

Dual Credit (DC) courses are courses where a student earns both college hours and high school credits simultaneously. Students may participate in DC courses at their high school, online, or at the colleges partnered with the high school. If a student wishes to drop a class within the allotted time, these courses require additional paperwork and must be cleared through the student's counselor.

Once class(es) starts, the principal must approve student requests to drop a Dual Credit class. The student should start this process by contacting his/her HHS counselor. If approved, the student is responsible for completing the college's required forms as well as submitting the forms to his/her counselor. The student must attend class until his/her counselor informs the student the class has been OFFICIALLY dropped from his/her HHS schedule.

### Benefits of DC Courses

- Credit is guaranteed to be transferable at a partner university and is sometimes nationally transferable to other colleges/universities. Students should research their prospective colleges and universities to determine course transfer eligibility.
- As funding allows, these courses may be paid with school district funds.
- Students, instructors, and schools have a connection and access to public/private university resources including speakers, research, faculty, and libraries.
- DC instructors hold higher education degrees/coursework in the subject field.
- DC courses provide college credit at a fraction of the cost of college tuition.

### Challenges of DC Courses

- Each university has its own credit transfer policy. You'll need to check with the universities you are interested in to learn if and how the credit will count.
- Students are responsible for their college tuition payment.
- Online college DC course midterms/finals must be proctored on the college's campus.
- Students are responsible for following the college's procedure to schedule their own testing date/time/place for proctored midterms/exams.
- Students are responsible for their own transportation to and from the college for scheduled testing.
- For absences due to required, off site college testing, prior timely arrangements must be made through the HHS site facilitator. Proper documentation will be required for each absence to be excused.

The PRCC/William Carey tuition costs for these classes are set by the institution. PRCC is approximately \$65 per hour (subject to tuition increase) up to 15 hours. William Carey's General Biology with Lab is typically \$260. The application fee at PRCC may be waived if the student qualifies for free and reduced lunch. (These are the costs at the time of print and after 15 hours, students pay the full cost.)

As funding allows, the Hancock County School District may use Title Funds to pay part or the whole tuition for dual credit classes completed on the HHS campus. Any additional fees would be the responsibility of the student/parent/guardian. Any student who does not complete the course, drops/withdraws from the course and/or does not earn a “C” or better for the final grade, would be responsible for repaying any grant back to HCSD. Parents/guardians and students should verify eligibility with their individual counselor.

## DUAL-ENROLLMENT COURSES

Dual Enrollment (DE) is when a student enrolls in college courses to obtain college credit while still in high school. These classes do not earn the student high school credit.

### Benefits of dual-enrollment courses

- Dual enrollment allows students to take for-credit college courses online or on the campus of a university or college.
- These classes supplement the high school curriculum. DE classes are taught by university faculty members and draw a mixture of high school and undergraduate students.
- With a C or better grade, you are guaranteed college credit by at least the host university.
- The college credit earned appears on a university transcript that may be accepted by other universities.
- Students have access to the college/university campus and resources.

### Challenges of Dual-Enrollment Courses

- The cost of the course(s) is the responsibility of the student/parents.
- The timing of courses may not work for all students who are interested.
- Transportation to the college campus can be a barrier.
- The tuition rate may not be as competitive compared to other alternative college credit options.
- College courses will need to be approved by the counselor and will not fulfill school requirements.

## EXAMS AND EXEMPTIONS

Exams will be given at the end of each nine-week term, and exemptions will be permitted at the end of each term. All classes are required to have an exam each term during the time allotted for that exam block.

### EXEMPTION REQUIREMENTS

To be eligible for exemption, high school and middle school students must meet one of the following criteria for each nine-week term:

- Any student with no more than two (2) absences in a class and an “A” average will be exempt from taking the nine-weeks examination in that subject, provided there is no record of ISR, OSS, or alternative school for the term.
- Any student with no more than one (1) absence in a class and a “B” average will be exempt from taking the nine-weeks examination in that subject, provided there is no record of ISR, OSS, or alternative school for the term.
- Any student with zero (0) absences in a class and a 75–79 average will be exempt from taking the nine-weeks examination in that subject, provided there is no record of ISR, OSS, or alternative school for the term.

### ATTENDANCE FOR EXEMPT STUDENTS

#### Middle School:

Students who are exempt from all nine-week exams are not required to report to school on designated exam days.

#### High School:

Students who are exempt from a specific nine-week exam are not required to report to that class during exam days.

## GRADE REPORTING

There shall be four grading periods (terms) of approximately nine weeks each. Mid-term progress reports shall be provided to the parents of all students at the mid-point of each nine-week term. Report cards shall be issued at the end of each nine-week term. Dates for progress reports and report cards can be found on the district calendar.

Numerical averages will be used on report cards to report student achievement. Each term grade is computed by averaging the grades for that term. The final grade for a course completed in a nine-week term will be the term average. The final grade for a semester course will be an average of the two terms.

Middle School: This average will be made up of

- 45% Major Assessments (minimum of 4)
- 45% Minor Assignments (minimum of 8)
- 10% Nine-Week Exam

Major assessments will be tests, comprehensive tests, and special projects, presentations and/or papers as outlined in the course syllabus. Minor Assignments will be classwork, homework, projects, quizzes, written papers and/or presentations that do not meet the criteria of Major Assessments.

High School: This average will be made up of

- 50% Tests (minimum of 4)
- 20% Quizzes (minimum of 5)
- 10% Daily Assignments (minimum of 5)
- 20% Nine-Week Exam

In the event that instruction is provided virtually through distance or hybrid learning, Minor Assignments and Major Assessments will continue to be assigned/administered and graded. Students may complete assessments through their Google Classroom or may be required to report to the school building for proctored assessments. All grades will continue to reflect performance on academic standards. It is the hope of HCSD that parents/guardians will work with teachers to ensure that each assessment accurately measures student performance without assistance from other resources or individuals. It is essential that teachers obtain an accurate assessment of what students know and are able to do without assistance, in order to plan instruction and remediation, as necessary.

#### GRADING SCALE

Any grade over 100 will be translated to 100. (All dual credit classes will follow the affiliated college's grading policy. See the syllabus for details.)

<b>Letter Grade or Code</b>	<b>Numerical Range</b>	<b>Progress</b>
A	90-100	Advanced
B	80-89	Proficient
C	70-79	Basic
D	65-69	Minimal
F	64 and below	Not Passing
NC	0	No Credit

## SAM SPECTRA GRADE REPORTING KEY

<b>Code</b>	<b>Meaning</b>	<b>Numerical Value</b>	<b>Used For</b>
NG	No Grade	0	Missed assignment that cannot be made up
I	Incomplete	0	Make-up work
X	Exempt	No Value	Assignments from which the student is exempt
NM	Not Marked	No Value	Assignments not graded and/or posted
XPE	Exempt Prior to Enrollment	No Value	Assignments that were assigned prior to enrollment from which the student is exempt
XAW	Exempt After Withdrawal	No Value	Assignments the student is exempt from after withdrawal

## QUALITY POINT DISTRIBUTION

Honor graduates and class rank are determined by the Quality Point Distribution. Most accelerated courses are defined by the course title designation of “Honors” and “Accelerated.” However, other accelerated courses also include Advanced Seminar, PSAT Prep I and II, Spanish II, III, and IV, French II, III, and IV, Algebra III, Engineering and Robotics I and II, Polymer Science I and II, Teacher Academy I and II, Health Sciences I and II, Human Anatomy, Physics, Chemistry, Microbiology, Genetics, Zoology, Historical Research, and Aquatic Science. Half unit courses receive one-half the designated quality points based on course level. Quality points are computed on a semester basis. Students are required to take the AP Exam. This will allow students to receive college credit by earning a qualifying score. If a student does not take the AP exam, he/she forfeits the multiplier for the grade in the class.

Classes are weighted as follows:

<b>Grade</b>	<b>AP Courses</b>	<b>Accelerated Courses and DC Courses</b>	<b>Regular Courses</b>
100	6.0	5.0	4.0
99	5.9	4.9	4.0
98	5.8	4.8	4.0
97	5.7	4.7	4.0
96	5.6	4.6	4.0
95	5.5	4.5	4.0
94	5.4	4.4	4.0
93	5.3	4.3	4.0
92	5.2	4.2	4.0
91	5.1	4.1	4.0
90	5.0	4.05	4.0
89	4.9	3.9	3.0
88	4.8	3.8	3.0
87	4.7	3.7	3.0
86	4.6	3.6	3.0
85	4.5	3.5	3.0

84	4.4	3.4	3.0
83	4.3	3.3	3.0
82	4.2	3.2	3.0
81	4.1	3.1	3.0
80	4.0	3.05	3.0
79	3.9	2.9	2.0
78	3.8	2.8	2.0
77	3.7	2.7	2.0
76	3.6	2.6	2.0
75	3.5	2.5	2.0
74	3.4	2.4	2.0
73	3.3	2.3	2.0
72	3.2	2.2	2.0
71	3.1	2.1	2.0
70	3.0	2.05	2.0
69	2.9	1.9	1.0
68	2.8	1.8	1.0
67	2.7	1.7	1.0
66	2.6	1.6	1.0
65	2.5	1.5	1.0

#### AWARDS AND HONORS

An awards program will be held to recognize outstanding academic achievement, perfect attendance, and exemplary citizenship. Parents will be notified by special invitation, when possible. Otherwise, dates will be posted on the district calendar on the Hancock County School District website at [www.hancockschools.net](http://www.hancockschools.net).

#### HONOR ROLL

An honor roll list will be published after the report cards are issued following each nine-week term. To be on the Superintendent’s list, a student shall have all “A’s.” To be on the Principal’s list, a student shall have all “A’s” and “B’s.” Quarter honor rolls will be based on the quarter classes only. Semester honor rolls will be based on quarter and semester classes.

#### ACADEMIC HONORS

Honor student recognition is based upon the accumulated Grade Point Average ( $GPA = \frac{\text{sum}(\text{grade} * \text{GPA weight} * 2)}{\text{sum}(\text{credits attempted}) * 2}$ ) and Quality Point Average ( $QPA = \frac{\text{sum}(\text{Quality points})}{\text{sum}(\text{credits attempted})}$ ) of all accredited courses taken in eighth through twelfth grade (by a designated cut-off time). Students must follow a college prep curriculum in order to be considered for valedictorian, salutatorian, and honor graduate. Specific requirements are as follows. A senior completing either the High Honors or Honors Diploma Requirements shall be recognized at graduation.

#### VALEDICTORIAN AND SALUTATORIAN

Seniors completing the High Honors Diploma Requirements who have the highest and second highest quality point average shall be valedictorian and salutatorian, respectively. These students must have followed a college preparatory curriculum and must have attended Hancock High

School for their full junior and senior years. The quality point average will be compared to the nearest ten thousandth. If a tie occurs, a co-valedictorian and/or co-salutatorian will be named. The Valedictorian and Salutatorian may not be December graduates.

Beginning with the Class of 2026 and thereafter: In establishing students' class rank as determined by quality point average (QPA), students will only be allowed to count six (6) dual credit courses. Students may take dual credit courses from a state-accredited institution. If a student has taken more than six (6) dual credit courses, regardless of where taken, the courses calculated into Quality Point Average (QPA) will be the six (6) dual credit courses with the highest averages. Calculating the grade point average (GPA) will count all dual credit courses. Only dual credit courses included on the Mississippi Department of Education (MDE) approved course list will count in determining class rank.

### GRADUATION REGALIA

The official school graduation gown colors are navy, royal blue, red, and white. The following accessories are approved to be worn at graduation: Honors, Highest Honors, Beta Stole, all school affiliated National Honor Societies' cords/stoles, IHL medals, vocational completer medals, MS Scholars medals, the Hawk medallion and any other accessory given at senior awards night. (Other accessories may not be worn and the graduation caps must remain in the condition they were given.)

### MISSISSIPPI SCHOLARS

The Mississippi Scholars Initiative is part of a national program, operating across the country utilizing business leaders to motivate students to complete a more challenging course of study in high school. The Scholars [course of study](#) gives students the foundation they need to succeed in a technical school, community college, university, the military or industry. Students who graduate with the Mississippi Scholars distinction can expect to become stronger candidates for scholarships financial aid, to gain opportunities for placement and future advancement with employers, and to develop advanced academic skills and prepare themselves for college. For more information, see: <http://www.msmec.com/index.php/activities/mississippi-scholars>

### PREPARING FOR COLLEGE

All students who enroll in AP courses are expected to complete the AP exam. These exam costs are determined by the College Board each year and last year's test cost was \$98 each. Parents will be notified of the number of AP classes their student has enrolled in and given an opportunity to pay for these over time. Students who qualify for free or reduced lunch also qualify for fee waivers for AP and ACT exams. Please see your school counselor for more details. For more information about admission requirements to MS universities see <http://www.mississippi.edu/oasa/cpc.html> and information for federal and state college financial aid can be found at <http://www.mississippi.edu/riseupms>

### STAR STUDENT

Each year, the Mississippi Economic Council honors the graduating student from each participating high school who has the highest ACT score. To be eligible for the STAR Student honor, a student may be a regularly enrolled senior or an approved dually enrolled student in an accredited public or private high school and/or an accredited post-secondary institution. The student must be completing his or her last year of work and must be eligible to receive a diploma in the current school year. The student must have an ACT score of at least 25 from a test taken prior to December 31st and an overall average of 93 or above in selected subjects in the ninth, tenth, eleventh, and first-semester twelfth grades. However, if there is more than one senior with an ACT of 35 or above and an average of at least 93, each will be designated as a STAR Student. In the case of a tie, it will be broken using the guidelines set forth by the Mississippi Economic Council. The Star Student will select the Star Teacher. For more information, see [www.msstarstudent.org](http://www.msstarstudent.org).

## HALL OF FAME

Hancock High School's Hall of Fame represents a select group of senior students who have outstanding academic records, leadership skills, character, citizenship, and community service. The select group will be made up of no more than 5% of the senior class. The selection of the Hall of Fame will be by a school staff committee and all decisions will be final. In addition to the attendance record, discipline record, and academic record, selections are based primarily on the student application. Therefore, students need to give careful consideration to ensure the application is thoroughly completed and submitted by the deadline date. A single-event workshop will be provided to aid students in the application process. Applications will be available online at [www.hancockschools.net](http://www.hancockschools.net) and in the Student Services Office.

### Eligibility Requirements for Hall of Fame:

- The student must have attended HHS their entire junior and senior years.
- The student must not have failed any subject during any high school year.
- Beginning with the Class of 2026, the student must not have had more than 6 undocumented absences or excessive unexcused tardies (>5) in either their junior or senior years. (Class of 2025 Hall of Fame cannot have more than 6 undocumented absences or excessive tardies in the fall of their senior year.)
- Beginning the 2024-2025 school year, the student may not have had an out of school suspension or an ISR assignment during their high school years.

## STUDENT CODE OF CONDUCT

### STUDENT DISCIPLINE

There is a direct correlation 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:

- To establish and maintain favorable learning conditions, as well as teaching conditions free from distractions, disruptions, and misbehavior;
- To establish and maintain respect for authority within the school;
- To develop 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.

### GENERAL BEHAVIORAL GUIDELINES

All such rules involving appropriate and inappropriate behavior apply equally to classrooms, hallways, the school campus, buses, bus stops, and to all school functions, both on and off campus. Students are expected to abide by the following:

1. Be punctual, attend class daily, and be prepared for each class with appropriate materials and assignments.
2. Be honest.
3. Treat each other and all teachers, administrators, staff, and parents with dignity and respect.
4. Maintain a healthy personal hygiene and dress in a safe, neat, and respectable manner.
5. Help foster a safe, orderly, and educational atmosphere for learning in school and during all school functions.
6. Respect school property and the personal property of others.
7. Keep electronic devices and headphones/earbuds stored and put away while walking about campus.
8. Demonstrate HAWK PRIDE at all times.
9. Remain in designated locations. (Students on work-release schedule should only be on campus during assigned class time.)
10. Obey the laws, policies, and procedures of the United States, the state of Mississippi, Hancock County, and the Hancock County School District.

### CORRIDOR GUIDELINES

To better facilitate a smooth and orderly traffic flow in the hallway, students shall adhere to the following rules:

- Walk on the right-hand side of the hallway in an efficient manner to your next class being considerate of classes in session.
- Avoid unnecessary noise such as loud laughter, yelling, whistling, stomping feet, etc.
- If a teacher or visitor comes through the corridor when it is crowded, courteously move to one side and assist with doors when necessary.
- When entering and leaving a building, use the doors on your right.
- During class-time, students must have an appropriate hall pass to be in the corridors.
- Headphones/earbuds and other electronic devices should be stored properly out of sight while students are in the corridors.

#### ELECTRONIC CIGARETTE POLICY

According to MS Code 97-32-29, the use and/or possession of tobacco in all forms is absolutely prohibited on school property by all persons. This includes electronic devices which are substituted for consuming tobacco or other substances. Any individual who is in possession of those devices will surrender the device and any related paraphernalia. The devices and paraphernalia will be considered evidence and turned over to the School Resource Officer. A report will be requested from the SRO and the owner of the confiscated items may seek their return from the Hancock County Sheriff's Department by following that department's procedures. Incidents of this nature will follow the current state law. In addition, multiple infractions of this nature may result in a request for a summons citation to be given to the student and for the student to be referred to Hancock County Youth Court according to MS Code 97-32-9.

#### BULLYING/CYBER BULLYING/SOCIAL NETWORKING

The Hancock County School District does not condone and will not tolerate bullying or harassing behavior. 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 a whole.

The Hancock County School District will make every reasonable effort to ensure that no student or school employee is subjected to bullying or harassing behavior by other school employees or students. Likewise, the District will make every reasonable effort to ensure that no person engages in any act of reprisal or retaliation against a victim, witness or a person with reliable information about an act of bullying or harassing behavior. The District encourages anyone who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior to report the incident to the appropriate school official. The School Board directs the superintendent or designee to design and implement procedures for reporting, investigating, and addressing bullying and harassing behaviors. The procedures should be appropriately placed in District personnel policy handbooks, school handbooks that include discipline policies and procedures, and any other policy or procedure that deals with student or employee behavior. The discipline policies and procedures must recognize the fundamental right of every student to take "reasonable actions" as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassment. Furthermore, the Hancock County School District defines "reasonable action" as promptly reporting the behavior to a teacher, principal, counselor, or other school employee when subjected to bullying or harassing behavior.

Ref: SB 2015; Miss. Code Ann. § 37-7-301(e) STUDENT COMPLAINTS OF BULLYING OR HARASSING BEHAVIOR

Students and employees in the Hancock County 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 a 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 or superintendent 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 bullying or harassing behavior form is located on the district website under public information or get it from a school administrator. The district website address is: <http://www.hancockschools.net> Click Public Information, then click Bullying.
- The complaint shall be investigated promptly. Parents will be notified of the nature of any complaint involving their student. 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.

## DISCIPLINE POLICIES AND PROCEDURES

The arbitrary administration of discipline is strictly prohibited, as is discrimination based upon race, color, creed, or sex. The severity of the punishment must relate directly with the gravity of the offense or the step of discipline for students who are on probation. When behavior warrants an office referral, the disciplinary options which may be used include In School Recovery (ISR), school or bus suspension, school or bus expulsion, and placement in the alternative school or placement in virtual learning. Furthermore, other disciplinary action may consist of a conference, counseling, denial of participation in school activities, probation, or any combination, including appropriate constructive assignments and school-community service, depending on the seriousness and circumstances of the offense as well as the attitude of the student.

### DISCIPLINE LADDER

The procedure outlined by the steps listed below will be used in administering corrective punishment, depending on the attitude of the student and the nature and location of the offense. An incentive is provided for students to improve their behavior through provision of a probationary period that allows students to remove themselves from the discipline ladder by practicing good conduct.

#### STEP 1

Parent/Guardian Contact  
 Student conference with an Administrator and/or  
 In School Recovery and/or loss of school privilege  
 Removal from ladder at the end of ten (10) school days

#### STEP 2

Parent/Guardian Contact  
 One (1) day of In School Recovery or Bus Suspension and/or loss of school privilege  
 Removal from ladder at end of twenty (20) school days

#### STEP 3

Parent/Guardian Contact  
 Two to three (2-3) days of In School Recovery or Bus Suspension and/or loss of school privilege  
 Removal from ladder at end of thirty (30) school days

#### STEP 4

#### Parent/Guardian Contact

Three to four (3-4) days of In School Recovery or Bus Suspension and/or loss of school privilege  
Removal from Step 4 and placement on Step 3 after thirty (30) school days

#### STEP 5

##### Parent/Guardian Contact

One to Three (1-3) days of Out of School Suspension or Bus Suspension and loss of school privilege and school sponsored functions until suspension has concluded (athletics games and practice, school dances and any other after school activity)

Loss of “Good Standing” privileges such as but not limited to field trips, dances, festivals, etc.

Removal from Step 5 and placement on Step 4 after thirty (30) school days

#### STEP 6

##### Parent/Guardian Contact

Three to five (3-5) days of Out of School Suspension or Bus Suspension and loss of school privilege and school sponsored functions until suspension has concluded (athletics games and practice, school dances and any other after school activity), referral to the attendance officer and denial of attendance at any school related activity. Parent conference with the student, parent, and principal/assistant principal prior to reinstatement to school.

Loss of “Good Standing” privileges such as but not limited to field trips, dances, festivals, etc.

Removal from Step 6 and placement on Step 5 after thirty (30) school days

STEP 7A - Placement in virtual learning for 45 school days with loss of school privilege and attendance at school sponsored functions is not permitted.

#### STEP 7

Placement at the Hancock County Alternative School (Bus suspension can be for the remainder of the term, semester, or the school year.) The student will be suspended out of school pending intake at the Hawk Harbor or the discipline hearing.

STEP 8A - Placement in virtual learning year to date or remainder of school year with loss of school privilege and attendance at school sponsored functions is not permitted.

#### STEP 8

Recommendation for expulsion from school and/or expulsion from the bus. A student may be recommended for expulsion from school or the bus any time the Administration feels the student’s actions warrant such. Any student recommended for expulsion and/or who is expelled is not allowed on school campus and is prohibited from attending all school district activities, home or away. Parents will have option to remain enrolled

### CAUSE FOR DISCIPLINARY ACTION

The superintendent or school principals are authorized to institute appropriate disciplinary action including immediate suspension, if warranted, of any student for disorderly conduct or disruption including, but not limited to consequences outlined in the table below.

	<b>SCHOOL or BUS OFFENSE</b>	<b>Consequence</b>
1	Commit any act otherwise punishable by law	Step 5-8
2	Continuous or willful disobedience of school, bus, and/or class rules	Step 2-8
3	Cell Phone, electronic devices and inappropriate play gadgets cannot be on or in use, on the bus/classroom/hallways without the EXPRESS permission of the driver/teacher	Loss of privilege Step 2-8
4	Recording and/or sharing of videos or images without permission (includes posting on social media)	Step 3-8
5	Dishonesty in any form, including academic dishonesty (cheating), false testimony, forgery	Step 2-8
6	Disrespect, insubordination, or open defiance of faculty or staff	Step 3-8
7	Disruption of the educational process	Step 3-8
8	Dress code violations	Step 1-8
9	Excessive horseplay/slap boxing	Step 2-8
10	Failure to attend Detention/Mandatory Tutoring	Step 2-8
11	Gambling or possession of gambling devices	Step 3-8
12	Harassment or intimidation	Step 3-8
13	Hazing or initiation activities	Step 3-8
14	Improper behavior on campus, bus, or at any school event	Step 1-8
15	Inappropriate language, writing, acts, gestures or symbols, including insults and inciting remarks	Step 3-8
16	Distributing, searching, viewing, or sharing pornographic material	Step 3-8
17	In an undesignated area; Failure to report to designated location	Step 1-8
18	Leaving campus without authorization / truant	Step 3-8
19	Leaving class without permission/proper pass, cutting class	Step 2-8
20	Other behaviors as designated by administration	Step 1-8
21	Minor physical altercation: arguing, pushing, shoving, and minor disruption of the educational process to include self-harm	Step 3-6
22	Major physical altercation: physical assault, fighting, major disruption of the educational process to include self-harm (Middle School Student 1st fighting offense Step 7 (15 day alternative school)	Step 7-8 Arrest

23	Profiteering – sale of goods or services on school property or at school function without administrators’ permission	Step 1-8
24	Provoking Violence and/or Civil Unrest	Step 5-8
25	Public display of affection or inappropriate physical contact	Step 1-8
26	Refusal to identify self correctly when requested to do so by a faculty or staff member	Step 2-8
27	Refusal to hand over cell phone or other device/gadget when specifically asked to by a faculty or staff member	Step 3-8
28	Sale/transfer of a counterfeit drug	Step 5-8
29	Secret society solicitation, enrollment, membership, and/or representation	Step 4-7
30	Tardy Excessive (6 or more)	Step 1-8
31	Theft, possession and/or sale of stolen items	Step 1-8
32	Threatening or bullying others to include cyberbullying or cyber stalking	Step 5-8
33	Use, sell/transfer, under the influence, or possession of alcohol, alcohol related products, potentially harmful, unregulated products or a controlled substance on or near school property. <b>Youth Court charges will be filed.</b>	Step 8 Step 7A-use, under the influence, possession
34	Use, sale/transfer or possession of a dangerous object	Step 4-7
35	Use, sale/transfer, under the influence, solicitation or possession of illegal drugs (controlled substance) or drug paraphernalia. <b>Youth Court charges will be filed.</b>	Step 8 Step 7A - use, under the influence, possession
36	Use, sale/transfer or possession of fireworks of any kind	Step 4-8
37	Use, sale/transfer or possession of over-the-counter medication	Step 2-8
38	Use, sale/transfer or possession prescription drugs	Step 6-8
39	Use, sale/transfer or possession of tobacco** or tobacco-related products and devices to include e liquid and any device used to ingest any foreign substance that could be harmful. <b>Youth Court charges will be filed.</b>	*Step 6-8
40	Use, sale, transfer, or possession of a weapon	Step 8
41	Use or possession of a cell phone or other electronic device during a state administered assessment. (see cell phone policy).	Step 8 (Alt School) Test May Be Invalidated
42	Vandalism (to include restitution*)	Step 4-8
43	Verbal aggression/confrontation	Step 1-8
44	Violation of vehicle and/or bus safety rules including parking lot rules (Consequences may also include loss of driving privileges or bus riding privileges; See the Student Transportation section for details.)	Step 1-8

45	Violation of Acceptable Use Policy (computer use violation)	Step 1-5
46	Directing profanity, vulgar or threatening language and/or obscene gestures towards a staff member.	Step 6-8
47	Gang related gestures, symbols or drawings	Step 3-8

\*A student suspended for damage to any property belonging to the school system shall not be readmitted until payment in full has been made for such damage. (Reference MS Code 37-11-19)  
 \*\* Tobacco use on all school premises is absolutely prohibited: (Reference MS Code 97-32-25)  
 Electronic Cigarettes/Vapor devices are not permitted on school grounds.

### IN SCHOOL RECOVERY (ISR)

In School Recovery will be used to place students in a structured classroom located on school campus in lieu of out of school suspension. The time served will be spent completing assignments made by the student's teachers. Students will be isolated from others throughout the day and will be expected to follow all rules, policies, and procedures set forth by the ISR Teacher. Students must be present for the days assigned, complete their assignments, and be in full compliance with the school dress code policy. Students who are disruptive or uncooperative in the ISR program may be suspended or assigned additional time in the ISR program. While serving ISR, students will not be allowed to participate in school activities such as but not limited to sporting practices, games, special school events, etc.

### SUSPENSION

A short-term suspension from school is defined as denial of school attendance for three days (3) or less. A conference with the student, the student's parent/guardian(s), and the principal may be required prior to the student's reinstatement. A long-term suspension is defined as denial of school attendance for four to nine days. A conference with the student, the student's parent/guardian(s), and the principal may be required prior to the student's reinstatement. A student behavior contract may be developed and signed by those in attendance at the conference.

### ALTERNATIVE SCHOOL PLACEMENT

The Hancock County School District operates an alternative school program in accordance with MS. Code 37-13-92. A student may be referred to the alternative school program when it is determined that the student's continued presence in the regular school setting is disruptive to the educational process. This action will occur upon the recommendation of the principal or principal's designee. Alternative School students are not permitted to attend extra-curricular activities in the school district on any campus. Students recommended for expulsion for possession of a weapon, drugs, or other felonious conduct and are considered a danger to self or others are not permitted to attend the alternative school. Students expelled from the alternative school, upon completion of their expulsion, will return to the alternative school. Students enrolling from a facility or specialized program will be required to transition through the alternative school program.

### EXPULSION

## General Provision and Statement of Policy

All persons concerned are hereby placed on notice that the disciplinary actions and procedures herein established and authorized are to be conducted in accordance with applicable statutes and in accordance with any memoranda, bulletins, or notices published and distributed by the superintendent and are subject, in particular, to the following controlling principles:

- Expulsion is defined as any denial of school attendance beyond nine (9) consecutive days, which may be permanent or which may terminate at the beginning of the next school year, or may terminate year-to-date after expulsion.
- The power to expel a student is vested in the Hancock County School Board of Trustees.
- The severity of punishment must reflect/correlate with the gravity of the offense.
- The punishment for any particular student should be consistent with the punishment as in other cases involving similar or identical circumstances. Uniformity of decisions and disposition among the various principles of the school district should prevail to the extent reasonably possible.
- Discrimination based upon race, color, creed, sex, or arbitrariness in the administration of discipline is strictly prohibited. Any charge of such discrimination or arbitrariness advanced by student or parent/guardian(s) shall be carefully examined under these regulations. Great care shall be taken to avoid any suggestions or implications that race, sex, or creed of the student will have any impact on the disciplinary measures ultimately taken.
- As a general rule, no student shall be expelled without clear proof that:
- The student poses a threat to the orderly operation of school programs or activities or a danger to the physical well-being of self, other students or faculty, or to school property; and,
- The parent/guardian of the student has been notified of the student's misconduct and the possibility of such expulsion and has offered opportunities to confer with the principal or other relevant faculty members regarding the student's misconduct; or,
- State law requires expulsion.
- Any student who is recommended for expulsion or is expelled is not allowed on campus and cannot attend any school district event, home or away.

## Expulsion Procedures and Due Process

- Any principal who determines that a student has committed infractions justifying expulsion shall send a letter recommending such expulsion to the superintendent or his/her designee. The letter of recommendation shall contain the student's disciplinary record and the principal's recommendation. Concurrently, the principal shall mail a notice of the recommendation for expulsion to the parent/guardian(s) of the student.
- The assistant superintendent or his/her designee of the superintendent will serve as investigator, convener and administrative officer for the discipline committee. He/she shall have no vote and shall prepare a summary of the hearing to include conclusions and recommendation of the committee. He/she shall present the cases to the Board requiring Board action. He/she shall transmit other letters or documents to proper persons following each hearing so as to bring each case to its proper conclusion.

- A Disciplinary Review Committee composed of a minimum of three district licensed administrators, excluding the principal of the student charged, shall have the duty to review the evidence advanced by the principal in support of his/her recommendation and to hear and review any rebuttal advanced by the student, parent or guardian. Although proceedings will be conducted informally and formal rules of evidence shall not apply, the student and parent or guardians have the right to:
  - Have counsel (at their own expense) present at the hearing
  - Offer statements by the student and the parent/guardian and any other person who has information relevant to the charges advanced by the principal.
  - Hold the Disciplinary Hearing in the executive session.
  - The findings and recommendations of the Disciplinary Committee will rest solely upon applicable school rules and law and only upon evidence admitted at the hearing. The Disciplinary Committee shall record all the facts considered before making the decision.
  - If action of the Board of Trustees of the District is required, the decision and recommendations shall be rendered in writing (recorded) and presented at the next regular or recess meeting of the Board. The designee of the superintendent shall attempt to contact the parent(s) of the student and the principal of the school of the Committee's decision verbally within 24 hours. The decision of the Committee will be mailed within two working days of the decision being rendered or otherwise transmitted in writing by the superintendent or his/her designee to the student, parent/guardian and to the administering principal.
  - Should the parent or guardian be dissatisfied with the findings and recommendations of the Disciplinary Review Committee, the parent or guardian may request in writing within five days of receipt of the written notice of such findings, a hearing before the Board of Trustees. The Board reserves the right to deny such hearing. If the Board rules in favor of hearing, the parent or guardian will be notified of the date, time, and place of such hearing.
  - Students who are expelled may apply for readmission at the beginning of the next school year or when the expulsion ends as required by law. A student who has been expelled from this District must apply and be approved for readmission to the regular school program. The application for readmission shall be in a form provided by the superintendent for such purpose. (Policy JDG)
  - The board may grant readmission or admission upon a documented statement showing that the student has participated in successful rehabilitative efforts including but not limited to progress in an alternative school or similar program. (Policy JDG)

Furthermore, MS Code 37-7-301 General Powers and Duties expands the authority of the school district to suspend, expel or change the placement of students for misconduct while not on school property or at activities other than school sponsored events and amends appraisal requirements.

- The local school board shall have authority to expel a pupil or to change placement to an alternative school or a home-bound program for misconduct in the event, or for misconduct on property other than school property or other than at a school related event when such conduct in the determination of the superintendent or principal renders the

student's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole.

- A student may be referred for placement into the alternative school program of a school district if the student's presence in the classroom in the determination of the superintendent or principal is a disruption to the educational environment of the school or a detriment to the best interest and welfare of the students and teacher of such class as a whole.

### DUE PROCESS PROCEDURE (SUSPENSIONS AND REASSIGNMENTS)

Disciplinary decisions should be resolved at the school level. The guidelines listed below provide the means to appeal decisions when parents have reason to believe school and district policies or procedures have not been followed. All appeals shall be made in writing and submitted for each appeal level within two (2) school days of receiving the decision.

In cases involving weapons, or when the student is considered to possibly be dangerous to himself or others, or when the student is recommended for expulsion for violation of the School Safety Act of 2001, the parent's only avenue of appeal is through the Disciplinary Review Committee hearing.

1. Written appeal submitted to the principal of the school.
2. Written appeals of principal's decisions submitted to the appropriate district officer (Suspension/alternative school placement submitted to Chief Academic Officer. Expulsion submitted to Chief Operating Officer)
3. Written appeals of district officer's decisions submitted to superintendent.
4. In all disciplinary decisions, other than those which involve an out-of-school suspension of ten (10) or more days, and/or a recommendation for expulsion, the superintendent's decision shall be final, subject to review and approval or disapproval by the Board of Education of those decisions which are appealed.

Prior to any suspension the principal or his/her designee shall:

- Advise the student in question of the particular misconduct and the basis for accusation;
- Provide the student an opportunity to explain his/her version of the situation; or
- Immediately remove from the school premises without benefit of the above procedures any student whose continued presence in the school poses a danger to persons or property or poses a threat of disruption to the academic process.
- The necessary procedure shall follow as soon as practical.

If the suspension is to be ten (10) days or less, the above procedures are considered sufficient (Goss vs. Lopez, 1975). If the suspension is to be more than ten days, in addition to the above procedures, the steps below shall be followed.

- A notice in writing of the suspension and the reason thereof shall be given to the parent/guardian(s) of the student if the student is under eighteen years of age. This notice

shall be provided in sufficient time (minimum of three days) to give the student an opportunity to prepare his/her defense.

- The student shall be provided with a copy of the Board's policy and administrative procedures on suspension and expulsion.
- The student shall be permitted to examine any document or record the school will use at the hearing.
- The student shall be permitted to obtain legal counsel at his/her own expense.
- The student or his/her counsel shall be permitted to cross-examine those who have primary knowledge of the facts presented at the hearing.

For procedural purposes, suspensions exceeding ten days and expulsions shall be treated alike. Unless an emergency arises, hearings shall precede the imposition of any long-term suspension or expulsion.

## LEGAL REFERENCES

### MS CODE 37-7-301. **General Powers and Duties.**

The school boards of all school districts shall have the following powers, authority and duties in addition to all others imposed or granted by law, to wit: ...(e) To suspend or to expel a pupil for misconduct in the school or on school property, as defined in Section [37-11-29](#), on the road to and from school, or at any school-related activity or event, or for conduct occurring on property other than school property or other than at a school-related activity or event when such conduct by a pupil, in the determination of the school superintendent or principal, renders that pupil'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 of such class as a whole, and to delegate such authority to the appropriate officials of the school district;...

MS CODE 37-11-18. **Expulsion of students possessing controlled substances or weapons or committing violent acts on school property.** 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.

SOURCES: Laws, 1994, ch. 595, 9; 1995, ch. 423, 1; 1996, ch.534, 2, eff from and after July 1, 1996.

MS CODE 37-11-19. **Suspension or expulsion of student damaging school property; liability of parent or custodian.** If any pupil shall willfully destroy, cut, deface, damage, or injure any school building, equipment or other school property he shall be liable to suspension or expulsion and his parents or person or persons in loco-parentis shall be liable for all damages.

SOURCES: Codes, 1942, 6216-04; Laws, 1953 Ex Sess, ch. 26, 4, eff from and after July 1, 1954.

MS CODE 37-11-20. **Intimidation, threatening or coercion of students for the purpose of interfering with attendance of classes.**

It shall be unlawful for any person to intimidate, threaten or coerce, or attempt to intimidate, threaten or coerce, whether by illegal force, threats of force or by the distribution of intimidating, threatening or coercive material, any person enrolled in any school for the purpose of interfering with the right of that person to attend school classes or of causing him not to attend such classes.

SOURCES: Codes, 1942, 6216-05.5; Laws, 1972, ch. 383, 1, 2, eff from and after passage(approved April 26, 1972).

**MS CODE 37-11-21. Abuse of superintendent, principal, teacher, or bus driver.**

If any parent, guardian or other person shall abuse any superintendent, principal, teacher or school bus driver while school is in session or at a school-related activity, in the presence of school pupils, such person shall be guilty of a misdemeanor.

SOURCES: Codes, 1942, 6216-05; Laws, 1953, Ex Sess, ch. 26, 5; 1970, ch. 351, 1; 1992, ch. 431, 1 eff from and after July 1, 1992.

**MS CODE 37-11-23. Disturbing public school sessions or meetings.**

If any person shall willfully disturb any session of the public school or any public school meeting, such person shall be guilty of a misdemeanor.

SOURCES: Codes, 1942, 6216-05; Laws, 1953, Ex Sess, ch. 26, 5; 1970, ch. 351, 1, eff from and after passage (approved April 1, 1970).

**MS CODE 37-11-43. Public high school fraternity, sorority, or secret society; duties of boards of trustees.**

All boards of trustees of public high schools shall prohibit fraternities, sororities, or secret societies in all high schools under their respective jurisdiction. It shall be the duty of said boards of trustees to suspend or expel from said high schools under their control, any pupil or pupils who shall be or remain a member of, or shall join or promise to join, or who shall become pledged to become a member, or who shall solicit or encourage any other person to join, or be pledged to become a member of, any such public high school fraternity, sorority or secret society, as defined in section 37-11-37.

SOURCES: CODES, 1942, 6486-01; Laws, 1946, ch. 427, 1-7; 1962, ch. 358.

**MS CODE 37-11-49. Wearing of approved eye protective devices required during participation in certain vocational, industrial arts, and chemical-physical laboratory courses of instruction.**

Each student and teacher in schools, colleges, universities, or other educational institutions, while participating in or observing any of the following courses of instruction:

- Vocational, technical, industrial arts, chemical, or chemical-physical, involving exposure to;
- Hot molten metals, or other molten materials;
- Milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials;
- Heat treatment, tempering, or kiln firing of any metal or other materials;
- Gas or electric arc welding, or other forms of welding processes;
- Caustic or explosive materials; or
- Chemical, physical, or combined chemical-physical laboratories involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other hazards not enumerated;
- Is required to wear an appropriate industrial quality eye protective device at all times.

- For purposes of this section unless the context indicates otherwise “Industrial quality eye protective device” shall mean a device meeting the standards of the American National Standard Practice for Occupational and Educational Eye and Face Protection, Z87.1-1968, and subsequent revisions thereof, approved by the American National Standards Institute, Inc.
- Such devices may, at the discretion of the individual school, be
- Furnished for all students and teachers;
- Purchased and sold at cost to students and teachers; Or made available for a moderate rental fee. Furnished to all visitors to such shops and laboratories.

The state superintendent of education shall prepare and circulate to each public and private educational institution in this state instructions and recommendations for implementing the eye safety provisions of this section. Sources: Laws, 1974, ch. 386, eff from and after passage (approved March 21, 1974.)

**MS CODE 37-13-91 Compulsory school attendance requirements general; Enforcement of law.** This section shall be referred to as the “Mississippi Compulsory School Attendance Law.”

1. The following terms as used in this section are defined as follows:
  - a. “Parent” means the father or mother to whom a child has been born, or the father or mother by whom a child has been legally adopted.
  - b. “Guardian” means a guardian of the person of a child, other than a parent, who is legally appointed by a court of competent jurisdiction.
  - c. “Custodian” means any person having the present care or custody of a child, other than a parent or guardian of the child.
  - d. “School day” means not less than five (5) and not more than eight (8) hours of actual teaching in which both teachers and pupils are in regular attendance for scheduled schoolwork.
  - e. “School” means any public school in this state or any nonpublic school in this state which is in session each school year for at least one hundred eighty (180) school days, except that the “nonpublic” school term shall be the number of days that each school shall require for promotion from grade to grade.
  - f. “Compulsory-school-age child” means a child who has attained or will attain the age of six (6) years on or before September 1 of the calendar year and who has not attained the age of seventeen (17) years on or before September 1 of the calendar year.
  - g. “School attendance officer” means a person employed by the State Department of Education pursuant to Section 37-13-89.
  - h. “Appropriate school official” means the superintendent of the school district or his designee or, in the case of a nonpublic school, the principal or the headmaster.
  - i. “Nonpublic school” means an institution for the teaching of children consisting of a physical plant, whether owned or leased, including a home, instructional staff members and students, and which is in session each school year. This definition shall

- include, but not be limited to, private, church, parochial and home instruction programs.
2. A parent, guardian or custodian of a compulsory-school-age child in this state shall cause the child to enroll in and attend a public school or legitimate nonpublic school for the period of time that the child is of compulsory school age, except under the following circumstances:
    - a. When a compulsory-school age child is physically, mentally or emotionally incapable of attending school as determined by the appropriate school official based upon sufficient medical documentation.
    - b. When a compulsory-school –age child is enrolled in and pursuing a course of special education, remedial education or education for handicapped or physically or mentally disadvantaged children.
    - c. When a compulsory-school-age child is being educated in a legitimate home instruction program, the parent, guardian or custodian of a compulsory- school-age child described in this subsection, or the parent, guardian or custodian of a compulsory-school-age child attending any nonpublic school, or the appropriate school official for any or all children attending a nonpublic school shall complete a “certificate of enrollment” in order to facilitate the administration of this section.

The form of the certificate of enrollment shall be prepared by the Office of Compulsory School Attendance Enforcement of the State Department of Education and shall be designed to obtain the following information only:

- i. The name, address, telephone number and date of birth of compulsory-school age child.
  - i. The name, address and telephone number of the parent, guardian or custodian of the compulsory-school-age child;
- ii. A simple description of the type of education the compulsory-school-age child is receiving and, if the child is enrolled in a nonpublic school, the name and address of the school; and
- iii. The signature of the parent, guardian or custodian of the compulsory-school-age child or, for any or all compulsory-school-age child or children attending a nonpublic school, the signature of the appropriate school official and the date signed.

The certificate of enrollment shall be returned to the school attendance officer where the child resides on or before September 15 of each year. Any parent, guardian or custodian found by the school attendance officer to be in noncompliance with this section shall comply, after written notice of the noncompliance by the school attendance officer, with this subsection within ten (10) days after the notice or be in violation of this section. However, in the event the child has been enrolled in a public school within fifteen (15) calendar days after the first day of the school year as required in subsection (6), the parent or custodian may at a later date enroll the child in a legitimate nonpublic school or legitimate home instruction program and send the certificate of enrollment to the school attendance officer and be in compliance with this subsection.

For the purpose of this subsection, a legitimate nonpublic school or legitimate home instruction program shall be those not operated or instituted for the purpose of avoiding or circumventing the compulsory attendance law.

1. An “unlawful absence” is an absence during a school day by a compulsory school-aged child, whose absence is not due to a valid excuse for temporary nonattendance. Days missed from school due to disciplinary suspension shall **not** be considered an “excused” absence under this section. This subsection shall not apply to children enrolled in a nonpublic school.

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

- a. An absence is excused when the absence results from the compulsory- school-age child’s attendance at an authorized school activity with the prior approval of the superintendent of the school district or his designee. These activities may include field trips, athletic contests, student conventions, musical festivals and any similar activity.
- b. An absence is excused when the absence results for illness or injury which prevents the compulsory-school-age child from being physically able to attend school.
- c. An absence is excused when isolation of a compulsory-school-age child is ordered by the county health officer, by the State Board of Health or appropriate school official.
- d. An absence is excused when it results from the death or serious illness of a member of the immediate family of a compulsory-school-age child. The immediate family members of a compulsory-school-age child shall include children, spouse, grandparents, parents, brothers and sister, including stepbrothers and stepsisters.
- e. An absence is excused when it results from a medical or dental appointment of a compulsory-school-age child where an approval of the superintendent of the school district or his designee is gained before the absence, except in the case of emergency.
- f. An absence is excused when it results from the attendance of a compulsory-school-age child at the proceedings of a court or an administrative tribunal if the child is a party to the action or under subpoena as a witness.
- g. An absence may be excused if the religion to which the compulsory- school-age child or the child’s parents adheres, requires or suggests the observance of a religious event. The approval of the absence is within the discretion of the superintendent of the school district or his designee, but approval should be granted unless the religion’s observance is of such duration as to interfere with the education of the child.
- h. An absence may be excused when it is demonstrated to the satisfaction of the superintendent of the school district or his designee that the purpose of the absence is to take advantage of a valid educational opportunity such as travel including vacations or other family travel. Approval of the absence must be gained from the superintendent of the school district or his designee before the absence, but the approval shall not be unreasonably withheld.

- i. An absence may be excused when it is demonstrated to the satisfaction of the superintendent of the school district or his designee that conditions are sufficient to warrant the compulsory-school-age child's non-attendance. However, no absences shall be excused by the school district superintendent or his designee when any student suspension or expulsions circumvent the intent and spirit of the compulsory attendance law.
2. Any parent, guardian or custodian of a compulsory-school-age child subject to this section who refuses or willfully fails to perform any of the duties imposed upon him or her under this section or who intentionally falsifies any information required to be contained in a certificate of enrollment, shall be guilty of contributing to the neglect of a child and, upon conviction, shall be punished in accordance with Section 97-5- 39.

Upon prosecution of a parent, guardian or custodian of a compulsory-school-age child for violation of this section, the presentation of evidence by the prosecutor that shows that the child has not been enrolled in school within eighteen (18) calendar days after the first day of the school year of the public school which the child is eligible to attend, or that the child has accumulated twelve (12) unlawful absences during the school year at the public school in which the child has been enrolled, shall establish a prima facie case that the child's parent, guardian or custodian is responsible for the absences and has refused or willfully failed to perform the duties imposed upon him or her under this section. However, no proceedings under this section shall be brought against a parent, guardian or custodian of a compulsory-school-age child unless the school attendance officer has contacted promptly the home of the child and has provided written notice to the parent, guardian or custodian of the requirement for the child's enrollment or attendance.

Miss. Code Ann. §37-41-2 §37-41-2. **Interference with operation of school bus; penalty.**

It shall be unlawful for any individual, other than a student scheduled to be a passenger upon that particular bus, a member of the public school administration or faculty, or a law enforcement official, to directly or indirectly interfere in any way with passenger ingress and egress or the operation, including unauthorized boarding thereof, of a bus used in public school student transportation unless permission has been obtained as prescribed by pertinent rules and regulations promulgated by the state board of education or the local school authorities.

Upon conviction of violation of any provision of this section, such individual shall be guilty of a misdemeanor and shall be subject to a fine of not to exceed five hundred dollars (\$500.00), imprisonment in the county jail for a period not to exceed six (6) months, or both. Any person under the age of seventeen (17) who violates any provision of this section shall be treated as delinquent within the jurisdiction of the youth court.

MS CODE 73-51-1 through 73-51-5. **Body Piercing**

SECTION 1

1. For the purposes of this section, the term “body piercing” means the creation of an opening in any part of the human body, other than the outer perimeter of lobe of the ear, for the purpose of inserting jewelry or other decorative object, or for some other non-medical purpose.
2. No person shall perform body piercing upon any person for compensation within the State of Mississippi without first registering with the State Department of Health. The facility or premises in which body piercing is to be performed shall be specified in the registration, and the registered person shall be authorized to perform body piercing only in the specified facility or premises. Registrations shall be valid for one (1) year, and each person registered under this section shall pay an annual registration fee to the department in an amount set by the department, but not to exceed One Hundred Fifty Dollars (\$150.00), which fee shall be uniform for all registered persons.
3. The State Board of Health shall promulgate rules and regulations relating to:
  - a. Health, cleanliness and general sanitation of the facilities or premises in which body piercing is performed or to be performed;
  - b. Sterilization of body piercing apparatus and safe disposal of body piercing apparatus;
  - c. Procedures to prevent the transmission of disease or infection during or relating to body piercing procedures, specifically including, but not limited to, transmission of Hepatitis B and the human immunodeficiency virus (HIV); and
  - d. Such other administrative provisions may be necessary to protect public health or properly administer the requirements of this section.
4. Representatives of the department may visit any facility or premises in which body piercing is performed at any time during business hours to ensure compliance with the requirements of this section and the rules and regulations promulgated under this section.
5. Representatives of the department shall visit each facility or premises in which body piercing is performed not less than once each year to inspect for such compliance.
6. The department may suspend or revoke the registration of any person found to be violating any of the rules or regulations promulgated under this section.
  - a. It shall be unlawful for any person to perform body piercing upon any person under the age of eighteen (18) years.
  - b. Any person who performs body piercing for compensation without first registering with the department or after his registration has been suspended or revoked by the department, or any person who performs body piercing upon any person in violation of subsection (5) of this section, is guilty of a misdemeanor and, upon conviction, shall be punished by a fine of not less than One Hundred Dollars (\$100.00) nor more than Five Hundred Dollars (\$500.00).
  - c. The department is authorized to bring action for an injunction under the provisions of Sections 73-51-1 through 73-51-5 to prohibit any person who is required to be registered under this section from performing body piercing

without first registering with the department or after his registration has been suspended or revoked by the department.

- d. This section shall not apply to physicians licensed to practice medicine in Mississippi in the performance of their professional duties.

SECTION 2: This act shall take effect and be in force from and after July 1, 2000.

**MS Code 97-32-29 The Mississippi Adult Tobacco Use on Educational Property Act of 2000.**

- No person shall use any tobacco product on any school property. Violators shall be subject to a warning for the first conviction, \$75.00 for a second conviction and a fine not to exceed
- \$150.00 shall be imposed for subsequent violations.
- For the purposes of this Act, school property means any public school building or bus, campus, grounds, recreational area, athletic field or other property owned, used or operated by a local school board, school, or directors for administration of any public educational institution or during a school related activity. Sixteenth section land or lieu land without school facilities or school related activities is exempt from this Act.
- This Act does not include property owned or operated by the state institutions of higher learning or public community or junior colleges.
- Anyone convicted under this Act shall be recorded as being fined for a civil violation and not for violating a criminal statute.
- A pupil suspended for damage to any property belonging to the school system shall not be readmitted until payment in full has been made for such damage. (Mississippi Code 62-16-84)

**MS CODE 97-3-85 Threatening letters, punishment**

If any person shall post, mail, deliver, or drop a threatening letter or notice to another, whether such other be named or indicated therein or not, with intent to terrorize or to intimidate such other, he shall, upon conviction, be punished by imprisonment in the county jail not more than six months, or by fine not more than five hundred dollars, or both.

**MS CODE 97-29-47 Public profanity or drunkenness**

If any person shall profanely swear or curse, or use vulgar and indecent language, or be drunk in any public place, in the presence of two (2) or more persons, he shall, on conviction thereof, be fined not more than one hundred dollars (\$100.00) or be imprisoned in the county jail not more than thirty (30) days or both.

**MS CODE 97-32-9 Purchase by juvenile; possession on school property**

No person under eighteen (18) years of age shall purchase any tobacco product. No student of any high school, junior high school or elementary school shall possess tobacco on any education property as defined in Section 97-37-17, Mississippi Code of 1972.

**MS CODE 97-35-11 Disturbance by abusive language or indecent exposure**

Any person who enters the dwelling house of another, or the yard or curtilage thereof, or upon the public highway, or any other place near such premises, and in the presence or hearing of the family or the possessor or occupant thereof, or of any member thereof, makes use of abusive, profane, vulgar or indecent language, or is guilty of any indecent exposure of his or her person at such place, shall be punished for a misdemeanor.

**MS CODE 97-35-13 Disturbance in public place**

Any person who shall enter any public place of business of any kind whatsoever, or upon the premises of such public place of business, or any other public place whatsoever, in the State of Mississippi, and while therein or thereon shall create a disturbance, or a breach of the peace, in any way whatsoever, including, but not restricted to, loud and offensive talk, the making of threats or attempting to intimidate, or any other conduct which causes a disturbance or breach of the peace or threatened breach of the peace, shall be guilty of a misdemeanor, and upon conviction thereof shall be fined not more than five hundred dollars (\$500.00) or imprisoned in jail not more than six (6) months, or both such fine and imprisonment

**MS CODE 97-35-15 Disturbance of the peace**

Any person who disturbs the public peace, or the peace of others, by violent, or loud, or insulting, or profane, or indecent, or offensive, or boisterous conduct or language, or by intimidation, or seeking to intimidate any other person or persons, or by conduct either calculated to provoke a breach of the peace, or by conduct which may lead to a breach of the peace, or by any other act, shall be guilty of a misdemeanor, and upon conviction thereof, shall be punished by a fine of not more than five hundred dollars (\$500.00), or by imprisonment in the county jail not more than six (6) months or both.

**MS CODE 97-35-45 False Alarm of Fire**

It shall be unlawful for any person to report a fire to another by any means, knowing that such report is false. Any violation of this section shall be punishable by imprisonment not to exceed one year or by fine not to exceed \$500 or both.

**MS CODE 97-37-19 Deadly weapons; exhibiting in rude, angry, or threatening manner.**

dirk-knife, sword, sword-cane, or any deadly weapon, or other weapon, the carrying of which concealed is prohibited, shall, in the presence of three or more persons, exhibit the same in a rude, angry, or threatening manner, not in necessary self-defense, or shall in any manner unlawfully use the same in any fight or quarrel, the person so offending, upon conviction thereof, shall be fined in a sum not exceeding five hundred dollars or be imprisoned in the county jail not exceeding three months, or both. In prosecutions under this section it shall not be necessary for the affidavit or indictment to aver, nor for the state to prove on the trial, that any gun, pistol, or other firearm was charged, loaded, or in condition to be discharged.

**MS CODE 97-37-21 Explosives; false report of placing.**

It shall be unlawful for any person to report to another by any means that a bomb or other explosive has been or is to be, placed or secreted in any public or private place, knowing that such report is false. Any person who shall be convicted of a violation of this section shall be fined not more than five thousand dollars (\$5,000.00) or shall be committed to the custody of the department of corrections for not more than five (5) years, or both.

**MS School Safety Act of 2001 (Senate Bill No. 2239)**

Amendment to MS Code Sections 37-3-81, 37-3-83, 37-11-54, 37-11-53, and 37-11-55 An act entitled the "Mississippi School Safety Act of 2001"; to amend Sections 37-3-81 and 37-3-83, Mississippi Code of 1972, Safety Center to provide technical and crisis assistance to school districts, to require local school districts to adopt comprehensive school safety plans, and to authorize school safety grants to local school districts to finance certain programs to provide school safety; to establish a school crisis management program within the State Department of Education, to provide for a team of professional individuals to respond to traumatic or violent situations that impact students and faculty in the public schools, to provide procedures for the operation of the program and to authorize funding for the program; to amend Section 37-11-54, Mississippi Code of 1972, as created by Senate Bill No. 2390, 2001 Regular Session, which requires that State Board of Education to develop conflict resolution and peer mediation models and curricula for the public schools; to require the automatic expulsion of a student who is 13 years of age or older on the third occurrence of habitually disruptive behavior during a school year; to define the terms "Disruptive Behavior" and "Habitually Disruptive"; to amend Section 37-11-55, Mississippi Code of 1972, to require a School's Code of Student Conduct to be made available to students and to prescribe additional policies that must be included in codes of student conduct; to amend Section 37-11-53, Mississippi Code of 1972, to require certain provisions relating to automatic expulsion to be incorporated into each school district's Discipline Plan and Code of Student Conduct at the next legal audit of such plan and to authorize school districts to allow a parent to accompany their child to school as an alternative to the child's suspension; and for related purposes.

**Hancock County School District**  
**Student/Parent/Guardian School Device User Agreement 2025-2026**

As a borrower of a HCSD School Device:

- I will follow the policies established in the HCSD Technology Handbook.
- I will follow the guidelines listed below for proper care of the School Device.
- I will report to school authorities any problems/issues I discover while using the School Device.
- I understand that resetting the School Device to factory settings may occur as a result of any repairs or modifications on the School Device, and this reset may result in the loss of data.
- I understand that it is my responsibility to turn in my School Device at the end of the year or before I leave the school district.
- I understand that the primary use of the School Device is as an instructional tool.

Guidelines for Proper care of the School Device

1. I shall not loan the School Device to anyone.
2. I will not remove labels, stickers or cases already placed on the School Device by the HCSD Technology Department.
3. I will not write on or place any labels or stickers on the School Device.
4. I shall give proper and due care to the School Device at all times, including but not limited to the following:
  - a. Keeping food and drink away from the School Device.
  - b. Not exposing the School Device to extreme heat or cold.
  - c. Not attempting to repair a damaged or malfunctioning School Device.
  - d. Not upgrading the School Device operating system unless directed by the HCSD Technology Department.
  - e. Using the appropriate School Device A/C adapter to charge the device.
5. I shall provide proper security for the School Device at all times including, but not limited to, the following:
  - a. Not leaving the School Device unattended in an unlocked classroom or extra-curricular activity.
  - b. Not leaving the School Device in an unlocked vehicle.

Terms of Agreement

The student is responsible at all times for the care and appropriate use of technology. I understand if my student violates the guidelines agreed to in the HCSD Technology Handbook, his/her privilege to use technology may be restricted or removed, and he/she may be subject to disciplinary action.

I understand that I may be held responsible for reimbursement for loss, damage, or repair of my student's school device, which may have occurred at school, at home or while the device was being transported.

The School Device remains the property of Hancock County School District. In the event that the assigned school device listed below cannot be repaired, HCSD has the right to assign a replacement device. At the end of the school year or upon transfer from the District, parents and students agree to return the School Device to the District in the same condition it was issued to the student with reasonable wear.

I have reviewed the HCSD Technology Handbook and understand the rules and guidelines.

Signatures

\_\_\_\_\_  
Parent / Guardian Print

\_\_\_\_\_  
Student Print

\_\_\_\_\_  
Parent/Guardian Signature

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
School

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Asset Number

**Hancock County School District  
Student Acceptable Use Policy and Internet Access Agreement 2025-2026**

In order for a student to gain access to the Internet, the student and student's parent(s) / guardian(s) must sign an Internet Access Agreement.

The superintendent is authorized to amend or revise the following board-approved initial administrative procedure, as he/she deems necessary and appropriate consistent with this policy. The superintendent is further authorized to amend or revise the Internet Network Access Agreement with the advice of board counsel.

It must be understood by all concerned that the global and fluid nature of the Internet network's contents make it extremely difficult for the board to completely regulate and monitor the information received or sent by students. As such, the board cannot assure parents that students will be prevented from accessing undesirable materials or sending or receiving objectionable communications.

Reference Board Policy Code IJ-R.

I have also reviewed and will follow the policies established in the HCSD Technology Handbook. I understand that if I violate the rules, I will be subject to disciplinary action in accord with District Policies/Personnel Policies.

I hereby release Hancock County School District, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my misuse of, the District system.

Signatures

\_\_\_\_\_  
Parent / Guardian Print

\_\_\_\_\_  
Student Print

\_\_\_\_\_  
Parent/Guardian Signature

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

\_\_\_\_\_  
School

\_\_\_\_\_  
Date