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DEAR PARENTS:

It is extremely important that you take the time to sit down and read this student handbook with your child. This handbook contains vital information that will affect your child for the entire 2017-18 school year. Attendance, dress code, discipline policies and procedures, medical procedures, and grading/reporting information are very important topics that need to be read and understood both by you and your child.

At Hancock High School, we value the teacher/parent relationship and ask that you make certain your child:

- arrives at school on time and is picked up from school on time;
- arrives at school with a proper attitude toward education, learning, and the school;
- arrives at school with his/her homework completed;
- arrives at school with the understanding that self-esteem is self-respect earned through hard work and accomplishment;
- arrives at school with the understanding that he/she is entering a school where teachers and administrators are not afraid to speak in terms of right and wrong, good and bad, and honorable or dishonorable;
- arrives at school with the understanding that there are rules that he/she is expected to follow that are intended to help teach decency and good manners, as well as how to dress for the student's world of work – school;
- arrives at school with the understanding that the student's failure to obey the rules will result in established consequences at school and additional consequences at home; and
- arrives at school with the understanding that parents, teachers, and administrators deserve to be treated with respect and courtesy at all times.

We ask that after reading and discussing this handbook with your child, you and your child sign the Verification and Policy Awareness Form found at the back of the student handbook acknowledging that you have read and understand the policies set forth in the student handbook by the Hancock County School Board. Have your child return this form as soon as possible to his/her first block teacher.

The primary function of the student handbook is to make available to students and parents the rules and policies of Hancock High School. While the handbook cannot possibly list every situation, it does provide the basic criteria necessary to convey the rules of proper conduct, the guidelines for academic and extra-curricular activities, the acceptable code of dress, and the criteria for awards.

The Hancock County Board of Education reserves the right to amend, delete, add, and/or modify policies, rules, procedures, and regulations stated herein based on changes in local conditions and when current practices may dictate. In this handbook, any reference to the parent also includes guardian.

**With Hawk Pride,
Tara Ladner**

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Hancock County School District 2017-2018

August 1, 2, 3	Professional Development Days #1-#3
August 4	First Student Day
August 31	HHS Open House 5 P.M.-7 P.M.
Sept. 4	Labor Day Holiday
Sept. 6	Progress Reports 1 st Quarter
Sept. 9	ACT
Sept. 30	Homecoming Dance
Oct. 4	Exemption Forms Due
Oct. 5-6	1 st Quarter Exams
Oct. 9-11	Fall Holiday
Oct. 11	Professional Development Day #4
Oct. 12	2 nd Quarter Begins
Oct. 18	Report Card Handout Day
Oct. 28	ACT
Nov. 15	Progress Reports 2 nd Quarter
Nov. 20-24	Thanksgiving Break
Nov. 20-21	Make-up Days #1 & #2 (if needed)
Dec. 4-15	SATP2/MAP (including retests): Eng II, Alg I, U.S. History, Bio I
Dec. 9	ACT
Dec. 18	Exemption Forms Due
Dec 19-20	1 st Semester Exams/ 2 nd Quarter Exams
Dec. 20	60% Student Day-End of 2 nd Quarter
Dec. 21-Jan. 3	Student Winter Break
Jan. 3	Professional Development Day #5
Jan. 4	Students Return/2 nd Semester & 3 rd Quarter Begins
Jan. 10	Report Card Handout Day
Jan. 15	Martin Luther King, Jr. Holiday
Jan. 25	HHS Open House, 5 P.M.-7 P.M.
Feb. 7	Progress Reports 3 rd Quarter
Feb. 10	ACT
Feb. 12-Feb. 14	Mardi Gras Break
Feb. 14	Professional Development Day #6
Feb. 15	Students Return
Feb. 27	ACT for all Juniors
Mar. 9	Exemption Forms Due
Mar. 12-13	3 rd Quarter Exams
Mar. 14	4 th Quarter Begins
Mar. 20	ACT make-up day for Juniors
Mar. 21	Report Card Handout Day
Mar. 30-Apr. 6	Spring Break
Apr. 14	ACT
Apr. 14	Prom
Apr. 18	Progress Reports 4 th Quarter
Apr. 30- May 11	SATP2/MAP (including retests): Eng II, Alg I, U.S. History, Bio I
Apr. May TBD	MS-CPAS 2
May 15	Senior Exemption Forms Due
May 16-17	Senior 2 nd Semester Exams
May 21	Underclassmen Exemption Forms Due
May 22-23	Underclassmen 2 nd Semester Exams
May 23	60% Student Day and end of 4 th Quarter
May 24	Hancock High School's Graduation
May 24	Professional Development Day #7
May 24	Make-up Days #3 (if needed)

HHS BELL SCHEDULE 2017-2018

0 Block	7:00 - 7:50
First Bell	7:50 - 7:55
1 st Block	7:55 - 9:29
Homeroom	9:33 - 10:04
2 nd Block	10:09 - 11:43
3 rd Block	11:48 - 1:52
4 th Block	1:57 - 3:31
1st Lunch	11:48 - 12:13
2nd Lunch	12:18 - 12:43
3rd Lunch	12:48 - 1:13
All in class	1:18 - 1:27
4th Lunch	1:27 - 1:52

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

HANCOCK COUNTY MISSION STATEMENT

The Hancock County School District is dedicated to the mission of ensuring a quality educational opportunity for all students of the school district. The school district is committed to the following:

- Strong instructional leadership
- High expectations for student achievement
- A safe and orderly school climate
- A systematic evaluation of student achievement

The Hancock County School District does not discriminate according to race, gender, color, national origin and/or disability. If any student or parent feels that he/she has been mistreated in accordance with the above statements, you should contact the school site principal and/or the school superintendent.

STUDENT RIGHTS

All students in the Hancock County School District (HCSD) have certain basic rights that are outlined by the HCSD 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.

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.

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 requested 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.

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 user name and password. Therefore, parents who would like to participate in this program should complete a registration form, and return it, in person, to your 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 same user name and password. Only one user name 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.

PARENT'S RIGHT TO KNOW

The parents' "Right to Know" information, as required by the No Child Left Behind Act (NCLB) of 2001, 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 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 a:

- a. Las cualificaciones profesionales, las condiciones de licencia, y los niveles, de grado y las especializaciones de los maestro de sus niños.
 - b. Si se asegura al niño los servicios de paraprofesionales y si es así,, sus calificaciones.
 - c. El nivel de logros del niño en cada evaluaciones académicas en todo el estado
 - d. Notificación si el niño es enseñado por cuatro o más semanas consecutivas por un maestro que no está altamente calificado en el momento oportuno.
 - e. 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.

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:

- 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.
- 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.
- 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.
- Allow parents the opportunity to establish systems for maintaining communication between all parties involved in the student's educational process.
- 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.
- Provide coordination and support to assist Title I schools in carrying out effective parental involvement activities to improve student achievement and school performance.
- 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.
- 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) or at your child's school.

ENGLISH LANGUAGE LEARNERS

The Hancock County School District participates in an ongoing effort to identify, consider, and take action to provide English Language Learners (ELL) 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 Language 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 Language 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 Language 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.

CHILD FIND (searching for children with special needs)

The Hancock County School District seeks (through Child find efforts) to locate, evaluate, and identify and serve children who are 3-21 years of age and may have a disability. They may be physically, mentally, or emotionally disabled and need help. These children are eligible to receive a free appropriate public education (FAPE). This is available to all disabled children. The Hancock County School District provides services for the following disabilities: speech and language, 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.

The Child Find Coordinator (and Special Education Director) is Kelly Schwartz. Mrs. Schwartz can be reached via phone at 228-466-6340 or via email @ kschwartz@hancock.k12.ms.us The Address is 7060 Stennis Airport Rd. Kiln, MS 39556. Anyone who suspects a child has a disability can contact either Mrs. Schwartz or Mrs. Shaw. A written request can also be sent to the principal of each school. This will be forwarded to the Office of Special Education.

SITE PRINCIPALS

South Hancock Elementary: Mrs. Rose Jenkins	228-467-4655
East Hancock Elementary: Dr. Stacey Lee	228-255-6637
Hancock North Elementary: Mrs. Chrissy Cuevas	228-255-7641
West Hancock Elementary: Mrs. Katie Warren	228-586-6054
Hancock Middle School: Dr. Jessica Taylor	228-467-1889
Hancock High School: Mrs. Tara Ladner	228-467-2251

HOMELESS

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). For more assistance, homeless students should contact their school counselor or the Federal Programs Director at 228-255-6249.

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: 228-255-6249

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Schools within the Hancock County School District receive requests each year for release of class rosters. The Family Educational Rights and Privacy Act of 1974 defines “directory information” relating to a student as including the following: the student’s name, address, telephone number, date and place of birth, major field of study, participation in activities, degrees and awards received, and the most recent previous educational institutions attended by the student. Objections by parents or students to this “directory information” being released may be voiced within fourteen days from the date of this release in the office of the principal. Hancock High School, unless otherwise designated by the student, may release the following information to the public: confirmation of graduation status, honors, attendance, address, and phone number. 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 who receive public funds are required to provide student information to military recruiters. Should you wish to opt out, please call Student Services.

ENROLLMENT ADMISSION

Reference MS Code 37-15-9 (3)

Children of legal school age whose parents are residents of this school district are eligible to attend school. 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 filed petition for guardianship, if pending, and the final decree when granted.

This school board shall not recognize any legal guardianship formed for the purpose of establishing residency for school district attendance purposes. MS Code 37-15-31 (1) (d) (1991)

Registration at Hancock High School requires the parent to accompany the child (MS Code 37-15-11) and provide the school with the following documents:

- Certified Birth Certificate (long form only for students new to HCSD)
- Certificate of Compliance for immunizations
- Report Card from previous school attended
- 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.
- Name and address of previous school attended

- Legal home address of parent or guardian
- Verification of handbook receipt
- Verification of school district residency

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 residence address as herein provided as part of the registration process. Definition of "legal resident" for school attendance purposes: The student physically resides full-time, weekdays/nights and weekends within the limits of the school district. Students who were homeschooled will be tested for appropriate placement.

The parent of a student seeking to enroll **must** provide the HCSD with the following as address verification (a Post Office box as an address will **NOT** be accepted):

- A. Mandatory documents provided by the parent must include **ONE** of the following:
 1. Homestead exemption application, home ownership or mortgage documents and a utility bill
 2. Rental agreement/lease **and** a utility bill
 3. Affidavit of residency (subject to personal visit by a designated school district official)
- A. If the document used for address verification (Section A) was from the list given by #1 or #2 then, **ONE** of the following documents must also be provided.

OR

If the document used for address verification (Section A) was an affidavit, then, **TWO** of the following documents must also be provided.

- ____ Current Mississippi Driver's License
- ____ Voter precinct registration
- ____ Automobile insurance registration
- ____ Automobile tag receipt for that year
- ____ Current payroll stub that has current street address
- ____ Any other documentation that provides proof of street address
- A. Student is living with legal Guardian and a certified copy of the court decree or petition if pending was received declaring the district resident to be the legal guardian of the student and further declaring that guardianship was formed for a purpose **OTHER THAN** establishing residency for school district attendance purposes.
- B. Student is living with an adult other than parent or legal guardian; the adult has provided a sworn affidavit stating his/her relationship to the student, and that the student will be living in his/her home full time and fully explaining the reasons (other than school attendance zone or district preference) for this arrangement and the school board or its designee has made the necessary factual determination under 11.1(c) (2) of the State Residency Verification Procedures.

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.

The mission of the Hancock High School Student Services 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. Visit <http://www.hancockhigh.net/guidance-home/> for up to date Student Services information.

Functions of the Student Services Department include:

- Comprehensive Counseling Program to include
 - Individual & Group academic planning to help each student reach their academic potential
 - Course Selection and review of Graduation Requirements
 - Multi-Tier System of Supports
 - In-School Credit Recovery
 - College and career awareness, exploration, and planning
Visit <http://www.hancockhigh.net/college-prep/> for College Preparation Resources
 - Personal, Social, and Emotional Counseling
 - Support Services for Teen Parents
 - Attendance
 - Truancy
 - Substance prevention & intervention
- Also includes services for
 - Student Records
 - Residency Verification
 - School Registration
 - Transcripts
 - Child Protective Services Support
 - 504 Accommodations
 - 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. 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 week will require approval from the principal.

TEACHER SUPPORT TEAM (TST)

Hancock High School has standardized procedures to ensure that all students are provided an opportunity to succeed in the regular education program and all students receive a free appropriate public education.

The teacher support team (TST) provides a multi-step process by which assistance can be requested for any student who is “at-risk” of not succeeding. The primary purpose of the Teacher Support Team is to assess the needs of all students and determine instructional interventions and strategies for those students who demonstrate learning and/or behavior problems that interfere with their success in the classroom and in the school environment. The goal is to provide supports to help all students be successful learners. The team reviews and utilizes all possible resources within the school and/or grade-level content area and develops instructional interventions and strategies in order to more effectively assist students and improve academic achievement. The standardized procedures and process will be utilized throughout the school year to resolve issues, problems, or concerns related to the performance of students as identified by the teachers, parents, guardians, and administrators.

Multi-Tiered System of Supports (MTSS) contains these essential components:

- Universal Screener in Math, Reading, and Other Content Areas to help identify students who may need more support
- Research-based interventions, teaching strategies, or other methods that have been proven to be effective in addressing a student’s academic or behavioral problems that will help children learn
- Progress Monitoring of the general curriculum to see how well the student is doing in a specific skill

SPECIAL EDUCATION (SPED)

Purpose:

Hancock High School will provide full educational opportunities to all students with disabilities.

Services:

Special Education services are available for students that have a current eligibility recognized by the MS State Dept. of Education. Students eligible for special education (SpEd) services follow one of the following three diploma options.* Each student’s Individual Education Plan (IEP) and the year they enter 9th grade determines which track the student will follow.

- **Regular High School Diploma**
 - Students will meet the requirements for graduation.
 - Students will receive the accommodations set forth in their IEP.
 - Students must meet all the same requirements as specified for non-SpEd students for graduation, promotion, retention, SATP/MAP, discipline, attendance, and curriculum requirements set forth by the MS Dept. of Education and Hancock County School District.
- **Mississippi Occupational Diploma (MOD)*** (For students entering 9th grade 2016-2017 or earlier.)

- Students must meet the requirements of the **MOD** curriculum set forth by the MS State Dept. of Ed and Hancock County School District.
- Students must meet all the same requirements as specified for non-SpEd students regarding graduation, promotion, retention, discipline, and attendance.
- 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 or MOD, when applicable, rather than earning a Carnegie Unit.
- All non-SCD (Significant Cognitive Disability) SpEd students must participate in the required SATP/MAP.
- Students are promoted, retained, and graduated based upon the mastery of their IEP objectives.
- **Certificate**
 - 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 or MOD, when applicable, rather than earning a Carnegie Unit.
 - All non SCD (Significant Cognitive Disability) SpEd students must participate in required state tests.
 - All SCD students will meet their individual state testing requirements on the Alternate Assessment.

*Students enrolled in the second year of a vocational course at the Hancock County Vo-Tech will be expected to take the MS-CPAS2 test based on objectives and skills covered in Year I and Year II of the course. This is a comprehensive test that will count as their final exam grade for the second year of the course.

The regular education classroom teacher is responsible for:

- Informing the SpEd teacher of the student's progress or lack of progress during the 9 weeks.
- Carrying out the accommodations/modifications as specified in the students' IEP.

The SpEd teacher is responsible for:

- Providing the regular education teacher with the accommodations and/or modifications for each student with an IEP.
- Arranging and conducting IEP meetings.
- Consulting with the regular education teachers on the progress of the SpEd students.
- Conducting re-evaluations for SpEd students.
- Providing the parent/guardian with a yearly copy of the Procedural Safeguards Document.

Summary of Rights as established by the Individuals with Disabilities 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, refuse, 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 requirement 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 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).

HIGH SCHOOL DIPLOMA REQUIREMENTS

- Twenty-eight Carnegie units will be required for graduation unless OPT Out or Pathways Diplomas have been approved. Carnegie units are earned by achieving a passing grade in the course and having a minimum amount of seat-time in the course as set forth by the Mississippi State 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.
- Students must meet the attendance policy criteria in order to graduate.
- Students must be enrolled in English/equivalent all four years in high school.
- Subject Area Tests (SATP/MAP) are exit tests required for graduation. (See the SATP/MAP Section for details.)
- Each student's entry date into the first year of 9th grade or 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 go through graduation exercises with the exception of those students who will receive a Certificate of Completion or a MS Occupational Diploma for an Individualized Education Plan.
- One Carnegie unit of credit earned from correspondence work may be accepted in the required credits of the Mississippi Department of Education. One additional correspondence course credit is allowed in the local requirements. These two correspondence courses must be through a college or university approved by the Mississippi Accrediting Commission and must meet the requirements of the college as well. Approval must be obtained from the school counselor and the principal before enrolling in such courses. Correspondence courses may not be used to accelerate graduation.

- Due to 4 x 4 scheduling opportunities, Hancock High School will **not** offer summer school classes, but credit recovery may be offered as funding will allow.
- Credit recovery options and online courses are available for students who meet certain criteria. Online courses may not be used to accelerate graduation without principal approval.
- To participate in the graduation ceremony, a student must clear all fines and remaining fees and must attend graduation practices.
- The official school graduation colors are royal blue, red, and white.

WORK OR EARLY RELEASE

Students officially designated as seniors interested in early release/work release must have passed all state mandated testing, be enrolled in regular academic classes, currently classified as 12th grader according to the handbook promotion policy, and receive counselor and parental approval.

HHS Graduation Requirements		
CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS
ENGLISH	4	English classes I, II
MATHEMATICS	4	1 Algebra I 1 Geometry or Honors Geometry 1 Algebra II, Honors Algebra II or SREB 1 credit from the following: Pre-Algebra, Transitional Algebra, Trig/Pre-Cal or Drafting I & II (1 only)
SCIENCE	4	1 Introduction to Biology I 1 Biology I 1 Physical Science Based Course (Physical Science, Chemistry, or Physics) 1 Other Science (see course selection)
SOCIAL STUDIES	4	1 World History 1 U.S. History ½ U.S. Government ½ Economics ½ Mississippi Studies ½ Geography
HEALTH	½	Comprehensive Health <i>or</i> Family & Individual Health
PHYSICAL EDUCATION	½	PE, JROTC, Football, Basketball, Band, Softball, Cheerleading, or Soccer
BUSINESS & TECHNOLOGY	1	1 ICT, STEM <i>or</i> ½ Keyboarding & ½ Computer Apps <i>OR</i> Test Proficient in Keyboarding & Computer Application plus 1 Business Credit
THE ARTS	1	Art, Band, Theater, Guitar, General Music, <i>or</i> Ceramics I/II
ELECTIVES	9	Added with Required Classes to equal 28 credits
TOTAL UNITS REQUIRED	28	
STATE TESTING REQUIREMENTS	Passing Scores Algebra I, English II, Biology I, and U.S. History	

Honors Graduation Requirements 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 11 of which should be electives	
Obtain a QPA of 3.50 or better with no rounding	
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 13 of which should be electives	
Obtain a QPA of 4.00 or better with no rounding	

*** Graduation is subject to updates from MS Department of ED.

CAREER PATHWAY OPTION

Curriculum Area	Carnegie Units	Required Subjects
English	4	English I English II
Mathematics	3	Algebra I
Science	3	Biology I
Social Studies	3	1 U.S. History ½ U.S. Government ½ Mississippi Studies
Health and Physical Education	½	½ Comprehensive Health, or ½ Family and Individual Health, or ½ Physical Education
Career and Technical	4	(Selected from Student's Program of Study)
Integrated Technology	1	Computer Discovery, ICT II, or 9th STEM, or Computer Applications and Keyboarding
Additional Electives	2	Courses selected from the student's approved program of study
Total Units Required		21

***Mississippi's Institution of Higher Learning requirements differ from minimum graduation requirements for this diploma pathway.**

OPT OUT POLICY

All students must earn a minimum of 28 Carnegie units as specified by the Hancock County School Board in accordance with Appendix A-2 of the Mississippi Standards. For students entering the ninth grade in 2008-2009 and thereafter, the opt out option clause in Appendix A-2 allows the school district to help individual students whose educational needs cannot be met through the requirements of Appendix A-2. Parents electing to opt out must contact the Student Services to review student eligibility policy.

If the opt out option is approved, the student will be required to earn a minimum of 24 Carnegie units as specified by the Hancock County School Board in accordance with Appendix A-1.

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 eight (7) units of credit, the student will be promoted to the TENTH grade.

If a student has earned thirteen (13) units of credit, the student will be promoted to the ELEVENTH grade.

If a student has earned twenty (20) units of credit, the student will be promoted to the TWELFTH grade.

*Career Pathway/OPT Out students (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.

STATE TESTING PROGRAM

Students who fit the following criteria WILL be required to take state mandated test for each tested subject.

- If the student attempted the subject Carnegie unit at HHS.
- If the student attempted the subject Carnegie unit at a non-accredited school.
- If the subject was studied through home schooling.

Students who fit the following criteria WILL NOT be required to take state mandated test for each tested subject.

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

All regular diploma track students must pass all required state tests before their graduation or meet the requirements of other options as outlined by the current MS Department of Education standards. Any senior required to pass a state test who fails will be offered a chance to retake the test three times their senior year until a passing score is achieved with the exception of seniors enrolled in the class for the first time. Any seniors who have not passed all state tests are not eligible for early work release until receiving a passing score. 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	Grade of Students	Given
ACT	Aptitude/College Readiness	All Juniors, Others as needed	March/April
PSAT/NMSQT	Aptitude	9 th , 10 th , 11 th	October
ASVAB	Aptitude	11th & 12th	January
CPAS	Required by State	Vocational Students	April/May
SATP/MAP Algebra I Biology I English II U.S. History	Required by State	Depends on when the course is attempted	TBD

On-Line Credit Accrual

On-line coursework is available for 9th through 12th grade students through The Mississippi Virtual Public School (MVPS) and other 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. Once all MVPS seats are used, parents may pay the cost for an additional MVPS seat. The student handbook shall serve as notification to parents of the on-line program. The site coordinator will monitor student progress and inform parents during the course.

Hancock High School Students may take only:

- A total of three Carnegie units from MVPS or other MDE approved on-line vendor during their high school career*

or

- Two MVPS units combined with one correspondence Carnegie unit

*Carnegie unit limitations may be waived in cases of extenuating circumstances.

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

- Counselor recommendation
- Principal approval
- Students must have GPA of 2.0 or higher.
- Student must follow all policies and guidelines for each course as determined by MVPS or other approved vendor.
- Students must have access to internet and a working computer with appropriate software in order to enroll in on-line classes.
- Students may enroll in no more than two on-line courses per semester and no more than two MVPS courses per school year.
- 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 courses according to the course title.

- Students may not take state tested courses on-line.
- On-line course enrollment may not be used to accelerate the normal graduation year.

The following courses are available through MVPS. Additional courses may be available through other MDE approved vendors.

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 - 12

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, III, IV – Grades 9 - 12

Advanced Placement – Grades 10 – 12 (Half Credit)

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

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

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 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.

CORRESPONDENCE COURSES

Principal's permission is required in order to take a correspondence course. Only one Carnegie unit by correspondence may be earned toward graduation. Required courses cannot be taken early. All correspondence courses are weighted as regular courses. Hancock County School District will not accept credit from a correspondence class for any state tested subject areas (e.g. Algebra I, Biology, English II, or US History). Seniors taking a correspondence course for graduation must have received a final grade for the course at least five (5) weeks before graduation. Consult your counselor for details.

GED PROGRAM*

The GED Program is for students who are multiple grade levels behind in their pursuit of a high school diploma. The basic foundation of the program is to concentrate on the basic/core subjects of language arts and math. To be enrolled in the GED Program, a student must meet the following criteria:

- The student must be 16 years old or older.
- The student must be at least two (2) grade levels behind or have acquired less than four (4) Carnegie Units.
- The student must have taken every opportunity to continue to participate in course work leading to a regular high school diploma.
- The students must score at least an 8th grade level on the TABE test in reading and math.
- The Students **must** have transportation when they are dismissed.
- The student must successfully complete the GED test to complete the GED Program.
- Parental permission for placement is required. The GED administrator should be part of the consent team to make sure all GED policy, procedures, and expectations are understood.
- An Individual Education and Career Plan (IECP) is developed at the time of placement.

- Any student who has been referred to the Alternative Education Programs (i.e. Alternative School) for disciplinary reasons is not eligible for placement in the GED Program. Behavioral and Attendance violators are not permitted in the GED Program. *(GED based on funding.)

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. Twenty percent (20%) of the term average will be based upon nine-week exams which will be administered to the student at the end of each nine-week grading term. Forty-five percent (45%) of the average posted on the report card will be based upon tests and major projects. Twenty-five percent (25%) will be based on minor grades. The remaining percentage (10%) will be based on 'other' assignments and is not limited to homework, daily class work, individual/group projects, and outside assignments. 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.) The grading scale is as follows:

Letter Grade/Code	Numerical Range	Progress
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

Sam7 GRADE REPORTING KEY

Code	Meaning	Numerical Value	Used For
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, Engineering and Robotics I and II, Human Anatomy, Physics, Chemistry, Microbiology, Genetics, Zoology, Historical Research, and Aquatic Science. Furthermore, a student may receive up to five (5) quality points upon successful completion of his/her third consecutive year in JROTC, Band, Theatre, Art, or Advanced P.E. Regular courses include all courses not listed above and a complete course list can be viewed on the Hancock High School website (www.hancockhigh.net). Half unit courses receive one-half the designated quality points based on course level. Quality points are computed on a semester basis. All AP courses receive accelerated course quality points. Students who choose to take the AP exam will receive AP Course quality points. Dual credit courses will also receive AP with Exam weight.

Grade	AP Courses with AP Exams	Accelerated & AP Courses	Regular Courses
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.hancock.k12.ms.us.

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.

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 ($QPA = \frac{\text{sum of Quality points}}{\text{sum of credits attempted}}$) 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.

Graduation Regalia

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, and the Hawk medallion. (Other accessories may not be worn.)

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.msmecc.com/index.php/activities/mississippi-scholars>

PREPARING FOR COLLEGE

All students who enroll in AP courses are expected to complete the AP exam. These exams cost approximately \$90 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.

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 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.
- The student must not have had more than 6 undocumented absences during the fall semester or excessive unexcused tardies.
- The student may not have had an out of school suspension during their high school years or have engaged in any action that does not exemplify good behavior or school board policy.

ATTENDANCE POLICY

The Hancock County School District believes that attendance is the foundation for the learning process. Moreover, MS law requires not only a passing grade in a class, but a minimum amount of seat-time. It is our hope that all students will not only be in compliance with the requirements of the law, but will actively participate in and take full advantage of their learning opportunities. While perfect attendance and near perfect attendance may be rewarded with special recognition and exam exemption, expectations for attendance must be set as well as consequences for excessive absences.

On this basis, students must be present for...

- 41 out of the 45** days in a quarter course,
- 82 out of 90** days in a semester course, and
- 164 out of 180** days in a year-long course.

When a student is not present for the required number of days, whether excused or unexcused, the student will be denied course credit and will receive a grade of No Credit (NC). Through written notification, parents must elect to (1) appeal to the attendance committee for review of documentation for the possibility of waiver, (2) take advantage of the opportunity to serve Seat Time hours, or (3) accept non- credit and reenrollment in the required course. Students who elect to serve Seat Time must do so within 90 days of the time in which the NC occurred.

When a student is absent from school, whether the absence is a partial day or full day, the parent shall submit to the school upon the student's return to school proper documentation whether it be a parent note, doctor's not, legal not, etc. for any absences as defined in MS Code 37-13-91; #4, A1. It is the student's and parent's responsibility to keep a copy of all documentation for his/her own record and turn in original documentation (see list below). Depending on the information or lack thereof, the absences will be recorded one of the following ways:

- **Excused (Documented, Lawful Absence)**
 - Up to three absences per nine weeks may be excused with a parent note which includes

- Student's full name
- Date of absence
- Parent signature
- Day time phone number for parent
- Health department order with documentation
- Serious illness in immediate family with documentation from hospital or doctor
- Death in immediate family with obituary and an explanation of relationship
- Medical/dental appointment* with a valid doctor's excuse
- Court appearance with a valid court excuse/summons
- Religious holiday/event with documented parent note
- Valid educational opportunity with valid documentation
- **Unexcused (Undocumented, Unlawful Absence)**
 - No documentation received
 - Unacceptable documentation
 - Out of school suspension
 - 4th Absence and all additional absences per nine weeks documented only by a parent note
- **SCHOOL BUSINESS** (Not counted as one of the 4, 8, or 16 absences)
 - School Sponsored Field Trips
 - MEPS Appointments (Verified by recruiter and parent)
 - Pre-Approved College Visits (1 Per semester for Juniors and 2 per semester for Seniors)

When a student is absent for ten (10) consecutive days without notifying the school office, he/she will be formally removed from class rolls. When a long term medical issue exists, the child's counselor should be notified immediately.

*Parents are urged to schedule medical and dental appointments for students after school hours or during school holidays. Parent notes will be accepted but are **not** considered documentation for extenuating circumstances.

**Any student who exceeds 12 unexcused absences will be referred to the school and county attendance officers. MS Code 37-13-91 authorizes law enforcement officers to investigate and file a petition against a parent or child under the provision of Mississippi Compulsory School Attendance Law. A sheriff, a deputy sheriff, and/or a municipal law enforcement officer shall be authorized to investigate all cases of nonattendance and unlawful absences of children of compulsory school age. Law enforcement officers shall be authorized to file a petition with the youth court under Sections 43-21-451 as it pertains to a parent or child for violation of this section.

SATURDAY SCHOOL (ATTENDANCE VIOLATIONS)

After the student exceeds 4, 8, 16 absences, a course grade of NC (No Credit) will be issued. Parents may be required to attend a meeting to discuss school and state consequences of attendance violations. If a parent elects that a student will take advantage of the opportunity to make up seat time hours, the student will be expected to make up the seat time within 90 days or the student will be enrolled in required courses again. Seat time is made up in assigned Saturday school. (Note: There are a limited number of Saturdays in which days can be

made up.) Saturday school will begin promptly at 8 a.m. and students will not be admitted after that time. Students must provide their own transportation. All students must be picked up promptly at 12 p.m. when Saturday School is over. During Saturday School, all school rules apply and students will complete ACT/SATP/MAP/PSAT reviews or other school related assignments. Seniors will be given special consideration as to when seat time can be made up.

APPEALS PROCESS

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. Exams not taken or missed for any reason will be assigned a grade of 0 (zero) until the exam 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.

EXAM EXEMPTION POLICY

At the end of each grading period, a student may opt to be exempt from the nine weeks exam if certain criteria are met. All exempt students not attending school on exam days must have a signed parent permission slip on file in order to be counted present on test days. The student must check in and/or check out as their test schedule necessitates. Check-outs by parents should be completed at the end of the scheduled exam to prevent interruptions during testing. (Neither test day is counted as an attendance event for the purposes of exemption.) Minimum averages paired with maximum attendance events will be the determining factors. A student may be exempt if the following conditions are met:

Be present for each class the day exemption forms are due to have exemption forms signed by each teacher **AND**

- At least a 75 average in the class and 1 or less attendance event or
- At least an 80 average in the class and 2 or less attendance events or
- At least a 90 average in the class and 3 or less attendance events

For exemption purposes, an attendance event is defined as an absence, a tardy, check-out, or check-in. Exempt students who take the exam will only have the grade recorded if it improves their final average. Exams will not be given early without express permission of the principal when proper cause and/or documentation is provided. *Students must be present for each class the day exemption forms are due to have exemption forms signed by each teacher.*

TARDY POLICY

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. A student will be tardy for class if he/she is not in the respective classroom when the tardy bell rings. If a student is tardy for class, the tardy will be documented by the teacher and consequences will be assigned as stated below.

- 1st Tardy – Warning from the teacher and/or Parent Contact
- 2nd Tardy – Activity Detention (AD): Teacher assigns AD and student must return signed form to AD monitor
- 3rd Tardy – AD: Teacher assigns AD and student must return signed form to AD monitor
- 4th Tardy – AD: Teacher assigns AD and student must return signed form to AD monitor
- 5th Tardy –Excessive Tardies: Student is referred to an Administrator for placement on the school discipline ladder;
 - Parent Contact or Parent conference may be required
 - The student may lose driving privileges if the student drives.

Students will have five (5) school days from the date of the tardy to attend Activity Detention. If there are extenuating circumstances where the child cannot attend AD, additional time may be granted with prior approval from a principal. Students who fail to attend the assigned AD will be assigned an additional AD. Students who fail to attend both assignments will be referred to an administrator and be placed on the discipline ladder. Tardies will accumulate during each grading term and the count will begin anew with each grading period. A maximum of (1) parent notes per term will be accepted to excuse a tardy to first block only but must be submitted the next day the student is in attendance. Students who fail to attend Activity Detention or demonstrate excessive tardies (more than 12) will be referred to the county truancy officer.

CHECKOUT and CHECK IN POLICY

During registration, the parent or legal guardian must complete a checkout card upon which they list 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 will count as a tardy and will require the proper documentation and/or a parent sign-in is required. Checking in late or checking out early may count as a class absence if the student misses more than 30 minutes of class.

EMERGENCY PROCEDURES

DRILLS

Fire and severe weather drills are required. Emergency procedures for these conditions shall be posted in each room. Students should move orderly and quickly when leaving the classrooms/buildings and should remain attentive to the directions of supervising teachers. Student cooperation is mandatory during drills and actual emergencies.

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 pupils and employees. The decision to close schools shall be made by the superintendent after consulting, 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 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 the school. However, all such schools so closed shall operate for the required full time after being reopened during the scholastic year. MS CODE 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 shall be informed early in each school year how they shall be notified in the event of emergency closings or early dismissals.

EXTREME WEATHER CONDITIONS

The Mississippi Gulf Coast is noted for severe, unpredictable weather conditions. If a severe weather warning, such as a tornado warning, is issued by the United States Weather Bureau, local civil defense officials will notify the superintendent of schools and each principal. 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. Pupils will not be allowed to use the telephone during severe weather warnings except in cases of emergency. Parents and their children should have an arrangement worked out in advance with regard to transportation during extreme weather conditions.

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. Demonstrate HAWK PRIDE at all times.
8. Remain in designated locations. (Students on work-release schedule should only be on campus during assigned class time.)
9. 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.
- Head phones and other electronic devices should be stored properly out of sight while students are in the corridors.

CELL PHONES – PERSONAL ELECTRONIC EQUIPMENT

Students are not allowed to use electronic devices on school campus during

school hours. (School hours for these purposes are defined to be from the time the student arrives until after the final bell of the day.) Students may be allowed to use electronic devices for instructional purposes as deemed by the classroom teacher. Early dismissal students may not use electronic devices until they have left campus.

Electronic devices include cell phones, smart watches, MP3s, IPODS, radios, CD players, cameras, laser devices, electronic games, beepers, or electronic gadgets, etc. All such items must be kept out of sight and in the 'powered off' position. Students who fail to comply with this policy will have these items confiscated. The parent(s) must collect the equipment from the school. All items not collected by the end of the school year will be donated to charity. The school, administrators, faculty, and staff are not responsible for lost or stolen electronic devices; thus, students are highly encouraged to leave these items at home. Parents who allow students to bring electronic devices on campus assume the risk of theft and loss. Recovery of said items is not the responsibility of the school district.

If there is suspicion of use, use, or if the device is in plain view, it will be confiscated. Students refusing to turn over the device to the faculty member may be subjected to more severe penalties. **Furthermore, violation in a state testing environment will result in the device being kept until the end of the school year.**

Consequences for offenses are listed below:

- First Offense:** The electronic device is confiscated in one piece and turned over to the principal.
A parent or legal guardian may pick up the item from the office at the close of the designated school day.
- Second Offense:** The electronic device is confiscated in one piece and turned over to the principal.
The item is held in the office for three days.
A parent or legal guardian may pick up the item from the office at the close of the designated school day.
- Third Offense:** The electronic device is confiscated in one piece and turned over to the principal.
The item is held in the office for five school days.
The student may be subject to further discipline consequences based on the nature and severity of the incident. A parent or legal guardian may pick up the item from the office at the close of the designated school day.
- Fourth Offense:** The electronic device is confiscated in one piece and turned over to the principal. The student may be subject to further discipline consequences based on the nature and severity of the incident.
The item will be held in the office for ten school days.

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

The Mississippi Public Schools Accountability Standards, 2006, prohibits the possession and/or use of any electronic communication device, including cell phones and personal digital assistance devices, by students during the

administration of scheduled statewide tests. Possession of any such device, even if it is not being used, is a violation of state policy. A student having a cell phone (or other electronic device) in his/her possession anywhere on his/her person during the test administration is a testing violation. The consequence of this testing violation is that the test results for that student will be invalid; therefore, the score of any student in possession of these prohibited devices during the test administration will be invalid and therefore automatically non-passing. **In addition to a non-passing score, the school discipline ladder will apply (Step 4 -7) and the device will be kept until the end of the year.**

BULLYING/CYBER BULLYING/SOCIAL NETWORKING

Bullying as defined by Webster's Dictionary is the act of treating someone abusively. This would include tormenting, harassing, humiliating, ridiculing, or otherwise targeting the other person for physical or emotional harm. Cyber bullying (online bullying) is the use of electronic information and communication devices such as e-mail, instant messaging, text messages, blogs, mobile phones, and websites to bully or otherwise harass an individual or group through personal attacks or other means. Cyber bullying is willful and involves recurring or repeated harm inflicted through the medium of electronic text. No form of bullying will be tolerated at school.

Students may be disciplined for out-of-school conduct that substantially interferes with the normal operations of the school.

If a student torments, threatens, harasses, humiliates, ridicules, or otherwise targets or cyber bullies another individual who they know through school, the school can discipline that student for inappropriate use of the Internet, email, cell phone, or computers if such inappropriate use is related to school. We interpret the relationship to school to include messages sent from a cell phone, home computer or other computer activity on the home computer if the messages are sent to or talk about another student, the school, or school staff or if the computer activity is otherwise related to school activity or attendance.

If your child is the target or victim of such school-related behavior, the bullying should be immediately reported to school administration for investigation and corrective action if verified. While the school cannot discuss with you the details of the corrective action taken against another student, we assure you that we will take what we believe will be effective action to stop the behavior from recurring. Of course, should any cyber bullying recur, please notify the school again so that further and more serious corrective action can be taken. The school district is very concerned about such behavior and is determined to take effective action to stop the school-related behavior if it is brought to our attention. (MS Code 37-11-20)

SCHOOL SEARCHES SEARCH OF LOCKERS

Students are responsible for what is contained in the lockers issued to them by the school. School authorities may conduct periodic general inspections at any time for any reason. Inspection of individual lockers may occur when there is a

reasonable basis to do so. The search will be conducted with another adult witness present.

SEARCH OF STUDENTS' AUTOMOBILES

On campus or at any school event, when a school administrator has reasonable suspicion that illegal or unauthorized materials are contained inside a student's vehicle, the school retains authority to inspect the automobile. The student will be required to open the automobile, including the trunk, for inspection.

SEARCH OF STUDENTS

A student's person and/or personal effects including electronic devices may be searched whenever a school administrator has reasonable suspicion to that the student is in possession of illegal or unauthorized materials. If a pat-down search of a student's person is conducted, it will be conducted in private by a school official with an adult witness present. It will be an extremely rare situation that requires a more intrusive search of a student's person than a pat-down. Only if extreme emergency conditions exist, and only upon approval by the superintendent or his designee shall a more intrusive search be conducted. If such a search is necessary, it will be conducted in private by a school official with an adult witness present. Metal detection devices may be used if necessary.

NOTICE OF POLICY

Students will be provided notice of the School Search Policy by having the policy placed in the student handbook and distributed to all students. A copy of the policy will also be posted in the principal's office or other prominent place in the school. **Legal References:**

Zamora v. Pomeroy, 639 F.2d 662 (10th Cir. 1981).

Horton v. Goose Creek Independent School District, 690 F.2d 470 (5th Cir. 1982), cert. denied, 103 S.Ct. 35 (1983).

New Jersey v. T.L.O., U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985).

Tarter v. Raybuck, 742 F.2d 977 (6th Cir. 1984), cert.denied, 105 S.Ct. 1749 (1985).

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 Intervention (ISI), suspension, expulsion, and placement in the alternative school. 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 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 Intervention
Removal from ladder at the end of ten (10) school days

STEP 2

Parent/Guardian Contact
1 day In School Suspension
Removal from ladder at end of twenty (20) school days

STEP 3

Parent/Guardian Contact
2 days In School Suspension
Removal from ladder at end of thirty (30) school days

STEP 4

Parent/Guardian Contact
2 to 3 days In School Suspension
Removal from Step 4 and placement on Step 3 after twenty (20) school days

STEP 5

Parent/Guardian Contact
1 to 3 days Out of School Suspension
Removal from Step 5 and placement on Step 4 after thirty (30) school days

STEP 6

Parent/Guardian Contact
2 to 9 days Out of School Suspension, 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. Removal from Step 6 and placement on Step 5 after thirty (30) school days

STEP 7

Recommendation for expulsion or placement WINZONE Alternative School. The student will be suspended out of school pending intake at the WINZONE or the discipline hearing.
-A student may be recommended for expulsion 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.

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.

	OFFENSE	Consequence
1	Commit any act otherwise punishable by law	Step 4-7
2	Continuous or willful disobedience of school and/or class rules	Step 1-7
3	Cell Phone Policy violation	Loss of privilege Step 2-7
4	Defacing or otherwise damaging property that belongs to the school district or individuals (to include restitution*)	Step 4-7
5	Dishonesty in any form, including academic dishonesty (cheating) false testimony, stealing, possession of stolen items, forgery	Step 2-7
6	Disrespect, insubordination, or open defiance of faculty or staff	Step 2-7
7	Disruption of the educational process	Step 3-7
8	Dress code violations	Step 1-7
9	Excessive horseplay	Step 3-7
10	Failure to attend Detention/Mandatory Tutoring	Step 2-7
11	Gambling or possession of gambling devices	Step 1-7
12	Harassment, intimidation, threatening or bullying others to include cyber bullying or cyber stalking	Step 3-7
13	Hazing or initiation activities	Step 3-7
14	Improper behavior on campus or at any school event	Step 1-7
15	Inappropriate language, writing, acts, gestures or symbols, including insults and inciting remarks pornographic materials	Step 1-7
16	In an undesignated area; Failure to report to designated location	Step 1-7
17	Leaving campus without authorization / truant	Step 3-7
18	Leaving class without permission/proper pass, cutting class	Step 2-7
19	Other behaviors as designated by administration	Step 1-7
20	Minor physical altercation: arguing, pushing, shoving, and minor disruption of the educational process	Step 1-6
21	Major physical altercation: physical assault, fighting, major disruption of the educational process	Step 7 Arrest
22	Profiteering – sale of goods or services on school property or at school function without administrators' permission	Step 1-7
23	Provoking Violence and/or Civil Unrest	Step 3-7
24	Public display of affection or inappropriate physical contact	Step 1-7
25	Refusal to identify self correctly when requested to do so by a faculty or staff member	Step 2-7
26	Refusal to hand over cell phone or other device/gadget when specifically asked to by a	Step 3-7

	faculty or staff member	
27	Sale/transfer of a counterfeit drug	Step 5-7
28	Secret society solicitation, enrollment, membership, and/or representation	Step 4-7
29	Tardy	ASD
30	Tardy Excessive	Step 1-7
31	Use, sale/transfer, under the influence, or possession of alcohol, alcohol related products, potentially harmful unregulated products or a controlled substance on or near school grounds	Step 6-7
32	Use, sale/transfer or possession of a dangerous object	Step 4-7
33	Use, sale/transfer, solicitation or possession of illegal drugs (controlled substance) or drug paraphernalia	Step 4-7
34	Use, sale/transfer or possession of fireworks of any kind	Step 4-7
35	Use, sale/transfer or possession of over-the-counter or prescription drugs or possession not approved by the administration	Step 2-7
36	Use, sale/transfer or possession of tobacco** or tobacco-related products to include vapor cigarettes and paraphernalia at school or in the immediate vicinity of school	Step 3-7 Summons Citation
37	Use, sale, transfer, or possession of a weapon	Step 7
38	Use or possession of a cell phone or other electronic device during the administration subject area test (see cell phone policy on page 29).	Step 4-7 Loss of Privilege Test May Be Invalidated
39	Verbal aggression/confrontation	Step 1-7
40	Violation of vehicle safety rules or parking lot rules (Consequences may also include loss of driving privileges: see Student Parking section on page 47).	Step 1-7
41	Violation of Acceptable Use Policy (computer use violation)	Step 1-5
42	Use, sale/transfer or possession of e liquid including paraphernalia used to ingest any foreign substance that could be harmful	Step 4-7

*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 SUSPENSION (ISS)

In School Suspension 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 or ISS Teacher. Students will be isolated from others throughout the day and will be expected to follow all rules, policies, and procedures set forth by the ISS 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 ISS program may be suspended or assigned additional time in the ISS program.

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

This action will occur upon the recommendation of the principal or principal's designee. Alternative School students are **not** permitted to attend extracurricular activities in the school district. 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. 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.

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 principals 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 comprised 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 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.

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

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.

STUDENT LIFE

STUDENT DRESS CODE

The dress code, as outlined in this policy and in the Student Handbook, is the only acceptable form of attire, which has been approved by the Board of Trustees, to be worn by the students in this district. Any deviations are disallowed. Parent/guardians and students should refer to the Student Handbook for a complete listing of requirements and procedures of the district's Mandatory Dress Code.

All teachers will monitor student dress and send those students who, in their opinion, are dressed inappropriately, or are not in compliance with the district's dress code policy, to the school administrator. The administrator of each school will have sole responsibility for determining the appropriateness or inappropriateness of dress where a policy interpretation is required.

STUDENT SCHOOL DRESS CODE POLICY

The Hancock County School Board has defined the minimum standards of dress and grooming which will be acceptable for students in the school system. The following is a description of the clothing that students shall wear while attending school in the Hancock County School District. An effort has been made to be as specific as possible about acceptable styles and colors. When purchasing your child's clothing for school you are encouraged to purchase within the guidelines listed below. Because a certain style, etc. is not listed does not mean that it is acceptable attire that can be worn to school. If you have questions about a certain style of clothing, you are encouraged to contact the administrator of your child's school for clarification prior to the purchase of the clothing.

ALL CLOTHING MUST BE OF ACCEPTABLE CONSTRUCTION & DESIGN PURSUANT TO THIS STUDENT DRESS CODE POLICY SHIRTS / BLOUSES / KNIT POLOS

All shirts must be of a solid required dress code color: White, Navy Blue, Red, and Royal Blue.

Button closure; must have collar, long or short sleeve, with or without pockets Plain front, no trim, lace, ruffles, pleats etc.

Trademarks and logos are allowed, but must not exceed a two-inch square.

A school logo is allowed, but limited to the following areas: pocket, collar, or sleeve and may include school name, mascot, school club or team logo, or a combination of the above.

What is not allowed even on free dress days...

- Crop tops, midriff shirts, or sleeveless shirts are not allowed.
- Showing cleavage is not allowed.
- Frayed, cut, holey, or torn clothing is not allowed.
- No clothing top shall be cut low in the front or back.

HOODIES/SWEATERS/VESTS/SWEATSHIRTS Pullover

All tops must be of solid dress code colors only: White, Navy Blue, Red, Gray and Royal Blue.

Cardigan-button up, pullover-scoop or V-neck or zip up, are all allowed.

A collared shirt must be worn under the hoodie/sweater/vest/sweatshirt.

Trademarks and logos are allowed, but must not exceed a two-inch square.

A school logo is allowed and may include school name, mascot, school club or team logo, or a combination of the above.

PANTS / SLACKS / CAPRIS / CULOTTES / SKIRTS / JUMPERS / SHORTS / SKORTS

All bottoms must be of solid required dress code color: Navy Blue or Khaki (tan or beige).

Fabric must be of a non-denim, non-fleece/velour, non-spandex type material.

Length of shorts/skort must be mid-thigh or longer.

Length of skirts/jumpers must not be higher than four (4) inches above the top of the knee.

Cuffed or uncuffed, pleated or unpleated, must be hemmed, Cargo/carpenter style bottoms are allowed.

Waistband must be worn on the waist without sagging.

Trademarks and logos are allowed, but must not exceed a two-inch square.

Length of P.E shorts and/or shorts worn for all athletic practices must be mid-thigh or longer.

Cargo/carpenter style with low-profile/flush pockets is allowed. No pleated pockets or extended pockets are allowed.

What is not allowed even on free dress days...

- Bottoms made of sweatshirt type, stretch material/spandex fabric, velour or fleece are not allowed.
- Low riding clothing will not be allowed.
- Frayed, cut, holey, or torn clothing is not allowed.
- Shorts that do not meet the mid-thigh or longer in length.
- Leggings unless worn with a tunic/caftan/long top that reaches at least thumb length in both front and back.

SOCKS / TIGHTS / HOSE (Optional)

All must be solid color only: white, navy blue, red, beige/tan/khaki, black, brown.

What is not allowed even on free dress days...

- Emblems, trademarks, or logos are not allowed.
- Fish net, lace hose or similarly design items are not allowed.
- Leggings unless worn with a tunic/caftan/long top that reaches at least thumb length in both front and back.

SHOES (Required)

All shoes must be of solid color with accent color or trim.

Navy blue, white, tan, beige, brown, black, red or gray shoes are allowed.

Closed toe is required.

Boots are allowed to be worn with long pants; pants must come down over the top of the boot.

Shoe laces must match the shoe, be of the type meant to be worn with the shoe, and must be tied or fastened at all times.

What is not allowed even on free dress days...

- No platform shoes, spike heels, cleats, or skates.
- Flip-flops, sandals, and open toe shoes are not allowed.
- No skull emblems are allowed on shoes.
- House shoes (slippers) are not allowed.

BELTS

Belts must be of solid colors only: Navy blue, black, brown, or khaki/tan.

No visible emblems, brand logo or trademark are allowed; student's name only may be on the belt.

Belts may be worn with pants, shorts, etc. that have belt loops.

Belts may be cloth or leather.

What is not allowed even on free dress days...

- Large belt buckles are not allowed.

COATS / JACKETS

A jacket or coat is defined to be an outer garment used for warmth that extends to the waist or hips, having long sleeves and fastening down the front.

Coats and jackets may have hoods and may be any color.

Uniform shirts must be worn under coats, jackets, and hoodies.

Trademarks and logos are allowed.

Jackets are not to be worn tied around the waist, shoulders, or any other part of the body while inside buildings.

Hoods may not be worn on the head while inside buildings.

Coat length is limited to mid-thigh.

Trench coats are not allowed.

In addition to the above clothing requirements, there are certain minimum standards of hygiene, sanitation and personal appearance which students are expected to follow. Student's dress and grooming shall be neat, clean, and follow the general guidelines below. Any student violating any of such regulations will be subject to appropriate disciplinary action.

GENERAL EXPECTATIONS OF DRESS

Students must meet adequate standards of hygiene and decency, as well as sanitation and personal appearance.

Student's dress and grooming shall be neat and clean.

All clothing must fit and be worn properly.

What is not allowed even on free dress days...

- Head covering of any kind including hats, bandanas, scarves, hairnets, sunglasses, sweatbands, hoods are not to be worn at school unless required for religious beliefs, as part of a school issued uniform, or for school safety.
- Cologne, perfumes, and other sprays are not permitted at school due to the potential of triggering asthma in some individuals.

- Hair that covers either eye or the eyebrow is not permitted. No unnatural hair colors, wild hairstyles, spikes etc. are allowed. Notched eyebrows or designs in the hair are not allowed.
- Designer/theatrical type contact lenses are not allowed.
- Excessive or unnatural make-up and face painting are prohibited. Natural make-up colors only are allowed.
- Any piercing jewelry that is not in the ears is not allowed and must be removed. Simply covering said jewelry is not allowed.
- Underwear (required) shall not be visible.
- No oversized or tight fitting clothing is allowed.
- Frayed, cut, holey, or torn clothing is not allowed.
- No see through, sheer or netting type material is allowed on any garment.
- Tattoos cannot be visible and must be covered.
- Chains used to attach wallets or for any purpose are prohibited.
- Spiked or pointed jewelry is prohibited.
- Raingear such as boots and ponchos will not be worn inside the buildings except while waiting to exit.
- 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.

Any student violating any of such regulations will be subject to appropriate disciplinary action.

DRESS FOR SUCCESS

To promote a successful academic environment and prepare students for the future, Hancock High School classes may participate in Dress for Success. When the opportunity is presented by the teacher, students participating must adhere to the standards below.

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. Professional clothes are typically modest clothes with muted colors (gray, black, white, dark blue, etc.), and clean lines (no lace or frills).

GENTLEMEN:

- Long-sleeved dress shirt (tucked in)
- Tie
- Dress pants with belt
- Dress shoes
- Blazer (optional)

LADIES:

- Knee length* skirt or dress OR dress slacks
- Business style top or blouse
- Dress shoes
- Blazer (optional)

* Knee length is when a skirt or dress touches the knee in the standing position.

Inappropriate clothing items include, but are not limited to the following:

- Spike heels (Heels higher than 3 inches)
- Denim
- Fleece / hoodies
- Athletic jackets
- Low cut tops (visible cleavage)
- Dresses or skirts with slits (more than four inches above the knee)

OTHER CONSIDERATIONS, EXCEPTIONS AND OPTIONAL ARTICLES OF ATTIRE

- Students enrolled in programs and organizations such as JROTC, Health Occupations, Scouts, etc. may be exempt from complying with the mandatory school dress code policy on the day(s) they are required to wear their military uniform, medical uniform or other uniform as approved by the administrator. (Skirts, shorts, etc. must meet the required length pursuant to this Dress Code Policy.)
- Members of school sponsored/sanctioned groups, e.g. clubs, choral groups, band, athletic, dance or drill teams, may be allowed, as a group, to wear on certain days or for special events, a club or group t-shirt/sweatshirt as approved by the school administrator. T-shirts, sweatshirts, etc. must all meet school dress code colors. Only t-shirts/items purchased through the school or school organizations will be allowed. Athletic jerseys are allowed on school-sponsored game days only. Prior approval of the school administrator must be obtained.
- Students may be allowed to wear suits/dress clothing for special events such as special presentations, reports or game days, as specified by the teacher or coach. Prior approval of the school administrator is required.
- Students attending field trips shall comply with this Dress Code Policy unless prior approval is granted.
- During physical education and/or athletics, practice attire may be allowed as approved by the school administrator. Length of shorts must comply with the dress code policy.
- Administrators may occasionally allow “special dress” days upon which students will be allowed to wear designated clothing that is not part of the dress code policy.

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.

FINANCIAL HARDSHIP

A parent or guardian who finds it difficult to comply with the requirements of the Hancock County School District’s Dress Code Policy due to financial hardship may request assistance from the administrator at their child’s school. The school administrator may be able to offer suggestions to the

parent/guardian(s) regarding assistance from various community and civic groups or agencies. Schools are encouraged to work with their parent organizations/volunteers to sponsor a “Clothing Swap/Contribution” at the end of each school year. This would be an effective method of aiding families with school clothing purchases.

The Hancock County School Board has adopted these standards expecting the support of parents/guardians and students in the spirit for which the standards are intended. Students are expected to dress and groom within the limits set by the standards. Students are expected to obey the rules and directions of their teachers and administrators in charge of their educational programs. Parents/guardians are requested to encourage their students in participating in the spirit intended by the standards for personal appearance and the discipline program. The Dress Code Policy will be positively enforced by teachers and administrators. The standards for dress, grooming and discipline, with appropriate methods of enforcement and appeal, have been established to provide an environment and conditions whereby the school district's educational program can be so planned, adapted, and conducted as to provide each student the training and opportunity to take his/her place in a democratic society. The Dress Code Policy has been developed to establish a standard of decency for covering the body, for improving the educational environment of the school and for enhancing school safety and the policy should be interpreted in the spirit for which it is intended.

HOMEcomings COURT DRESS CODE

The Hancock High School Homecoming Court Faculty Advisors will determine the dress code for the Homecoming Court activities within the guidelines of the school dress code. Any member of the court who chooses not to follow these guidelines will not be allowed to participate.

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.

HOMEcomings DRESS CODE

All outfits must be in good taste and the following guidelines have been established for the homecoming dance which is considered a semi-formal affair and the following standards apply:

Ladies:

- Dress gowns (long/tea length/mid-thigh) or pantsuits are required.
- Dress shoes are required and shoes must be worn at all times.
- Dresses must have full sides to them.

- No slits higher than mid-thigh.
- No revealing or low cut gowns or dresses.
- No midriffs or two piece gowns or dresses where the midsection is showing.
- No cut outs in gowns or dresses where skin is revealed (on front or sides of gown).
- Dresses with spaghetti straps and strapless gowns that fit properly and are not revealing may be worn.
- ALL of the above must conform to the dress code above without the aid of a shawl, jacket or coat.

Gentlemen:

- Dress pants, worn properly at the waist with a belt, are required. Collared dress shirts are required and must be worn tucked in pants.
- A tie is required.
- Dress shoes are required and tennis/athletic shoes are not permitted.
- Optional: Sport coat or suit

PROM DRESS CODE

All outfits must be in good taste and the following guidelines have been established for Prom. Prom is considered a formal dance and the following standards will be enforced:

Ladies:

- Dress gowns are required.
- No revealing or low cut gowns or dresses.
- Dresses must have full sides to them.
- Strapless dresses and dresses with spaghetti straps are acceptable as long as there is no cleavage showing.
- No dresses shorter than mid-length of the thigh.
- Splits will not exceed mid-length of the thigh.
- Midriffs must be completely covered.
- No sunglasses or shades in the building.
- Dress shoes are required and shoes must be worn at all times.

Gentlemen:

- Hats cannot be worn inside the building.
- Dress shoes are required and tennis/athletic shoes are not permitted.
- A tuxedo or a suit and tie are required.

DRESS CODE FOR SENIOR AWARDS AND SENIOR ASSEMBLY

YOUNG LADIES: All outfits must be in good taste. Dresses or skirts must be touching the knee. They must have shoulder straps no less than 2 inches wide and cannot be low-cut in the front or back with no visible cleavage. Dress slacks and blouses are allowed. Absolutely no denim is to be worn. Dress shoes must be worn—absolutely no flip-flops or athletic shoes. If a student is not properly dressed, she will not be allowed to participate in the ceremony.

YOUNG MEN: All outfits must be in good taste. Students are to wear a dress shirt and dress slacks. Absolutely no denim is to be worn. The shirt must be tucked in and a belt must be worn. A tie is optional but requested. Dress

shoes must be worn— absolutely no flip-flops or athletic shoes. If a student is not properly dressed, he will not be allowed to participate in the ceremony.

DRESS CODE FOR GRADUATION

YOUNG LADIES: All outfits must be in good taste. Graduates must wear dresses under graduation gowns. Dresses should not be visibly longer than the gown. Black dress shoes must be worn. Flip flops are not allowed. You will be walking on the football field. Therefore, it is recommended that you wear wedge-heeled shoes rather than shoes with a spike heel. If a student is not properly dressed, she will not be allowed to participate in the ceremony.

YOUNG MEN: All outfits must be in good taste. Graduates are to wear a white dress shirt, a solid color tie, black pants, and black dress shoes. No athletic shoes or flip-flops may be worn. If a student is not properly dressed, he will not be allowed to participate in the ceremony.

STUDENT TRANSPORTATION

ROUTINE STUDENT DROP-OFF AND PICK-UP:

To ensure the safety of your child, no student should be dropped off before 30 minutes prior to the first bell. Students **MUST** be dropped off in front of the administration office by the flag pole and **MUST** be picked up in the Career Technical Center parking Lot.

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 students to be allowed to drive their automobiles on the school campus. 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 Vo-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/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 – Only students who are early release students may park in this lot. A student must show his schedule to purchase a parking decal for this lot. If you plan to be on campus after the final bell, you must park in the Band Hall Parking Lot.
- Athletic Lot – Drivers with permission from the Athletic Director.
- 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 and proceed to the commons in a timely fashion.
- 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 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 HCS D 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 remainder of year.

BUS POLICIES

Riding a school bus is a privilege. 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. If a student chooses to violate bus regulations, drivers are obligated to report the violations to a school administrator. 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.**

BUS REGULATIONS

A student will not be allowed to ride a school bus unless an Emergency/Student Information Card has been filled out completely and returned to the bus driver.

1. Students shall know the time the bus is due and be at the stop 5 minutes in advance. The school bus, when on time, is not required to wait or blow the horn for any pupil.
2. Students shall always look in both directions and cross 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 be seated at all times while on the bus.
6. 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)
7. Students shall be picked up and dropped off only at the assigned stop or an administrator approved alternative.
8. Buses shall not enter private roads unless they are maintained to at least "county standards".
9. Buses shall not leave the main route unless:
 - a. The stop is 3/10 of a mile 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.
10. Only students, drivers, chaperones, 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.
11. Except for true emergencies, buses will stop only at approved bus stops.
12. Students may not have any items out of their book bags while riding the school bus.
13. A student that has been suspended from one bus will not be allowed to ride any other bus.

14. If any student wishes to ride another bus as a visitor, the student must submit a parent note with the following information to the A or C office before first block in the morning:

Date	Day Time Phone Numbers
Student's Name	Normal Bus Number
Parent Name	Visiting Student's Name
Parent Signature	Visiting Bus Number

Unless we are able to reach the parent, the student will not be permitted to ride on another bus as a visitor.

While riding a school bus or at a bus stop, students shall not:

INFRACTION	CONSEQUENCE
Possess or use intoxicants or tobacco products	Step 2 citation
Fight	Step 5 arrest
Engage in unnecessary, rough horseplay	Step 1-5
Physically assault another person	Step 4-5 arrest
Intimidate, harass, and/or threaten others	Step 3-5
Strike or threaten the bus driver or substitute driver	Step 5
Possess and/or use weapons	Step 5
Possess and/or use dangerous objects	Step 3-5
Commit any offense otherwise punishable by law	Step 1-5
Use or possess fireworks	Step 3-5
Get on or off the bus while it is in motion	Step 2-5
Commit any other act of improper conduct	Step 1-5
Show disrespect to the bus driver or substitute driver	Step 1-5
Use profane language or make vulgar gestures	Step 1-5
Make excessive and or distracting noise	Step 1-5
Violate safety procedures (exiting emergency door, body Part extended from bus window, throwing objects)	Step 2-5
Participate in any hazing or initiation activities	Step 3-5
Touch of self or others inappropriately	Step 3-5
Possess, use, distribute or be under the influence of alcohol or a controlled substance to include illegal drugs as well as scheduled prescription drugs	Step 5 arrest
Cell Phone, electronic devices and inappropriate play gadgets cannot be on or in use, on the bus	Step 1-5
Sit anywhere except an assigned seat	Step 1-5
Move from one seat to another while the bus is in motion	Step 1-5
Consume food or beverage.	Step 1-5

BUS DISCIPLINE CONSEQUENCES:

	Warning or Conference
Step I	1 day bus suspension
Step II	2 days bus suspension
Step III	3 days bus suspension
Step IV	4 days bus suspension
Step V	Loss of bus privileges for the remainder of the school year

In the event of lost bus privileges, parent/guardian(s) are responsible for arranging for the transportation of their child to and from school. Any student absent from school during bus suspension will be given an unexcused absence if the absence results from a transportation difficulty on the part of the student or parent. A student denied bus privileges over ten consecutive days may request in writing to meet with the superintendent or his designee to appeal the administrator's decision.

STUDENT FOOD SERVICES 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.

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 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 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.

Advanced payments are encouraged. Students may pay at the point of sale in the cafeteria, the county office, or online anytime at myschoolbucks.com. Cash refunds will be made only when a student withdraws from school. All requests for cash refunds shall be addressed in writing to the School Food Supervisor in the Superintendent of Education Office.

The school food service cashiers shall accept checks only for the amount of food service purchases. Parents shall not be allowed to combine payments for breakfast and lunch with other school expenses. Checks should be preprinted with writers name, complete mailing address, telephone number, driver's license and (or) social security number. No post-dated checks will be accepted. All returned checks will be assessed a twenty (\$20.00) dollar handling fee. All students are issued a lunch identification number that is used as an identifier with the cashier. Computer assigns category (Free, Reduced, and Paid) to unique numbers.

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 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. No charges are allowed for STUDENTS or ADULTS at any time. Three emergency charges are allowed for student lunch only.

2. If charges remain unpaid and student continues to come to school with no meal or money after all other collection measures have been exhausted, the student may be sent to the office to call the parent/guardian and may be offered an alternate meal choice.
3. No charges will be allowed for sale of extra food and/or beverages.
4. All debts must be paid by the end of the year, no matter whether the student is paying, reduced or free.
5. Charges unpaid at the end of the school year will remain on the student's account and rollover each year.
6. Student meal accounts must be paid in full for exemption of 9 weeks exams and to participate in graduation ceremony.
7. 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.

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 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	\$1.50	\$2.60
STUDENT REDUCED PRICE	\$0.30	\$0.40
ADULT PRICE	\$2.00	\$3.25

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.** 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 instructed with consent from parent or 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 strongly encouraged to supply the nurse with an emergency dosage.

INHALERS

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 submit a written request to the principal's office asking permission for the student to possess the inhaler at all times. A copy of the physician's order must also be submitted with the request.
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.

NEBULIZED TREATMENTS

Nebulized breathing treatments can be given by the nurse if ordered by a physician. A physician's order and the medication must be brought to the school nurse. The order must include the name of the medication, the amount to be given, and the frequency of treatment. The nurse will provide a nebulizer.

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. If a student has had head lice three occasions during one school year, the principal or school administrator shall notify the county health department of the recurring problem of head lice with that student.

CLUBS AND ACTIVITIES

Below is a listing of some of the current clubs offered at Hancock High School. Each club has specific membership guidelines based on either national by-laws or school criteria. Students should contact the club sponsor for information. We encourage all students to become involved.

Beta Club Chess Club Distributive Education Clubs of America (DECA) Drama Club Family, Career & Community Leaders of America (FCCLA) Fellowship of Christian Athletes (FCA) French Club Future Business Leaders of America (FBLA) Educators Rising High School Students Against Cancer History and Government Club HHS News Team 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 Robotics Science Club Skills USA (VICA) Student Council Students Against Destructive Decisions (SADD) Technology Student Association (TSA) Video Production Club
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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 9-12 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:

- Complete French I and at least the first term of French II.
- Maintain an "A" average in all French classes and a "B" average in all other classes.
- Demonstrate character, leadership, seriousness-of-purpose, cooperation, honesty, service, and commitment to others.
- Be enrolled in French the year of initiation.
- Be in grades 10, 11, or 12.
- Be a member of French Club.
- Pay national dues.
- Participate in all fundraisers in service/school projects each year. Substitutions may be allowed at the discretion of the sponsor.
- 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 theatre 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 theatre), 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 QPA of 3.0 or higher.
- The student must have a QPA 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.

LIBRARY

All students are entitled to use the school library and to check out books. The library is open throughout the school day. Students must have a hall pass signed by their teacher to be admitted into the library during class time. All students must sign in at the information desk upon entering the Library. Students must observe all rules posted in the library. Disruptive students will be dismissed from the library and may lose library privileges.

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.

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 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 a student's parents or guardians may check out a 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.

COMPUTERS

It is the belief of Hancock High School that computer-aided instruction and the internet can enhance the educational experience for our students. However, students are not permitted unauthorized and/or unsupervised access to any computer. Students in violation of the Hancock County School District Acceptable Use Policy may be subject to discipline consequences and/or loss of privileges.

LOST AND FOUND ARTICLES

Students should label all personal items including book bags, notebooks, clothing, etc. Items found at school should be taken to the library. Students should not bring to school expensive personal items or more cash than is needed for the day as these types of items become targets for theft. The school is not responsible for lost or stolen items.

TELEPHONE

To help students comply with the cell phone policy, students are allowed to use the school phones to contact parents during the school day. Students needing to use office phones should get permission from their teacher and ask office staff for permission. Likewise, parents are encouraged to call the school at 228.467.2251 if it is necessary to speak to the student during the school day. After the caller has properly identified himself and explained the nature of the call, messages will be relayed or the student will be called to the phone.

FUNDRAISERS

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 Hancock High 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.

SNACKS

No eating or drinking will be allowed in any area other than the cafeteria/commons area unless approved by an administrator. Water may be consumed in the classroom at the discretion of the teacher. No glass containers

may be brought on campus. No energy drinks (Red Bull, Monster, etc.) may be brought on campus. When students arrive on late buses, they may bring breakfast from the cafeteria and eat in class.

PARTIES/FOOD/CULTURAL EVENTS

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

DELIVERIES

Deliveries of flowers, balloons, and/or other items to the school for individual students will be kept in the front office until the end of the school day. 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.

VISITORS

While HHS is open to visitors, for security purposes, all visitors must enter through the administration building and receive a visitor's pass before entering any other building. Visitors will be required to leave an ID at the front desk during their visit. Because spontaneous visits often disrupt the routine activities of the school day, visitors are requested to schedule their visits in advance. Classroom visits must be pre-approved by the principal and visitors must meet with an administrator prior to visiting the classroom.

Students from other schools are generally ineligible to visit the campus during the school day. Former students are allowed to visit with teachers if a prior appointment has been made and/or is during the teacher's planning time. Visitors are not allowed to socialize with students.

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.

TEACHERS' DINING/WORKROOMS

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

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.

VIDEO SURVEILLANCE

Video surveillance may be used on this campus for purpose of but not limited to security and safety.

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.

VIDEOS

Students are not permitted to bring videos to school without permission from the principal. Students are not allowed to video/record at school without permission from the principal.

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.

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 used of district-owned textbooks. If, at any time during the school year, the pupil loses a book, he may be charged the replacement cost.

	Condition of the book when Issued and Returned	Percent of Cost Owed by Student
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

**Mississippi High School Athletic Association
ATHLETIC ACADEMIC ELIGIBILITY
CHILDREN FIRST ACT OF 2009**

JUNIOR HIGH / MIDDLE SCHOOL (7TH AND 8TH GRADERS)

To be eligible, a pupil must achieve and maintain a cumulative grade point average of at least a 2.0 on a 4.0 scale each semester.

A pupil who is not eligible at the beginning of the school year may become eligible the second semester only once during the student's junior/middle school career by achieving a cumulative grade point average of at least a 2.0 on a 4.0 scale in the preceding semester.

SENIOR HIGH SCHOOL (9TH THROUGH 12TH GRADERS)

A pupil must achieve and maintain a cumulative grade point average of at least a 2.0 on a 4.0 scale each semester. Furthermore, to be eligible for athletics and activities, students must pass five credits toward graduation with one year of six credits. Eligibility will be determined on a yearly basis.

A student athlete may become eligible only once during his/her high school career if he/she fails the last semester of the previous year, by passing 5 units with a cumulative grade point average of at least 2.0 the first semester of the following year. Summer school is an extension of the second semester and a student can still achieve eligibility status by maintaining a 2.0 and passing 5 credits. This will be done in order to keep the student on track for graduation.

NOTE:

The Carnegie units increased from 20 to 24 units by the State Department of Education in 2008-09. The students are required to pass 6 units of credit during the school year with a cumulative grade point average of 2.0 or better on a 4.0 scale in order to maintain eligibility. Those students who opt out of the Mississippi school's curriculum and need 21 credits to graduate, will be required to pass five credits toward graduation to be eligible. However, they must pass six credits one of those four years of eligibility.

Special education students will be academically eligible if they are making satisfactory progress according to the committees reviewing their Individual Education Plans (IEP).

If a student misses 50% of a school day, he/she cannot play in a game on that same day. Exceptions - a death in the immediate family, including grandparents, a serious illness in the immediate family, or a doctor's note. Each absence, whole or part day, will be monitored by the coach and may be reviewed by the athletic coordinator/director.

All students participating in extra-curricular activities governed by MHSAA (excluding Chorus) must have an approved medical physical, insurance consent form, and drug screen consent form turned in prior to any tryouts or activities.

RANDOM DRUG TESTING

Students may be randomly tested for drugs or other controlled substances during the course of the year. Such testing will be provided by the school district. This is a preventive measure to insure the health and welfare of our young people taking part in school-sponsored athletic activities.

INSURANCE

Students who participate in extracurricular activities and/or vocational technical programs must carry school insurance, show proof of other coverage, or provide a signed waiver. For vocational-technical students, verification forms must be returned to instructor before shop training can begin.

SPORTSMANSHIP

Athletes, spectators, and staff members at athletic events are subject to the same rules that are observed in school. Visiting athletes, spectators, staff members, and officials should be treated with the utmost respect. Any unsportsmanlike conduct on the part of the athletes, spectators, or staff members may result in loss of the privilege to participate and/or attend any school athletic activity. Unsportsmanlike conduct may also result in the school's placement on probation.

ATHLETIC FACILITIES

Athletic facilities are under the direction of the athletic coordinator/director. Use of athletic facilities will not be permitted without the prior written permission of the athletic coordinator/director and the principal.

HANCOCK COUNTY CAREER TECHNICAL CENTER STUDENT HANDBOOK

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

PURPOSE

The purpose of the Hancock County Career Technical Center is to provide career technical education and services as follows:

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

CAREER TECHNICAL PROGRAMS

Architectural Design and Drafting	Health Sciences
Automotive Service	Hotel & Restaurant Management
Career Pathway Experience	Metal Fabrication
Construction/Carpentry	Polymer Science
Culinary Arts	Teacher Academy
Early Childhood Education	Welding
Engineering & Robotics	

Also, Science, Technology, Engineering and Math (STEM) is offered to Hancock High students.

OBJECTIVES OF CAREER TECHNICAL EDUCATION

1. To provide students the opportunity to explore a career pathway and work on their Individualized Career and Academic Plan (iCAP).
2. To provide students with the opportunity for specific career skills training in selected career pathways.
3. To provide students with a general overview of the work world to enhance the student's ability to make informed career choices.
4. To provide students with support services which allow them to develop to their fullest potential.
5. To provide materials, supplies and activities in each program area that will allow students to develop the basic skills needed to succeed in the modern world.

VISITORS

1. All visitors must check in the Career Technical Center office and receive a visitor's pass before entering any shop, lab, or classroom.
2. Visitors are strongly encouraged to schedule visits during an instructor's planning period (1:45 to 2:30pm).

MISSISSIPPI TECH MASTER SCHOLARS

Mississippi Tech Master Students are preparing for their future careers. Employers are concerned with ensuring that both potential and incumbent employees have the skills necessary to thrive in today's workplace.

Current MDE Career Pathway Track - Academic Course of Study:

4 English Credits

3 Math Credits (Algebra I - Math above Algebra I that has to be related to program of study and Geometry)

3 Science Credits (Biology I and 2 courses above Biology I)

3 Social Studies Credits (US History, Government and MS Studies)

1 Computer Credit

½Health or PE Credit

2.5 Electives of your program of study

4 CTE Credits in the same area of study (Required and Non-negotiable)

Must have 21 minimum credits - Students can go the 21 or 24 credit route allowing time for internship.

Additional Requirements for Mississippi Scholars Tech Master:

- 40 hours of community or volunteer service during high school pilot year
- Minimum of 18 ACT composite score (overall score) or
- Minimum 36 ASVAB (Armed Services Vocational Aptitude Battery Test) or Silver Level WorkKeys
- 2.5 high school GPA
- 95% school attendance during high school years
- No out of school suspension
- Must attain a passing score, as establish by the Mississippi Department of Education (MDE), on the Mississippi Career Planning and Assessment System (CPAS2) or a passing score on an MDE approved industry certification assessment.
- Mississippi Scholars Tech Master must complete any remaining State-Mandated high school graduation requirements. Dual credit courses are acceptable.

PRCC CAREER TECHNICAL SCHOLARSHIP

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

- ✓ High School diploma
- ✓ Completed a two-year career/technical program in high school within the state of Mississippi.
- ✓ Must be accepted into any career technical program at PRCC within one calendar year following high school graduation.

- ✓ Must be enrolled in a minimum of 9 credit hours per semester in the program's core curriculum at PRCC.
- ✓ Full tuition scholarships require an overall GPA of 3.5 or higher on a 4 point scale or 90 or higher on a 100 point scale upon high school graduation.
- ✓ Half tuition scholarships require an overall GPA of 3.0 or higher on a 4 point scale or 80 or higher on a 100 point scale upon high school graduation.

SAFETY

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

ACCIDENTS

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

DISCIPLINE

Students attending classes at the Hancock County Career Technical Center must adhere to the policies and rules of the Hancock County Career Technical Center. Bay High students will be referred to the Bay High School administration and Pass High students will be referred to Pass High administration for disciplinary action. Hancock High School career technical students will be assigned disciplinary actions in accordance to the disciplinary procedures in the Hancock High School Handbook.

GRADING, CREDIT & COURSE SELECTION

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

Hancock County Career Technical Center Grading Formula:

- 8% *Class work*
- 8% *Work Ethics*
- 34% *Test*
- 30% *Lab*
- 20% *Nine Weeks Exam*

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

2. Career technical programs are 2 credit (full year) classes. In order to receive these credits, students must complete the entire year. **No partial credit will be given.**

3. A student must complete their chosen program but may take an additional program if credits allow and with approval of the career technical administration.

4. Year I Course Selection enrollment requirements. A student must:

- Complete a Career Tech Center application.
- Meet NWEA MAP scores for:
 - Engineering & Robotics, Health Sciences, Polymer Science and Teacher Academy
 - In Reading - 8th grade of 226 or higher RIT score.
 - In Math - 8th grade of 217 or higher RIT score.
 - All other CTC classes:
 - In Reading - 5th grade of 206 or higher RIT score.
 - In Math - 5th grade of 211 or higher RIT score.
- Have good school attendance.
- Have a lack of discipline referrals.
- Complete prerequisite class, if applicable.
- Be approved by Career Tech Administration

5. Year II Course Selection enrollment requirements: A student must:

- Complete a Career Tech Center application.
- Not have a NC for Year I.
- Have a 70 final average or higher in Year I.
- Must score 55% or higher on Year I MS-CPAS2 test.
- Have good school attendance.
- Have a lack of discipline referrals.
- Be approved by Career Tech Administration.
- Successfully complete all National Center for Construction Education Research (NCCER) Core Modules in Construction I, Metal Fabrication I and Welding I.

CAREER TECHNICAL GUIDANCE SERVICES

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

RESOURCE LEARNING LAB

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

4. **Any** career technical student may take advantage of the services offered in the lab.

PROJECTS

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

LEAVING CLASS / SHOP / LAB AREA

1. Students are not allowed to visit other shops/labs or classes.
2. Students will not be allowed to leave during a class at the Career Technical Center to go to Hancock High School without permission from the Career Technical Administration. Students are not allowed to leave a class at Hancock High School to come to the Career Technical Center without approval from the High School Administration. Abuse of this rule will result in disciplinary action.
3. Vending machines must only be used in the building where your class meets at the appropriate time under your teacher's supervision.

SHOP LOCKERS

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

TRANSPORTATION

1. All Bay High and Pass High students will ride the school bus to the Career Technical Center.
2. Under certain situations and in advance a student must have the CTC Permission to Drive form properly completed with all required signatures from their parent/guardian, Bay High or Pass High administration and the Career Technical Center administration before driving to the Career Technical Center.

CAREER TECHNICAL PARKING

1. Student must have approval from Career Technical Administration.
2. Due to limited spaces students with a Career Technical decal will be allowed to park along the back row.
3. Hancock High students must obtain a Career Technical parking decal from the Career Technical Office.
4. Student vehicles must remain in the Career Technical Center parking lot until the end of the student's day.

LEGAL REFERENCES

MA 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 student possessing controlled substance or weapon or committing violent act 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 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.
1. 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.
- ii. The name, address and telephone number of the parent, guardian or custodian of the compulsory-school-age child;
- iii. 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
- iv. 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-age child, which 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.

1. 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.

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 as may be necessary to protect public health or properly administer the requirements of this section.
1. 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. 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. 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.
2. It shall be unlawful for any person to perform body piercing upon any person under the age of eighteen (18) years.

3. 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).
4. 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.
5. 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 97-32-9 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 ACCEPTABLE USE POLICY

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. On-line resources can be used to educate, to inform, to communicate, and to entertain. As a learning resource, it is similar to books, magazines, CD-ROM, and other information sources. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The most important prerequisite to receive Internet and computer access is to take responsibility for one's own actions.

The Hancock County School District has taken available precautions, which are limited, to restrict access to controversial materials. A staff member will supervise while students are using the school's Internet resources; however, on a global network, it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on this world-wide network far outweighs the possibilities that users may procure material that is not consistent with the educational goals of this school district. The Hancock County School District will use such available tools as "firewalls" and tracking software in an effort to keep inappropriate material from being obtained on the Internet.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines require efficient, ethical, and legal utilization of the network resources. The Hancock County School District will be in compliance with the Children's Internet Protection Act by the following terms and conditions. If Hancock student or staff users willfully violate any of these provisions, immediate access with the school district will be terminated, future access may be denied, and disciplinary action will result.

TERMS AND CONDITIONS FOR USE OF INTERNET

- **Acceptable Use**--The purpose of the Internet is to support research and education among academic institutions by providing access to unique resources and the opportunity for collaborative work.
 - The use of the Internet must be in support of education and research but also consistent with the educational objectives of the Hancock County School District.
 - Use of other organization's networks or computing resources must comply with the rules appropriate for that network.
 - The use of Internet resources may not be used in violation of any federal, state, or local regulation.
 - Internet resources may not be used to upload, download, or distribute pornographic, obscene, sexually explicit, or threatening material.
 - The Internet resources may not be used to infringe on copyright or to plagiarize materials.
 - Students may not access the wireless network with any electronic device without teacher authorization.
- **Privileges**--The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges.

- Based on the acceptable use terms and conditions outlined in this document, administrators will deem what is inappropriate use and their decision is final.
- Administrators may deny Internet access at any time. Faculty and staff may request denial, restriction, or suspension of Internet access.
- Students will receive instruction in proper use of the Internet.
- Students and their parents/guardians are required to sign a contract indicating their understanding and acceptance of the district's guidelines.
- Students are responsible for their exploration of the Internet subject to the consequences of the district discipline policy.
- **Student Expectations for the Use of the Internet**--Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the mission of the school district. Students are to abide by the general accepted rules of network etiquette. Students shall
 - Be courteous and respectful in messages to others.
 - Use appropriate language. Students are not permitted to swear, use vulgarities, or any other inappropriate language. Illegal activities are strictly forbidden.
 - No unauthorized disclosure, use, and dissemination of personal information regarding minors.
 - Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system, administrators, and teachers do have access to all mail. Messages relating to or in support of illegal or improper activities will be reported to the authorities.
 - Always try to write to the best of your ability by proofreading and editing all messages.
 - Send personal messages directly to the person for whom it is intended. Students are not permitted to post anonymous messages or personal messages on bulletin boards or list servers.
 - Take into account the rights of others. Students are not permitted to use the network in such a way that would disrupt the use of the network by other users.
 - Handle all communications and information accessible via the network as private property.
 - Use internet for educational purposes only. Students are not permitted to participate in chat rooms.
- **Security**--Security on any computer system is a high priority, especially when the system involves many users. The following policy is the guide for correct usage of the School District Computers and Network:
 - No one shall attempt to access software on a computer that is not directly related to the classroom assignment for that day.
 - All users must use their own login and password. No student is allowed to use another student's login.
 - **STUDENTS ARE NOT PERMITTED TO TELL ANYONE THEIR PASSWORD.**
 - Students may be monitored while on district computers through tracking software.
 - Students may save appropriate files in their folders on the network and in folders as authorized by their teachers.
 - Violation of these rules or other deliberate acts that result in damage to software, hardware, and/or related equipment will result in

- appropriate disciplinary action and financial restitution paid by the student and/or parent/guardian according to MS Code 37-11-53 (4).
- Users may not use the network to send threatening or harassing e-mail. No chain letters will be tolerated.
 - Student users may not send mass-mail to more than 5 people at a time unless it is part of a class assignment by teachers.
 - Harassing other users by interfering with their screen display or similar denial of service attacks will not be allowed.
 - Cracking, hacking, or otherwise breaking into accounts without authorized access, on this system or any other, is not allowed. Possessing and/or running encryption/decryption/cracking/security analysis scripts or binaries, or any other tools used to expedite the process of information on this network will not be permitted.
 - Users may not at any time or for any reason possess a copy of the system password file, or any portion thereof. Attempts to log in as any other user or as a system administrator will result in disciplinary action correlated to the school discipline ladder and cancellation of user privileges.
 - Any user identified as a security risk or having a history of problems with other computer systems or equipment will be denied access to the network and to the equipment.
 - Purchasing of goods or services via the Internet is strictly prohibited.
 - Students will not respond to unsolicited online contact.
 - **Vandalism**--Vandalism will result in cancellation of privileges and disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of other users or other networks connected with the Hancock County School District or the State Regional Hub site. This includes, but is not limited to, the uploading or creation of computer viruses.
 - **List Servers or News Groups**--Students will not be allowed to subscribe to list servers or news groups.
 - **Hancock County School District will not be liable for**
 - Information stored on school district diskette, hard drives, or servers.
 - Information retrieved through school district computers, networks, or online resources.
 - Personal property used to access school district computers, networks, or online resources.
 - Unauthorized financial obligations resulting from use of school district resources and accounts to access the Internet.

PUBLIC NOTICE

Please be informed by this notice that all school buildings in the Hancock County School District have been inspected and re-inspected for asbestos. A management plan has been developed and approved by the Department of Education. A copy of the inspection results and the management plan may be viewed at each participant's office as well as the County Office, Hancock High School, Hancock Middle, North Hancock Elementary, East Hancock Elementary, West Hancock Elementary, South Hancock Elementary, and the Alternative School have been inspected and are free of asbestos.

This handbook belongs to:

Name: _____

Address: _____

City/Town: _____ Zip: _____

Phone No: _____

Student No. _____

HANDBOOK VERIFICATION

1. By signing below, you verify that you and your child have received and understand the 2017-18 Student Handbook.
2. By signing below, you verify that you and your child understand that no one other than the parent may check a student out of school for any reason unless an authorization check-out form has been completed in the administration office. You must be 21 years old or older to check-out any student

COMPUTER USE POLICY

I have read and agree to terms of Hancock County School District Acceptable Use Computer Policy.

ATTENDANCE POLICY

I have read the Attendance Policy in the Student Handbook and am aware that excessive absences from school may jeopardize my child's opportunity for course credit.

PRESS RELEASE (Initial below in the appropriate space.)

___ My child's name and picture may be released to the press.

___ I do not want my child's name or picture released to the press.

YEARBOOK

___ My child's name and picture may be included in the school's yearbook.

___ I do not want my child's name or picture included in the school's yearbook.

SCHOOL, HOMECOMING, and PROM Dress Codes

I have read and agree to the dress codes of this handbook. I realize that dress code is an issue that can cause disciplinary action including denial of privileges and an office referral.

STATEWIDE TESTING REQUIREMENTS

The Subject Area Test Program (SATP/MAP) includes exit tests which required for graduation. Any student who fails a SATP/MAP test and passes the course may retake the test during the next test administration. If the test is passed and the course is failed, the test is counted and the student does not have to repeat the test.

I have read in the student handbook and understand the policies indicated above.

Student Name: _____

Parent/Guardian Signature: _____

Student Signature: _____

Grade Level: _____ Date: _____

Return this page to your first block teacher on the next day of school!

HCSD Compact Parent-Guardian/Student/Teacher

Student's Name _____ Grade _____

The Hancock County School District supports the idea of families and schools working together to help students achieve high academic standards. Through a partnership with teachers, families, and students, the following roles and responsibilities were identified as essential in supporting student success.

Parent Responsibilities:

- See that my child attends school regularly, well rested, and dressed appropriately.
- Support my child in developing positive behaviors and attitudes toward school.
- Establish a designated time and environment for homework to be completed.
- Encourage my child's efforts and be available for parent/teacher/administrator conferences.
- Communicate regularly with my child's teacher and monitor my child's academic success.
- Encourage my child to read and be a role model by reading with my child.

Student Responsibilities:

- Attend school regularly and on time.
- Come to school ready to learn and work hard.
- Be prepared for school each day with the necessary supplies and assignments.
- Complete all assignments on time.
- Respect the school, staff, and families.
- Follow classroom rules and obey all rules in the student handbook.

Staff Responsibilities:

- Provide meaningful, challenging, and appropriate lessons and homework that promote student achievement.
- Provide a classroom environment that is safe, inviting, and conducive to learning.
- Communicate regularly with parents regarding student progress.
- Maintain high student expectations and help each student realize his or her full potential.
- Enforce classroom rules consistently and fairly.
- Demonstrate professional behavior and a positive attitude at all times.
- Respect the school, students, staff, and families.

**PLEASE READ AND SIGN THE SCHOOL-PARENT-STUDENT
COMPACT AND RETURN TO THE SCHOOL.**

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

Teacher Signature _____ Date: _____