POPLARVILLE SCHOOL DISTRICT

Where students come to THRIVE!



Student Handbook 2026-2027 SY

Central Offices, 302 South Julia Street, Poplarville, MS 39470
Voice: 601-795-8477

STUDENT/PARENT HANDBOOK

The purpose of this handbook is to inform students, parents, teachers, and others of the rules, regulations, and procedures of the Poplarville School District. In order for any system or organization to function properly, rules and procedures must be clearly defined and understood by all. Well written and understood policies benefit everyone.

The rules, procedures, and regulations contained in this handbook are based on the policies of the Poplarville School Board, the policy-making arm of the school district and the Mississippi Department of Education. It is the duty of the school employees to enforce the policies contained in this Poplarville School Board approved handbook in an equitable and fair manner. Full policy statements are maintained and accessible online at www.poplarvilleschools.org.

It should be remembered that some rules contained in this handbook may not be in the form of a formal policy statement; however, by virtue of the Board's adoption of this handbook, the Board considers such rules to be policy which have been designed to ensure safe, smooth, and effective operation of the schools of the Poplarville School District. It is not assumed that all policies are complete. The school administration reserves the right to enforce rules that are deemed necessary for the effective operation of the school. The Poplarville School Board reserves the right to amend, delete, add, and/or modify policies, rules, procedures, and regulations stated herein based on changes in local conditions or as legislature mandates by legislative policies. The general school rules, student discipline, and the bus rules apply to students K - 12.

This handbook is property of: _____

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Documents sent home at the beginning of the school year include:

Class or Grade Syllabus - Grades K-12
6-12 Insurance Forms upon request from parents
Student/Parent Handbook - Grades K-12
Supply lists are available from the classroom teacher
Parent-Teacher Compact Grades K-8

NOTE: CHIPS Forms – Please contact the school nurse for information.

Plans and Policies on Website

The following plans or policies are available on the Poplarville School District website at www.poplarvilleschools.org.

- Bullying Policy
- Consolidated Federal Programs Plan
- District and School Report Card
- Dropout Prevention Plan
- EL Plan
- FERPA Policy
- Homeless Plan
- Literacy Based Promotion Act
- Parental Engagement Policy
- Poplarville School District Board Policies
- Title I and II Schoolwide Plans
- Executive Summary (IDEA Part B: PreSchool)
- Student Assessment Participation
- Section 504, Americans with Disabilities Act, and Individuals with Disabilities Education Act

Dropout Prevention

Dropout prevention is a major concern for the Poplarville School District, the State of Mississippi, and the Nation. In response to this concern, the Poplarville School District implemented its Dropout Prevention Plan. The latest published results for the current plan as implemented cite a graduation rate for Poplarville School District in SY 2026 of 96% and a dropout rate of 1.3% ?.

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Encourages attendance in school as a critical dropout prevention strategy. Students, parents, staff, and community are invited to actively participate in our dropout prevention initiative as we strive to decrease the number of students who dropout and increase the number of students who graduate.

District Parent and Family Engagement Policy
Poplarville School District

In support of strengthening student academic achievement, Poplarville School District receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by Section 1116(a)(2) of the Every Student Succeeds Act (ESSA). The policy establishes the district's expectations and objectives for meaningful parent and family engagement and describes how the district will implement a number of specific parent and family engagement activities.

Poplarville School District agrees to implement the following requirements as outlined by Section 1116:

- The school district will put into operation programs, activities, and procedures for the engagement of parents and family members in all of its schools with Title I, Part A programs. These programs, activities, and procedures will be planned and operated with meaningful consultation with parents and family members of participating children.
- Consistent with Section 1116, the school district will work with its schools to ensure that the required school-level parent and family engagement policies meet the requirements of Section 1116(b) of the ESSA, and each include as a component a school-parent compact consistent with Section 1116(d) of the ESEA (Elementary and Secondary Education Act).
- In carrying out the Title I, Part A parent and family engagement requirements to the extent practicable, the school district and its schools will provide full opportunities for the participation of families with limited English proficiency, limited literacy, disabilities, of migratory children, who are economically disadvantaged, or are of any racial or ethnic minority background, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format including alternative formats upon request and, to the extent practicable, in a language families understand.
- If the district plan for Title I, Part A, developed under Section 1112 of the ESEA, is not satisfactory to the families of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the state department of education.
- The school district will be governed by the following definition of family engagement and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition in Section 8101 of the ESSA:

  > Family engagement means the participation of families in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:
  >
  > (A) families play an integral role in assisting their child's learning;
  >
  > (B) families are encouraged to be actively involved in their child's education at school;
  >
  > (C) families are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and
  >
  > (D) other activities are carried out, such as those described in Section 1116 of the ESEA.

Description of how the district will implement the required district parent and family engagement policy components:

JOINTLY DEVELOPED

Poplarville School District will take the following actions to involve parents and family members in jointly developing its LEA plan under Section 1112, and the development of support and improvement plans under paragraphs (1) and (2) of Section 1111(d) of the ESEA:

- There shall be, at a minimum, an annual meeting for all Title I parents of participating students to provide input into the planning of the program.
- All policies relating to the Title I program will be made available to parents on the district website and student handbook.
- Parents will be given the opportunity to participate in the design, development, operation, and evaluation of the program for the next school year and to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs.
- Title surveys are conducted each spring to gather input from all stakeholders.
- Plans will be posted on the school website with copies available at each school.
- Title I Informational flyers will be available at the front desk of Central Office and each school.

TECHNICAL ASSISTANCE

Poplarville School District will provide the following coordination, technical assistance, and other support necessary to assist and build capacity of all Title I, Part A schools in planning and implementing effective parent and family engagement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education:

- Training for school staff will be provided for implementing effective parental involvement activities, along with year-long communication and discussion of parent involvement policy and compacts.
- Regular meetings will be scheduled to allow parents to formulate input into the program.
- Participating schools will meet yearly to assist in the development and evaluation of Title I schoolwide programs.
- Assist all schools and their teams in developing school-level plans that increase parent and family engagement.

ANNUAL EVALUATION

Poplarville School District will take the following actions to conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of this parent and family engagement policy in improving the academic quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by families in activities (with particular attention to families who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The evaluation will also include identifying the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers and strategies to support successful school and family interactions. The school district will use the findings of the

evaluation about its parent and family engagement policy to design evidence-based strategies for more effective family engagement and to revise, if necessary, its parent and family engagement policies.

- Parents will be encouraged to give comments and evaluation of the educational activities provided by these programs.
- An annual assessment of the parent involvement program shall be conducted to determine program effectiveness and to provide information for needed modifications of the programs. Surveys will be sent home with each student in the district and it will be made available for online completion.
- Survey data will be summarized and shared with each school for planning purposes.

RESERVATION OF FUNDS

Poplarville School District will involve the parents and family members of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent and will ensure that not less than 90 percent of the 1 percent reserved goes directly to Title I schools.

- Parents are invited to serve on each schools council and give input to the allocation of parent and family engagement funds
- The allocation of funds will be discussed at the LEA annual Title meeting.
- Surveys and feedback forms will be provided to allow for input in how funds are utilized.

COORDINATION OF SERVICES

Poplarville School District will coordinate and integrate parent and family engagement strategies with parent and family engagement strategies, to the extent feasible and appropriate, with other relevant federal, state, and local laws and programs, such as Head Start, Pre-K, and English Language Learner that encourages and supports families in more fully participating in the education of their children by:

- Parents will be informed of student activities, permitted, and encouraged to observe such activities
- Parental information will be provided in the parent's native language.
- Transition events will be held on each campus for parents and students to become familiar with new schools.
- Kindergarten Induction is held each year for incoming parents and students.
- The District maintains a partnership with local mental health professionals who serve students and families as needed both within and outside of school.
- Provide multiple options for student learning (such as face-to-face instruction, blended learning, distance learning, virtual learning, and experiential learning).

BUILDING CAPACITY OF PARENTS AND FAMILY MEMBERS

Poplarville School District will, with the assistance of its Title I schools, build families' capacity for strong family engagement by providing materials and training on such topics as literacy training and using technology (including education about the harms of copyright piracy) to help families work with their children to improve their children's academic achievement. Assistance will also be provided to parents and families in understanding the following topics:

A. The challenging state academic standards;
B. The state and local academic assessments including alternate assessments;
C. The requirements of Title I, Part A;
D. How to monitor their child's progress; and

E. How to work with educators.

- Parents will be provided with timely information through a parent newsletter, district web page, personal contacts, notices, etc.
- A parent center will be developed, maintained, and upgraded, as funds are available, to provide aid to parents in working with their children to achieve greater educational progress.
- Each school in the district receiving Title I funds shall jointly develop with parents of children served in the program a "School-Parent Compact" outlining the manner in which parents, school staff and students share the responsibility for improved student academic achievement in meeting state standards.
- The district's Federal Programs Director will provide technical assistance to participating schools' administration to help develop strategies and plan/implement parental involvement activities that incorporate the suggestions of the community/ parent committees.
- Parents of participating students shall receive regular reports on the progress of their children
- Families will be supported by providing resources, training, and equipment used at school or distance learning.

BUILDING CAPACITY OF SCHOOL STAFF

Poplarville School District will, with the assistance of its schools and families, educate its teachers, specialized instructional support personnel, principals, and other school leaders, and other staff in the value and utility of contributions of families, and in how to reach out to, communicate with, and work with families as equal partners, implement and coordinate parent programs, and build ties between families and schools by:

- Parent-teacher conferences will be scheduled to discuss the child's progress, placement, and methods that the parents can use to help the child to learn.
- Every effort will be made to assure that information given to parents is up-to-date, meaningful, and understandable.
- Parents will be encouraged to visit schools during the year.
- Multiple technology tools will be made available to staff for communicating with parents and families.
- Training will be provided to staff on effective ways to communicate with parents and strategies for promoting parent involvement.
- Staff will be supported with training, equipment, and resources in order to provide students and families with multiple options for learning (such as face-to-face instruction, blended learning, distance learning, virtual learning, and experiential learning).

If you have comments or suggestions for changes to the policy, please call the Federal Programs Director at 601-795-8477. Each school parent and family engagement policy can be reviewed on the district website and is available upon request from each school's office.

OPERATION OF THE DISTRICT ON A NON-DISCRIMINATORY BASIS

The Poplarville School District offers educational/vocational opportunities on a nondiscriminatory basis in compliance with the requirements of the following federal civil rights legislation: Title VI, Title IX, the Vocational Amendments of 1976 and 1979, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act. Further, the Poplarville School District offers equal educational and employment opportunities to all persons without regard to sex, race, religion, color, national origin, age, surname, language, minority status, or disability.

Any person may report sexual discrimination or sexual harassment regardless of whether the person is the alleged victim. These reports may be made in person, by mail, by telephone, or email to

Stachia Peterson- Title IX and 504 Coordinator
302 South Julia Street
Poplarville, MS 39470
(601)-795-8477
speterson@poplarvilleschools.org

HANDBOOK COMMITTEE

Jonathan Will
Joanna Maddox
Jenny Story
Stachia Peterson
Chloee Swilley
Maegen Hay
Scott Necaise
Laine Jackson
Jason Jones
Sonya Garrett
Nicole McCardle
Stacy Kellar
Heidi Harriel
Lisa Cuevas
Ashleigh Schubert
Lisa McBeth
Lisa Bagley
Presley Seal
Morgan Smith
Shelby Smith

Shannon Davis
Brittney Henry
Judson Necaise
Michele Lee
Angela Dedeaux
Ryan Merritt
Robin Daffern
Erica Guidry
Melissa Darden
Judge Lucas
Chris Teal
Christian Holcomb
Angel Miller
Jennifer Tynes
Kaleigh White
Lisa Dale

Page Adam
Deneyelle Jones
Liska Wallace
Gina Martinez
Lesa Lee
Jonathan Ray
Keri Smith
Emily Smith
Erin Breland
Chris Dewease
Shelley Dement
Todd Smith
Lauren Baker
Lauren Owen
Chris Bingham
Ashley Wagoner
Gregory Amacker



Poplarville School District
STRATEGIC PLAN

MISSION

The mission of the Poplarville School District is to serve all students by providing a high-quality education in a safe learning environment.

PARAMETERS

Align all programs to the state and district strategic plan.
Identify and utilize every available resource.
Make data-driven decisions.

BELIEFS

1. Everyone (students, staff, parents, community) plays a vital role in the growth and development of students.
2. All learning is engaging, meaningful, and challenging to everyone.
3. The district serves as a model of integrity and ethical behavior.
4. High expectations yield higher achievement.
5. Everyone has equal value.
6. Patriotism to America is our duty as citizens.

STRATEGIC OBJECTIVES AND ACTION STEPS

1. *Student/Academic Achievement*
   Increase the proficiency level of all students across core content areas by 10% or greater as measured by the state administered assessment by 2026-2027.
   a) Provide a rigorous curriculum and instruction that is aligned to the Mississippi College and Career Readiness Standards.
   b) Refine the system of Positive Behavior Intervention and Support.
   c) Decrease the achievement gap in subgroups across core content areas.
   d) Allocate resources to increase the quality of instruction.
   e) Provide multiple options for student learning (such as face-to-face instruction, blended learning, distance learning, virtual learning, and experiential learning).

2. Safe/Orderly Environment
   Provide environments that optimize learning and teaching which are safe, secure, orderly and well-maintained.
   a) Develop a district-wide long range facilities plan.
   b) Provide resources to ensure a safe learning environment.
   c) Develop and implement a student technology safety plan.
   d) Decrease discipline referrals resulting in out-of-school suspensions.
   e) Provide students and families with basic mental health resources.

3. Community Involvement/Engagement
   Strengthen collaboration with all stakeholders to enhance the learning environment.
   a) Develop an effective public relations plan.
   b) Promote learning and responsibility through community service.
   c) Maintain and promote the Family Resource Center.
   d) Increase family participation in educational events and activities.

e) Support families by providing resources, training, and equipment used at school or distance learning.

4. Workforce Support and Development
   Increase the applicant pool for both certified and noncertified employees by 50% as measured by the number of applications received by 2021-2022 and reduce current employee turnover rate by 35% as measured by yearly retention rates by 2021-2022.
   a) Organize a Human Resources department to oversee district employee relations.
   b) Develop an advertising campaign to promote the district.
   c) Implement Professional Learning Communities.
   d) Increase opportunities for employee recognition.
   e) Support staff with training, equipment, and resources in order to provide students with multiple options for learning (such as face-to-face instruction, blended learning, distance learning, virtual learning, and experiential learning).

DISTRICT DIRECTORY

SUPERINTENDENT
Jonathan Will
302 South Julia Street
Poplarville, Mississippi 39470
601-795-8477

DISTRICT SCHOOL BOARD MEMBERS
Jill Smith Marvin Houston Christina Miller Violine Jordan Marcia Johnson

DISTRICT ADMINISTRATIVE PERSONNEL

Joanna Maddox, Chief Financial Officer	(601) 795-8477
Stachia Peterson, Special Services Director, 504 and Title IX coordinator	(601) 795-6153
Laine Jackson, Food Service Director	(601) 795-3101
Jenny Story, Federal Program, and Homeless	(601) 795-8477
Chloee Swilley, Technology Director	(601) 795-8477
Jason Jones, Transportation Director	(601) 795-4728
Scott Necaise, Field Operations Director and Sixteenth Section Land Manager	(601) 795-4728

PRINCIPALS/ASSISTANT PRINCIPALS

Jonathan Ray, Principal, Poplarville High School	(601) 795-8424
Chris Dewease Assistant Principal, Poplarville High School	(601) 795-8424
Keri Smith, Director, Poplarville Career Center	(601) 795-8343
Chris Teal, Principal, Middle School of Poplarville	(601) 795-1350
Christian Holcomb, Asst. Principal, Middle School of Poplarville	(601) 795-1350
Judson Necaise, Principal, Poplarville Upper Elementary	(601) 795-8303
Michele Lee, Asst. Principal, Poplarville Upper Elementary	(601) 795-8303
Sonya Garrett, Principal, Poplarville Lower Elementary	(601) 795-4736
Nicole McCardle, Asst. Principal, Poplarville Lower Elementary	(601) 795-4736
Greg Amacker, Principal, Poplarville Alternative School	(601) 795-8477

SCHOOL COUNSELORS

Poplarville High School	Emily Smith	(601) 795-8424
Poplarville Career Center	Shelly Dement	(601) 795-8343

SCHOOL ADDRESSES & PHONE NUMBERS

Poplarville High School	1 Hornet Drive	(601) 795-8424
Middle School of Poplarville	6 Spirit Street	(601) 795-1350
Poplarville Career Center	9 Career Center Circle	(601) 795-8343
Poplarville Upper Elementary	1 Todd Circle	(601) 795-8303
Poplarville Lower Elementary	804 South Julia Street	(601)795-4736
Special Services Office	302 South Julia Street	(601) 795-6153
Transportation/Maintenance	31 School Bus Circle	(601) 795-4728
Food Service	31 School Bus Circle	(601) 795-3101
Boys' Field House		(601) 795-6025
Federal Programs		(601) 795-8477

POPLARVILLE SCHOOL DISTRICT

2026-2027 SCHOOL CALENDAR

July	21 27	First Day for Teachers First Day for Students
August	28	Progress Report #1
September	7 25 28-30	Labor Day Holiday End of 1st Quarter Fall Break
October	1-2 5 6	Fall Break Everyone Returns Report Card #1
November	5 23-27 23-24 30	Progress Report #2 Thanksgiving Holidays Possible Make-up Days Everyone Returns
December	18 21-31	60% day – Students Dismissed - End 2nd Quarter Christmas Break
January	1-8 11 12 18	Christmas Break Teachers Return - Professional Development Students Return & Report Card #2 Martin Luther King Holiday
February	15 16	President's Day Progress Report #3
March	12 16 22-26 29 30	End of 3rd Quarter Report Card #3 Spring Break Easter Break Everyone Returns
April	21	Progress Report #4
May	20 21 25 31	Graduation 60% day - Last Day for Students Last Day for Teachers Memorial Day

All holidays/breaks should be reserved for make-up days as well as the week(s) following the end of school.

Bell Schedule

Poplarville High School Regular Schedule (94 Minute Classes)	
Time	**Period**
7:45 a.m.	Warning Bell
7:50 a.m.	Tardy Bell
7:50-9:24	1st Period
9:28-9:48	Tutoring/Break
9:52-11:26	2nd Period
11:30-1:34	3rd Period includes lunch
1:38-3:12	4th Period

Middle School of Poplarville	
Time	**Period**
7:20 - 7:45	Morning Drop-off
7:50	Tardy Bell
7:50 – 8:50	1st Period
8:50 - 9:13	Break
9:16 – 10:16	2nd Period
10:19 – 11:19	3rd Period
11:22 – 12:54	4th Period/Lunch
12:57 - 1:57	5th Period
2:00 - 3:00	6th Period
3:00	Release Car Line Students
3:15	Release Bus Students

Poplarville Upper Elementary	
Time	**Period**
7:30 a.m.	Earliest Drop off (Campus Opens)
7:55 a.m.	School begins
8:00 a.m.	Tardy Bell
2:50 p.m.	Release Bus Students
2:55 p.m.	Release All Students

Poplarville Lower Elementary	
Time	**Period**
7:30 a.m.	Earliest Drop off (Campus Opens)
8:00 a.m.	School begins
8:05 a.m.	Tardy Bell
3:00 p.m.	Release Bus Students
3:05 p.m.	Release All Students

Upon entering Students should report to designated areas. Students must leave campus immediately after school unless participating in a supervised school sponsored activity. You must have permission from the principal to use school facilities after school hours. Using the facilities may incur a cost and/or proof of liability insurance.

EMERGENCY CLOSING OF SCHOOL

The Superintendent of Education, with the approval of the School Board, may close any schools in the system because of weather, health, or other emergencies. Closings will be reported via School Status message, the Poplarville School District Facebook page,and the Poplarville School District website.

A 2-hour delay means that each school's instructional day will begin **two hours later than the normal start time listed on the school's bell schedule.** For example, if a school's tardy bell is 7:50 a.m., students will be tardy after 9:50 a.m. on a 2-hour delay.
School bus transportation will operate on the same 2-hour delay schedule. Students should plan to arrive at their bus stop 2-hours later than their normal pickup time.
Breakfast will not be served on delayed-start days!

Staff Certification and Licensure Requirements
Parents wanting to know more about the qualifications of the District's staff may come by the Central Office for that information; however, an educator's license can be viewed online by using the Mississippi Department of Education Educator Licensure Management System. This is a secure public site where the license of any certified Mississippi educator can be viewed. Go to http://www.mdek12.org and click on Educator Licensure - License Lookup and follow the instructions.

Mississippi College and Career Readiness Standards

The Mississippi College and Career Readiness Standards is a state-led effort to establish a single set of clear educational standards for English-language arts and mathematics. These standards are designed to ensure that students graduating from high school are prepared to go to college or enter the workforce and that parents, teachers, and students have a clear understanding of what is expected of them. The standards are benchmarked to international standards to guarantee that our students are competitive in the emerging global marketplace.

GENERAL DISTRICT INFORMATION/POLICIES

Enrollment

In order for a child to be enrolled in a school within the Poplarville School District, the student's parent/guardian must:

1. Comply with the student verification of residence policy.
2. Present a **certified birth certificate.**
3. Present a proper MS immunization report Form 121 issued through the family physician or health department.
4. Additionally, students entering 1st Grade must reach their sixth (6th) birthday on, or before, September 1 BEFORE they can register to attend school. Kindergarten students must reach their fifth (5th) birthday on, or before, September 1. (MS Code 37-15-9)
5. Poplarville School District complies with all State and Federal Regulations for a child to be enrolled.
6. Current guardianship custody and/or legal matters concerning students' needs to be presented to the school at yearly enrollment or when updated.

Foster Care

The district will ensure that children in foster care remain in their schools of origin unless it is determined to be in the student's best interest to change schools. Should a school transfer become necessary, the district will coordinate with the receiving school to ensure enrollment without delay.

Student Transfers into the District

Any student transferring into the district must provide sufficient proof of residency in the Poplarville School District as required by School Board Policy and the Verification of Residence Policy set forth by the Mississippi State Board of Education. Additionally, transferring students must meet requirements of state law as they pertain to transfers and need to present the following information:

1. Information showing proper withdrawal from the school of previous attendance.
2. Present a proper MS Immunization Report Form 121 issued through the family physician or health department.
3. Students who transfer course credit grades which are not numerically represented, including any and all grades transferred from another school, correspondence course work or from any other source than

Poplarville Schools will be designated as follows:

A+	=99		C+	=79
A	=95		C	=75
A-	=90		C-	=70
B+	=89		D+	=69
B	=85		D	=67
B-	=80		D-	=65
			F =64 and below	

This school district does not accept students from schools or programs (including tutorial, home study, or correspondence) that are not accredited by a state or regional agency without first administering standardized achievement tests and/or teacher-made special subject tests to determine (a) the grade level assignment for elementary children or (b) the number and validity of the Carnegie units a secondary student has earned. The district office should be contacted for transfer information. The number of credits that may be awarded for a year of homeschooling after passing PHS exams is limited to a total of 8 per year, the total number that a PHS student may earn in a year.

Tuition of Non-Resident Student

The Poplarville Special Municipal Separate School District will accept, on a tuition basis, the enrollment of nonresident students from the order of placement on a waiting list if classroom space is available and if such placement does not cause the District to exceed mandated class size maximums or incur additional costs. Each request for admission must be voted on by the Poplarville School Board. Tuition cost is $1,500.00 per student each year. **No refunds and no pro-rates** will be made if a student withdraws during the school year. Non-resident students must meet the Poplarville School District policy requirements. Tuition cost is not prorated. A tuition application is required and may be picked up from the Poplarville School District Superintendent's office.

Verification of Student Residence Required

Policy requires that all school districts must absolutely verify a student's residency before the student may legally attend a school in the district. Therefore, when a student enrolls in a PSD school, verification of residency is required as part of the enrollment process. All students are required to re-verify their residency each year. Verification of residency must be completed before a student receives a schedule or room assignment. NOTE: Withdrawal/re-enrollment to the same school and/or transfer to another school in the district will necessitate new verification of residency.

Residency may be established in the following manner:
The parent or legal guardian **must** provide the school district with at least two (2) of the items numbered 1-6 below as verification of their address. Any document with a post office box as an address will **NOT** be accepted. The two proofs must verify the EXACT same address as the student's primary residence and be current.

1. Filed Homestead Exemption Application form for the student's primary residence.
2. Mortgage document or property deed for the student's primary residence (A bill is NOT an acceptable document. An acceptable document will contain the land description of the student's primary residence).
3. Notarized apartment or home lease where the student resides.
4. Utility bills (Water, Electricity, or Gas – NO PHONE, INTERNET, INSURANCE BILLS or BANK STATEMENTS). Bills must be dated within one month of verification of residency. A physical service address must be visible and within **30 days** of registration. NO PO Box numbers will be accepted.
5. Current state issued ID showing residence property address.
6. Current valid automobile registration – Name and physical address must be valid – A car title is not a valid proof.

A notarized affidavit and/or an unscheduled personal visit by the school superintendent and/or designee may be used to establish a homeless situation. The notarized affidavit must be presented with 2 proofs of the residency from 1-6 above that verify the same address as the host resident.

Student Change of Address or Other Personal Information
The importance of having emergency information for each student cannot be over-emphasized. Parents must notify the school when there is a change in emergency information or address. Custodial parent/guardian must come to the school in person in order to change any information.

If you move within the school district, you must notify the school office of the new address, phone number, and complete the verification requirements again. The school district must have at least two proofs of residency for verification. A post office box number will not be accepted.

School Records

When a student transfers, student records will be sent to the transfer school after a proper request has been received from the school. A student or his/her parents/guardians may view personal school records upon request to the principal. Transcripts of student records will be released to other agencies if students or parents/guardians sign a written request, according to state law and/or federal regulations. Transcripts cost is $3.00.

Poplarville School District Police

The Poplarville School District operates its own police force in accordance with the requirements and regulations of the Mississippi Board on Law Enforcement Officer Standards and Training. The district employs certified law enforcement officers as school resource officers. Officers are certified by the State of Mississippi and are vested with the power to keep and preserve the peace on school property, including the power to make arrests, detain violators, and execute all the powers of a constable

Uniform Dress Code

The Board of Trustees for the Poplarville School District has mandated a school uniform for Students Pre-K and K-12.
All yearbook pictures will be taken in school uniforms.

Uniform Dress Code for Grades Pre- K and KINDERGARTEN - 5th GRADE

- Every component of the student uniform should be appropriate in length and size. All clothing must fit properly. Appropriate is defined as that which properly covers the body and which is in good taste.
- All teachers will monitor student dress and notify administration of students who are dressed inappropriately.
- The principal shall have the final decision about the appropriateness of the students' uniform and appearance.
- Undergarments should never be visible.
- **No** component of the uniform may be of **DENIM** material.
- Clothing with holes should not be worn.
- Head coverings including but not limited to caps, visors, hats, bandannas, doo rags, and skull caps are prohibited.
- All yearbook pictures will be taken in school uniforms.
- New students to the district and enrolling on or after the first day of school shall have five (5) days to comply with the dress code policy.

SHIRTS	PANTS	FEMALES ONLY	JACKETS/COATS/ VESTS
Knit Polo Shirt 1. Solid color: green, gold, black, or gray 2. No sleeveless.	1. Solid color: khaki or navy blue 2. Must be properly hemmed.	**Jumpers and Skirts** 1. Solid color: khaki or navy blue 2. Polo shirts must be worn under jumpers.	1. Jackets may have hoods, full-zippered, or of denim material.

<table>
<tr>
<td>3. Turtlenecks or crew necks may be worn under polos.

<u>Sweatshirts and/or Pullovers with or without Hoods</u>
1. Solid color:
green, gold, gray, white, or black

<u>School Spirit T-shirts</u>
1. Every Friday is designated as Hornet Spirit Day, and students may wear a school spirit shirt.
2. Every Tuesday, students may wear the current PLE or PUE Tuesday T-shirt.</td>
<td>3. No athletic wear, warm-ups, sweatpants, overalls, jeggings, leggings, etc.
4. Elastic waistbands are encouraged.

SHORTS

1. Solid color:
khaki or navy blue
2. Must be properly hemmed.
3. Must be appropriate length (at least to fingertip length).
4. Elastic waistbands are encouraged.</td>
<td>3. Length of jumpers must be appropriate length (at least to fingertip length).
4. It is advised that either shorts or leggings be worn under jumpers. (No fish net, lace hose or similar design is allowed.)</td>
<td>2. Uniform shirts must be worn under jackets/coats/vests.
3. Must not advertise or exhibit any likeness of alcohol, drugs, tobacco, etc. or in any way be lewd, profane, obscene, suggestive, vulgar or in any way harass, threaten, intimidate or demean any other group or in any way be distracting to the educational process.

SHOES

No platform, house shoes or slippers, cleated, steel toe or high heel shoes. All shoes must be fastened properly. Shoes with wheels are not allowed. Flip flops/shower/beach shoes are not recommended.</td>
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Uniform Dress Code for Grades 6-12:

1. This dress code outlines the acceptable form of attire approved to be worn by students **in grades 6-12** in this district.
2. Every component of the student uniform should be appropriate in length and size. All clothing must fit properly. Appropriate is defined as that which properly covers the body and which is in good taste.
3. **The principal shall have the final decision** about the appropriateness of the students' uniform and appearance.
4. Shorts must have 7 inch inseam or longer. Skirts must be to the top of the kneecap or longer.
5. Undergarments should never be visible.
6. All teachers will monitor student dress and notify school administration of the students who are in violation of the Uniform Dress code.
7. No component of the uniform may be of denim material.
8. New students to the district and enrolling on or after the first day of school shall have five (5) days to comply with the dress code policy.
9. Clothing with holes should not be worn**.**
10. All yearbook pictures will be taken in school uniforms.

Knit Polo Shirt
Solid color: green, gold, black or gray
No sleeveless
Turtlenecks or crew necks may be worn under polos.
Peter Pan collars on polos are acceptable
Green, gold, gray, white, and black sweatshirts and/or pullovers, with or without hoods, are allowed as dress apparel

School Spirit T-shirts
Every Tuesday, students may wear the current MSP and PHS Tuesday T-shirt.
Every Friday is designated as Hornet Spirit Day.
School Spirit T-shirts are defined as any T-shirt promoting, supporting, or representing Poplarville High School activities, clubs, organizations, or athletic teams.
No sleeveless

Pants
Solid color: Khaki, or Navy Blue
Properly hemmed
No denim, athletic wear, warm-ups, sweat pants, wind-suits, overalls, hip huggers, low-riders, joggers, jeggings, leggings, etc.
Not too tight
No Sagging

Shorts
Solid color: Khaki, or Navy Blue
Properly hemmed
No denim
Length of shorts must be 7 inch inseam or longer.
Not too tight
No sagging

Jumpers- Females only
Solid color: Khaki, or Navy Blue
Round, square, v-neck, straight, A-line, pleated
Polo shirts must be worn under jumpers
Length of jumpers must be to the top of the kneecap.
Leggings may be worn under jumpers. (No fish net, lace hose or similar design is allowed)

Skirts - Females only
Solid Color: Khaki, or Navy Blue
Styles: Box pleat, Regular/Straight (slits should be no more than 1 inch above knee)
No denim
Length of skirts must be to the top of the kneecap
Leggings may be worn under skirts. (No fish net, lace hose or similar design is allowed)

Belts
Belts should be worn to secure pants at the waist.

Shoes

No platform, house shoes or slippers, cleated, steel toe or high heel shoes. All shoes must be fastened properly. Shoes with wheels are not allowed. Flip flops/shower/beach shoes are not recommended.

Jackets/Coats/Vests

Must not advertise or exhibit any likeness of alcohol, drugs, tobacco, etc. or in any way be lewd, profane, obscene, suggestive, vulgar or in any way harass, threaten, intimidate or demean any other group or in any way be distracting to the educational process. Jackets may have hoods, full-zippered, or of denim material.

General Considerations

1. Shirts are to be worn of appropriate length and may be tucked into or worn over pants, skirts, shorts.
2. Students are prohibited from wearing additional "patches" pins, tattoos, earrings, jewelry, or any other item that may be considered lewd, profane, obscene, vulgar, suggestive or any item which may distract from the educational process. Chains are not allowed.
3. Pierced earrings are acceptable. Other visible body piercing is not allowed, including tongue rings.
4. Head coverings including but not limited to caps, visors, hats, bandannas, doo rags, and skull caps are prohibited.
5. Clothing must fit properly. Extremely tight fitting clothing is not acceptable. Oversized clothing "sagging" and/or "hip hugger" clothing is not acceptable.
6. Underclothing shall be worn.
7. Uniform shirts must be worn under jackets.
8. No leggings, jeggings, joggers, or tights may be worn as uniform pants.

PHS Homecoming Week Dress Code

- In Theme!
- Skirts and leggings may be worn together as part of a costume. Skirts must be finger length with leggings. Skirts must be to top of knee cap without leggings.
- Athletic Shorts can not be worn separately.
- Leggings can not be worn separately.
- Athletic shorts and leggings may be worn together as part of a costume.
- Spirit Shirts may be worn everyday.
- Pajamas are not allowed!
- Students must adhere to all other dress code policies.

Compliance Measures

If necessary, disciplinary action may be taken to encourage compliance with the policy.

- First offense. Parents may be called to bring clothing that meets uniform standards/requirements.
- Second offense. Students will be given appropriate punishment (demerits, in-school suspension, etc.)
- Third offense. Students will be given appropriate punishment (demerits, in-school suspension, OSS, etc.)

- Additional non-compliance will be treated as a discipline referral. Students will be given appropriate punishment (demerits, in-school suspension, OSS, etc.)

Dress policies and procedures are subject to review on a yearly basis.

Parent(s) who find it difficult to comply with the requirements of the Poplarville School District's Dress Code Policy due to financial hardship may contact the school administrator who will be able to offer suggestions to the parent(s) regarding clothes closets, and/or how to get assistance from various community and civic groups or agencies.

Gym/PE/Extracurricular Activity Clothes

Dress should be modest and appropriate for students taking PE/gym/sports activities. No short shorts, exposed midriffs, see through shirts, halter tops, spaghetti straps, muscle shirts or jerseys with large arm holes will be allowed. Administrators will make the final decision on appropriate gym attire. Gym dress is restricted to sports/activity areas.

Library Services

The mission of Mississippi school library media centers is to assist in providing a quality education for every child and to encourage lifelong literacy and learning through reading. The library media center supports the school's curriculum and assists members of the learning community in becoming effective users of information.

All schools are staffed by qualified librarians. The library is considered to be a quiet place for study, research, and general reading. Disturbances are not permitted. The library is operated in accordance with specific policies implemented by the librarian in cooperation with the school's administration. Computers are available for student use for purposes of learning, research, and communications. All use must be in accordance with Poplarville School District's Acceptable Use Procedures.

Newspapers and periodicals are placed in the library as an aid to provide additional information for school assignments, up-to-date news, and pleasure reading.

All lost library books must be paid for before students receive additional library books. Fines can be assessed for lost or overdue books.

Complaints of Bullying or Harassing Behavior

The Poplarville School District does not condone and will not tolerate bullying or harassing behavior. Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by an actual or perceived differentiating characteristic that (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b)creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits. A "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior. Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, on a school bus, or when it takes place off school property when such conduct, in the determination of the school

superintendent or principal, renders the offending person's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole. Ref: SB 2015; Miss. Code Ann. §37-7-301(e)

Any person may report sex discrimination or sexual harassment regardless of whether the person is the alleged victim. These reports may be made in person, by mail, by telephone, or email to

Stachia Peterson- Coordinator
302 South Julia Street
Poplarville, MS 39470
(601)-795-8477
speterson@poplarvilleschools.org

District will respond by

The Title IX Coordinator is required to contact the complainant promptly, even if a formal complaint has not been filed, to:

1. Discuss the availability of supportive measures,
2. Consider the complainant's wishes regarding supportive measures,
3. Inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and
4. Explain the process for filing a formal complaint.

The district will provide the equitable treatment of the parties which includes:

1. Providing remedies to a complainant after a determination of responsibility against a respondent, and
2. Following a grievance process before imposing any disciplinary sanctions or other actions that are not supportive measures.
3. Remedies may include supportive measures but may also include punishing the respondent.

Technology Policies and Principles

ACCEPTABLE USE PROCEDURES (AUP)
Poplarville School District

General Information:
Intranet (internal) and Internet (external) connections are provided to Staff, Students, Faculty, and Administrators of the Poplarville School District (PSD) for the purposes of learning, teaching/instruction, research, and communications.

The operations of the PSD network are guided by policy or policies set forth by the district School Board, district administration, the Mississippi Department of Education, and all applicable local, state, and federal laws. The AUP does not list every applicable policy or law, but sets forth some specific policies particular to the Poplarville School District. Signing the Handbook Acknowledgement page constitutes agreement with all sections in this AUP.

Monitoring of Network Use:
All data transferred and/or transmitted over the PSD network can be monitored and recorded at any time. All data transferred and transmitted over the network can be tracked and identified and originating users can be held liable if their use of the network violates any established policy,

regulation, or law. Any data stored on district-owned equipment or transmitted/transferred through the PSD network may be archived and preserved by the district for an indefinite period. Such data includes, but is not limited to email, chat, text documents, digital photographs, music, and other digital or electronic files.

Use good judgment in the types of materials that you access, store, and use in your work.

School District Ownership and Jurisdiction:
All data transferred over the Poplarville School District network or stored on any district-owned equipment/media is under the jurisdiction of Poplarville School District.

This includes any kind of file, data stream, graphic, document, music, photo, etc. Any personal items placed on district computers may become the property of the Poplarville School District with possibly no chance of release or recovery.

Consequences of Policy Violation
Any student who violates any policy, regulation, or law regarding the Poplarville School District network will be identified, and corrective and/or punitive actions will be taken.

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

Violations of these procedures may result in, but not limited to, a loss of access privileges, disciplinary action by the school and/or district administration, suspension, termination, and/or contact of law enforcement agencies.

Disclaimer of Liability:
The Poplarville School District disclaims all liability for the content of material to which a student or staff may have access on the Internet and for any damages suffered as a result of the student or staff member's Internet use. The Poplarville School District makes no guarantee that functions of services provided by its Internet access will be without error or defect. The Poplarville School District will not be responsible for:

- Any damages a student or staff member may suffer, including, but not limited to, loss of data or interruption of services.
- For the accuracy or quality of information obtained from or stored on any of its network or client systems.
- Financial obligations arising through the unauthorized use of the systems.
- Any actions or obligations of a student or staff member while accessing the Internet outside the public school system for any purpose.

While the district takes steps to protect users from inappropriate material, makes every attempt to intercept unlawful and malicious actions from affecting users, and makes every effort to safeguard users, no system is perfect. Those risks must be recognized and accepted by users who sign the Acceptable Use Procedures and the Statement of Assurances.

Those who use district equipment for personal use may incur liability for damages to themselves and not the district.

Filtering:

The District uses an aggressive content filter and SPAM filter. Users acknowledge that content of email and web pages delivered to the user is controlled by District Policy. However, users must recognize that no system is perfect and that in the event inappropriate material is accessible, the District shall not be held liable.

A constant, sincere effort to use the most advanced and wide-ranging appliances and machinery available is the goal of the district. However, there is nothing that guarantees 100% block of offensive or inappropriate materials via the Internet or Intranet.

Communication and Electronic Document Retention:
All forms of communication linked to the poplarvilleschools.org and/or the hornets.ms domains (including but not limited to emails, Google Chat, and Hangouts) and any electronic documents created and/or shared with others inside or outside the district in conducting classroom and campus-related activities may be archived by the district.

All Communications listed above will be archived for a period of at least 1 year and as long as 10 years.

Prohibited Actions:
The following actions on the District Network are specifically prohibited, but not limited to:

- Installing software without the approval of the district Technology Department.
- Downloading any computer software application, utility, plug-in, or other such operations (re)configuration without the approval of the Technology Department.
- Creating, downloading, storing, sending, searching for, or displaying offensive messages or pictures including, but not limited to, pornographic or other sexually explicit material.
- Inserting, using, or attaching non-approved disks, CD-ROMS, or other media storage devices into or with computers.
- Assisting in the election or promotion of any person to any office, the opposition to any person for the same, or for any political issue that may arise.
- Using obscene, profane, or vulgar language.
- Harassing, insulting, intimidating, or attacking others.
- Engaging in any practice(s) that threaten the network and other technological tools and equipment.
- Violating copyright laws or terms of use.
- Using the password of others to access the network or any other electronic information or telecommunications services.
- Accessing the documents, files, folders, or directories of others.
- Using the network and telecommunications services for commercial promotion, product endorsement, or advertisement.
- Using the network, electronic information, computer-driven software, and telecommunication services for personal use, gain, or convenience.
- Misusing the resources of the district's network, electronic information, computer-driven software, or telecommunications services equipment or supplies.
- Conducting business other than that deemed academic in nature over the district network.
- Promoting causes that are religious in nature, with no apparent educational or instructional value.
- Violating this or other procedures and guidelines established and set forth by the district's administration regarding network services.
- Attempt to bypass network controls and filters.

- Use of accounts by anyone other than the authorized user for authorized purposes.
- Any attempt to bypass internet filtering using VPNs, proxies, or any other methods.

The above listing is not all-inclusive. It is merely a guide that lists the types of behaviors that are not acceptable for network use. The list will be amended from time to time.

Individual Building/Site Rules:
Each school/site may have its own set of rules or procedures not inconsistent with district policy and procedures. Students, staff, and faculty are expected to follow those rules or procedures as well. The procedures are the minimum. Schools/sites may implement additional rules, but cannot relax the minimum district standards without the approval of the Superintendent and concurrence of the Technology Director.

Student Use of Outside Email Clients and Stipulations for Using District Provided Email
All students must use the district's hornets.ms domain and school email or district- approved communication tools for all classroom and campus communications (e.g., staff to/from student, student to student). This includes, but is not limited to, classroom and other instructional activities, extracurricular activities such as clubs, choirs, bands, athletics, and the like.

The Poplarville School District does not allow the use of Internet Mail accounts, such as Yahoo Mail and POP3 accounts that are provided by "home" internet service providers.

The Poplarville School District does archive district communications. Please see "Communication and Electronic Document Retention" for details on email and other communication retention.
Restrictions on Use of Personal Computers or Laptops within the District Network:
All students are provided access to district-owned/managed devices for educational purposes; therefore, no personal devices will be allowed on the district network without a valid educational need that has been approved by the Technology Director.
Guideline/Procedure Changes:
The Poplarville School District reserves the right to change these guidelines/procedures at any time.

If you have any questions about any part of the AUP, including consequences of failure to comply with the AUP, now is the time to ask before signing and submitting the Statement of Assurance. All users of the Poplarville School District Network must sign a Statement of Assurance or access to the network or use of district computer equipment will be denied.

Address questions, if any, contact the Technology Department.

Please refer to the 1-to-1 Technology Section for fees associated/assigned to student-issued devices.

All fines collected will be used towards the repair or replacement of the affected equipment.

Poplarville School District
1-to-1 Technology Policy

The policies, procedures, and information within this document apply to all technology used both on-site and off-site in the Poplarville School District by students, staff, or guests, including any other device considered by the administration to fall under this policy.

Teachers may set additional requirements for technology use in their classrooms.

The Technology Agreement form and Technology Acceptable Use form need to be signed and turned in each year before being issued a device. By signing these documents, you also agree to the terms and conditions set forth by Poplarville School District in School Board Policy.

Receiving Your Chromebook:
In order for technology to be issued, both the parent and student must have signed the 1:1 Student/Parent Technology Acceptable Use Agreement Form. In addition, the parent must also sign the Instructional Technology Use Agreement Form.

Technology Use/Instructional Fee:
Poplarville School District requires that the technology use/ instructional fee be paid. The annual fee will be $30 per device and must be paid before the student is issued the technology.

Return:
Staff and student technology and accessories will be collected at the end of each school year for maintenance over summer vacation. If possible, students will retain their original technology each year while enrolled at the same location from the previous year.

When asked to do so, students must surrender/return the technology and accessories to PSD. Any student who transfers out of PSD will be required to return their technology and accessories. **If technology and accessories are not returned, the parent/guardian will be held responsible for the full replacement cost of the device and accessories. If payment is not received, the parent/guardian will be turned over to a collection agency and/or law enforcement agency.**

Taking Care of Your Technology:
Staff and students are responsible for the general care of the technology which PSD has issued them. Technology devices that are broken or fail to work properly must be reported to the technology department using the district helpdesk at https://help.poplarvilleschools.org/. If a loaner device is needed, one will be issued to the student until their device can be repaired or replaced.

General Guidelines:

- No food or drink is allowed next to technology.
- Cords, cables, and removable storage devices must be inserted carefully into the technology.
- Students/teachers should never carry their technology while the screen is open.
- Technology should be shut down when not in use to conserve battery life.
- Technology should never be shoved into a locker or wedged into a book bag, as this may break the screen.
- Do not expose your technology to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the technology.
- **DO NOT LEAVE TECHNOLOGY IN A VEHICLE.**

Carrying Technology:
The device exterior of the technology will only provide basic protection from everyday use. It is not designed to prevent damage from abusive handling. Carrying the device in a padded backpack or padded book bag is acceptable, provided the backpack or bookbag is handled with care.

Screen Care:
Technology screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the device.
- Do not place anything near the device that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover or screen.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the device. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.
- Do not spray directly on the screen. Apply cleaner to cleaning cloth and proceed to clean the screen.

Using Your Technology Device

At School:
Technology is intended as a tool for learning whether on campus or virtually every day. In addition to teacher expectations for device use, school messages, announcements, calendars, academic handbooks, student handbooks, and schedules will be accessed using the technology. High school and middle school students are responsible for bringing their device to all classes.

At Home:
All students in grades 6-12 may be required to take their Chromebook home each night throughout the school year for charging. ***Chromebooks must be brought to school each day in a fully charged condition***. If students leave their Chromebook at home, they must immediately phone parents/guardians to bring the Chromebook to school. Repeat violations of this policy will result in a referral to administration and possible disciplinary action. **Devices at home should be used for educational purposes only.**

Students in grades K-5 will not take devices home unless necessary for virtual teaching/learning.

Sound:
Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Printing:
At School: Printing functionality will be limited at school and subject to printer availability. Teachers are encouraged to accept assignments electronically through Google applications.

At Home: Users are responsible for the setup of home printer use on chrome devices. School staff members and technology staff will not aid in setting up printing capabilities.

Managing Your Files and Saving Your Work:
Patrons will create and save documents in Google Drive. Google Drive is a cloud storage service that allows students to store their documents, photos, videos, and more online in one place. From Google Drive, students

can also access a variety of Google Apps. Google applications allow students to create, share, and collaborate on documents, spreadsheets, presentations, and more from anywhere while online.

Personalizing Technology:
Technology must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of the Poplarville School District. Employees of PSD can do spot checks for compliance at any time. Violations of this policy will result in a referral to administration and a $25 cleaning fine. Students are discouraged from adding music, photos, and videos to their device.

Software:
Originally Installed Software:
All software on devices is deployed via the district's software management system. Students are not allowed to install software on their devices.

Threat Protection:
Virus protection is unnecessary on the districts' student devices due to the unique nature of its design. However, all traffic and interaction over the internet will be monitored using the district's filter and end-point protection.

Inspection:
Students may be selected at random to provide their device for inspection. The purpose of inspection will be to check for proper care and maintenance as well as proper use.

Procedure for Restoring the Chrome OS:
If technical difficulties occur, the technology department will use the "5-minute" rule. If the problem cannot be fixed in 5 minutes, the device will be restored to factory defaults. Restoring the device will restore it to the state in which the user initially received it. All student created files stored on an external SD card, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the device that have been synced to Google Drive will be intact. However, all other data *stored on internal memory that has NOT been synced* will not be restored.

Protecting & Storing Your Device:

Device Identification:
Technology will be labeled in the manner specified by the school. Technology can be identified in the following ways:

- Record of the serial number and PSD asset tag
- Individual's Google Account username

Under no circumstances are students to modify, remove, or destroy identification labels.

Storing the Device

The Chromebook should be charged each night fully at the student's home or at the school provided charging station. Chromebooks should ***never*** be stored in a vehicle.

Storing your device (PLE & PUE)

- At the end of the day or time of check-out from school, students in K-5 should place their issued device in their assigned secure charging area provided at school. The Chromebook is not to be stored anywhere else at school besides the school provided charging area. If student issued devices must be sent home, and students will be responsible for charging the device there.

Storing your device (MSP and PHS)

- Chromebooks not in use should be stored in their case. Nothing should be placed on top of the Chromebook while in its case. Students in grades 6-12 may need to take their issued Chromebook home with them at night to charge.

- **At Extracurricular Events:**

Students are responsible for securely storing their Chromebook during extra-curricular events.

In Unsupervised / Unsecured Areas:

- Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include but are not limited to school grounds and campus, the cafeteria, unlocked classrooms, Library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular areas, bus, vehicle, or any other entity that is not securely locked or in which there is no supervision.
- Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office. Disciplinary action will be taken for leaving a Chromebook in an unsupervised location.

Technology Undergoing Repair:

- Loaner technology, if available, may be issued to students when they have their devices collected for repair by Poplarville School District's Technology Department.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner.
- Repaired devices will end up with the original factory image as first received. Students must keep their school data synced to their Google Drive, so files and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Parents/guardians will be charged for device damage that is a result of **misuse**/**abusive** handling. Parents/guardians will be billed for device parts and labor.

Technology:

If the property is accidentally damaged, PSD technology staff will assess the technology damage and repair or replace the device under the accidental loss or damage policy. The repair costs and deductibles are listed in this 1:1 Technology Policy, and I understand that the user/guardian are responsible for these costs as outlined. **If the property is stolen, a police report must be filed by the student or student's parents/guardian involved in the loss of property. Loss or theft of the property must be reported to the school by the next school day after the occurrence.** Fraudulent reporting of theft will be referred to the police for prosecution.

Act of God Accidental Damage or Loss Protection:

The District is requiring the purchase or waiver of technology use/ insurance fee. Under this insurance policy, the devices are protected against accidental damage or loss due to an act of nature. Poplarville School District will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be referred to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code. If the equipment is damaged by an Act of God such as flooding, fire, lightning, etc. then the device must be returned to the school for assessment by the technology department.

This policy **does not** cover for loss of the device and/or its accessories, cosmetic damage, or damages caused by misuse and abuse. Poplarville School District will assess the device damage and repair or replace it if the damage is determined to be accidental and within the protection guidelines. **Parents/Guardians/Students will be charged for the full replacement cost of a device that has been damaged due to misuse or abuse.**

Poplarville School District

Technology Use /Instructional Fee

Poplarville School District requires that the instructional fee be paid before the deployment of technology to the student. The technology use/instructional fee is $30.00 annually for each device. The first accidental damage is covered by the $30 annual Technology Use/Instructional Fee. Any additional claims will require full payment of the repair/replacement. Any malicious/intentional damage will require full payment of the repair/replacement and may result in disciplinary action and/or loss of technology privileges.

Damage Fees

Annual Technology Use/Instructional Fee	$30 per device
1st Accidental Damage	$0 Covered by Instructional Fee
Any additional occurrences of **Accidental** Damage	Full repair/replacement costs-See prices below
Any occurrences **Malicious/Intentional** Damage	Full repair/replacement costs-See prices below

Replacement/Damage Fees

Replacement of Student Chromebook	$250
Replacement of Keyboard	$50
Replacement of Case	$50
Replacement of Power Cord (no partial replacement)	$30
Replacement of Screen	$50

Lost or Intentionally Damaged Device and Accessories:

A device or any of its accessories that are lost (whereabouts unknown) or damaged are the responsibility of the student and parent/guardian involved in the loss of property. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.

Technology Acceptable Use:

General Guidelines:

- Staff and students will have access to forms of media and communication, which is in support of education and research and support of educational goals and objectives at PSD. Access to media and communication beyond these specific uses will not be supported or allowed.
- Staff and students are responsible for their ethical and educational use of the technology resources of PSD.
- Access to PSD technology resources is a privilege and not a right. Each employee, student, and/or parent/guardian will be required to follow the rules of the District's Acceptable Use Policy. Violations of these rules will result in the loss of privileges as well as other disciplinary action as defined by the District's Acceptable Use Policy, Plan of Discipline, or other policies.
- Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the system administration staff and/or school administration to use judgment as to what is acceptable in any undefined instances that may arise.
- Transmission of any material that violates any federal or state law is prohibited. This includes, but is not limited to, the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.

- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action per school discipline policy.
- All users of the district's technology resources and/or school network must sign the District's Acceptable Use Policy and abide by the rules defined in the District's Acceptable Use Policy. This is in addition to the rules and policies that this document and the student handbook contains.
- Please reference the PSD's student handbook for the full Acceptable Use Policy.

Privacy and Safety:

- Do not join any chat/meeting rooms other than those set up by your teacher or mandated in other distance education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, location, or any personal information of other people.
- Remember that network storage and email **is not guaranteed to be private or confidential**. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Policy.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

Legal Propriety:

- All students and staff must comply with trademark and copyright laws and all license agreements. **Ignorance of the law is not immunity.** If you are unsure, ask the network administrator if you comply with the law.
- Plagiarism is a violation of PSD discipline code. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Email:

- Staff and students in need of email for academic reasons will only be allowed email access through an address assigned by the district. This email access will be through a Google Gmail system managed by PSD. The interface is heavily monitored by network administrators and is subject to filtering of inappropriate content.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- No private chatting without permission is allowed.
- Email is subject to inspection at any time by the school administration.

Consequences:

- The student or staff member whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the 1:1 Technology Policy or the District's Acceptable Use Policy will result in disciplinary action as outlined by the discipline code and/or other school policies for the user unless there is proof that another is responsible.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the network administrator or other school administrators to ensure appropriate use. PSD cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

Internet Safety Policy

Introduction:
It is the policy of the Poplarville School District to:

- prevent user access over the computer network to transmission of inappropriate material via Internet, electronic email, or other forms of direct electronic communications;
- prevent unauthorized access and other unlawful online activity;
- prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors;
- comply with the Children's Internet Protection Act [Pun. L. No. 106-554 and 47 USC 254(h)].

Definitions:
Key terms are as defined in the Children's Internet Protection Act (CIPA).

Access to Inappropriate Material:
To the extent practical, technology protection measures (Internet Filter) shall be used to block or filter the internet or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled, or in the case of minors, minimized only for bonafide research or other lawful purposes.

Inappropriate Network Usage:
To the extent practical, steps shall be taken to promote the safety and security of users of the Poplarville School District online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking", and other harmful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision, and Monitoring:
It shall be the responsibility of all members of the Poplarville School District staff to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of the Technology Coordinator or designated representatives.
The Poplarville School District or designated representatives will provide age-appropriate training for students who use the Poplarville School District's Internet facilities. The training provided will be designed to promote the Poplarville School District's commitment to:

I. The standards and acceptable use of Internet services as set forth in the Poplarville School District's Internet Safety Policy;
II. Student Safety with regard to:
    a. safety on the Internet;

b. appropriate behavior while online, on social networking Website, and in chat rooms; and
c. cyberbullying awareness and response.

III. Compliance with the E-rate requirements of the Children's Internet Protection Act (CIPA).

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

CIPA Definition of Terms:
Technology Protection Measures: The term technology protection measure means a specific technology that blocks or filters Internet access to visual depictions that are:

- Obscene, as that term is defined in section 1460 of Title 18, United States Code.
- Child Pornography, as that term is defined in section 2256 of line 18, United States Code.
- Harmful to Minors.

Harmful to Minors: The term "harmful to minors" means any picture, image, graphic file, or other visual depiction that:

- Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion.
- Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, and actual or simulated sexual act or sexual contact, actual or simulated normal of perverted sexual acts, or a lewd exhibition of the genitals.
- Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Sexual Act; Sexual Contact: The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA):

PSD NOTICE FOR DIRECTORY INFORMATION

According to the Family Educational Rights and Privacy Act of 1974 (FERPA), directory information about students may be released by the Poplarville School District without parental consent, provided annual notification has been given and the school does not have on file written denial to release directory information.

The primary purpose of directory information is to allow the Poplarville School District to celebrate the accomplishments of its students by sharing information with the community. To do this, the District may submit press releases to the local media (newspapers, radio, television, online news blogs) that include student directory information, such as names, grade levels, information related to student accomplishments, photographs and video recordings. In addition, we may choose to display such information at various school functions, post information on the District website and media channels, and/or publish information in District-sponsored publications.

Poplarville School District has designated the following information as directory information:

- Student's name, address, parent's telephone listing
- Photographs and videos used for informational or news-related purposes of a student participating in school or school-sponsored activities that have appeared in school publications
- Information in relation to officially recognized activities and sports
- Grade level
- Degrees, honors and awards received
- Dates of attendance

Examples of District-sponsored publications and videos include:

- A playbill or program, showing your student's role in a theater production, musical performance or other Poplarville School District event;
- The annual yearbook;
- Honor roll, scholarships, awards or other recognition lists;
- Informational videos
- Graduation programs; and
- Sports activity sheets or athletic team rosters

Directory information will also be made available to qualified agencies upon request. Qualified agencies include, but are not limited to colleges and universities, scholarship providers, trade/technical schools, and potential employers. Federal legislation requires Poplarville School District to provide all branches of the military with three directory information categories for students - names, addresses, and telephone listings - unless parents/guardians (or students 18 years of age or older) have advised the school that they do not want their student's information disclosed without prior written consent. Parents/guardians have the right to have directory information withheld upon written request.

Any student information beyond that in directory information described above will only be distributed based on applicable FERPA rules and guidelines (34 CFR§99.31).

To review all FERPA guidelines, visit this link:
https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

Textbooks

The Poplarville School District lends each child textbooks in order to ensure the best possible education for the students of our district. These books are used from year to year, so the utmost care must be given to preserve them. Teachers assess the condition of the books in August, when they are given to students and when they are collected. Section 37-7-301 of the Mississippi Code authorizes local school boards to hold parents and legal guardians responsible for the cost of textbooks which are damaged or not returned to the school. If a textbook is lost, damaged, or not returned by a student, the parent or legal guardian must compensate the district for the replacement cost of the book. All book fines must be paid before a student can receive textbooks the following year.

Student Fees

The School Board hereby authorizes the superintendent to approve reasonable fees, but not more than the actual cost for the following:

a. Supplemental instructional materials and supplies, excluding textbooks;
b. Other fees designated by the superintendent as fees related to a valid curriculum educational objective, including transportation;
c. Extracurricular activities and any other educational activities of the school district which are not designated by the superintendent as valid curriculum educational objectives, such as band trips and athletic events;
d. MHSAA - Extracurricular Insurance:
   Students participating in extracurricular activities must show proof of insurance or purchase student accident insurance. Student accident insurance is the responsibility of the parent/guardian.
e. High School Student Parking Fee - $20.00 (non-refundable nor prorated)
   Rules and regulations for automobiles for students are listed on the parking permit application which must be filled out, a driver's license and proof of insurance must be presented before a parking permit is issued. The student parking area is in front of the high school.

The Poplarville Schools request a non-refundable annual technology instructional fee from each student as follows:

$30.00 Grades K-12

If payments are made on-line, there will be an additional processing fee collected by the outside vendor.

School Visitation/Conferences

Parents/guardians are encouraged to visit the schools; however, such visitation must be appropriately and properly scheduled. Parents should contact the school office if they desire a conference. Arrangements will be made. In order to ensure school safety, all school visitors must report to the school office upon arrival and receive proper clearance. A picture ID must be presented and left with office staff while on campus. Visitors must wear a pass while on school campuses.

Federal Programs

Federal Programs are designed to support state and local school reform efforts tied to challenging State academic standards in order to reinforce and amplify efforts to improve teaching and learning for students farthest from meeting State standards. Individual public schools with poverty rates above 40 percent may use Title I funds, along with other Federal, State, and local funds, to operate a "schoolwide program" to upgrade the instructional program for the whole school. Schoolwide programs must be based on effective means of improving student achievement and include strategies to support parental involvement. Poplarville operates a "school-wide program" K-8.

Parents Right to Know

In accordance with ESSA Section 1111(h)(6) PARENTS RIGHT-TO-KNOW, the Poplarville School District is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers including, at a minimum the following:

1. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time your child has been taught for 4 or more consecutive weeks by a teacher not highly qualified, the school will notify you.

If you have any questions, please feel free to contact your Federal Programs Director at the following phone number: 601-795-8477.

Special Services Programs

1. **Special Education Programs**
   Poplarville School District (PSD) is committed to providing a Free Appropriate Public Education (FAPE) to children with disabilities. FAPE means that all children identified as children with disabilities are provided special education and related services at the expense of the public and that those services meet the standards of the state, including children ages 3-21, and are provided in conformity with an Individualized Education Plan (IEP). Children with disabilities are provided accommodations, modifications, and support services as determined by each individual IEP committee. PSD provides services that comply with Individuals with Disabilities Education Act (IDEA), address each child's unique needs, and are reviewed at least annually. These programs are coordinated to ensure that each child is able to make adequate progress in the educational setting, thereby conferring educational benefit upon the child with a disability. In addition, PSD is committed to educating children with disabilities in their Least Restrictive Environment (LRE). Removal occurs only when education in general education with the use of supplementary aids and services cannot be achieved satisfactorily. PSD provides a full continuum of services ranging from general education classrooms with supports to specialized classes, special schools, and home/hospital settings.

2. **Gifted Education Programs**
   Programs for students who are identified as intellectually gifted are available for students in grades 2-6. These programs require unique, different educational experiences which are not available in the regular classroom and are designed to enable gifted students to realize their abilities and potential contributions to self and society. Lab fee may be charged.
3. **Section 504**
   In accordance with Section 504 of the Rehabilitation Act of 1973 and applicable federal and state regulations, Poplarville School District provides a Free Appropriate Public Education (FAPE) to all students with qualifying disabilities determined by a 504 evaluation. Students who are determined eligible under Section 504 will receive support through a Section 504 Accommodation Plan, which outlines the accommodations, aids, and services necessary to ensure equal access.

Are you concerned about your child's speech, learning, behavior, or development?
For a child three to twenty-one years, you can make a Child Find Request to determine if the child needs special services.

For Child Find requests and questions or concerns regarding Special Education, Gifted, or Section 504 programs. Please contact:

Stachia Peterson, Director of Special Services
Poplarville School District
(601-795-8477)

English Learners (EL)

The Poplarville School District has policies and procedures that fully address concerns of its EL population. The EL plan can be found on the district web-page.

Use of School Telephones

School telephones are business phones. Students will be allowed to use school phones in cases of emergencies.

Athletic Lockers

Lockers are available for student use and are considered to be school property. Lockers are subject to inspection and/or search at any time by school officials. Students should not expect individual privacy in the use of a school locker.

Further, lockers are subject to the same care as other school property and are not to be defaced. Students are prohibited from writing on locker doors and walls or placing permanent stickers, pictures, or other decals on the locker.

Lockers are to be kept neat. At the end of the year, students are expected to remove all personal belongings and to clear the locker for student use the following year.

The school district cannot be responsible for any personal item belonging to an individual student being stolen from a locker. If promptly reported, the principal/coach will, within his/her ability, assist the student in locating the lost or stolen property. Students are strongly discouraged from keeping valuables in lockers, including money, jewelry, or special personal belongings.

Messages to Students from Parents/Guardians and Others

Phone messages will not be accepted for students. If you are unable to send a note with your child, you must come to the office in order to leave a message for your child. Parents must have proper identification before a message can be taken. Please keep in mind that our concern is the safety and well-being of your child. Bus students will be put on the bus unless the school is notified in writing before 2:00 p.m. NO EXCEPTIONS!

Emergency information should be updated any time the information changes. Parents must come to the school in person in order to change any information.

Gifts to Students

The delivery of gifts at school, including, but not limited to, balloons and flowers, shall **not** be accepted by school personnel for delivery to students on any day.

Personal Possessions

Students are expected to take care of their own possessions and to keep up with personal belongings. **The school cannot be responsible for loss, theft, or damage to personal belongings.** Parents/guardians and students **must label possessions with proper identification**. Students must leave personal possessions, not needed for school, at home. This includes such items as toys, electronic devices, trading cards, etc.

Electronic Device Policy

Poplarville School District has a no electronic device policy including but not limited to cell/smart phones, iPods, MP3 players, electronic books and other such devices are not allowed. Exempt from this list are district student issued devices. The electronic device, including cell phones, will be confiscated. The confiscated item will be locked in the Principal's office for one (1) month for the first offense. Upon the second offense, the item will be confiscated for one calendar year, at which time the parent/guardian must pick up the item. Confiscated items not picked up will be recycled. Refer to each school's Discipline Ladder for consequences. The use of electronic devices must have prior approval of the administration.

Any student found to be in possession of a cell phone or other electronic device during the administration of a state assessment will be in violation of a major disciplinary offense, a Level 2 misbehavior. This violation will result in the student receiving the maximum number of demerits, a possible Discipline Hearing or Alternative School placement, and a testing violation report will be sent to the Mississippi Department of Education. **No smart watches may be worn during the administration of state assessments.**

Student Tracking Safety Devices

In order to protect the privacy of all students and to comply with the Federal Education Right to Privacy Act (FERPA), only student-safety tracking devices without the capability to transmit and/or record audio and video will be allowed on school campus, on District provided transportation, and at school events. The District prohibits unauthorized audio or visual recordings or transmission of audio or images of other students.

A parent/guardian shall obtain approval from the building principal before operating a student-tracking safety device on any school property.

Approval shall be in the form of an approved user agreement that:

1. Documents a need for the use of a student-tracking safety device;
2. Provides the product information for the device (make, model, serial number, etc.) to verify device capabilities; and
3. Acknowledges the parent/guardian is responsible for maintenance, proper use, and any cost associated with the device.

The District is not responsible for damage, loss, theft, or any cost associated with the tracking device.

The District reserves the right to deny any request for the use of a student-safety tracking device that does not meet the requirements of the District. The District reserves the right to require proof of compliance with this policy by the parent/guardian within a reasonable amount of time after such request is made by the District in writing. The District reserves the right to rescind approval of the use of the student-tracking safety device for any violations.

Emergency Procedures

Emergency drills are held at each school. Disaster plans are posted in the classrooms.

Each school has developed a Crisis Management Plan that has been coordinated with local law enforcement, fire department, and other community agencies.

EXTRACURRICULAR ACTIVITIES

MHSAA (MS HIGH SCHOOL ATHLETIC ASSOCIATION)
Eligibility for Extracurricular Participation

Middle School (7th and 8th graders)
To be eligible for participation in MHSAA sanctioned competitions, a student:

- must be promoted
- must have passed 4 courses
- the average of those 4 courses must be a "C" (70) or above
- the same guidelines apply at the semester

Playing High School Sports

The MHSAA eligibility rules require each student participating in MHSAA sanctioned competitions to make "satisfactory progress toward graduation." Each school district determines the requirements for "satisfactory progress toward graduation" through its graduation requirements. Each school district must interpret this according to its requirements.

Additionally, according to Mississippi law, a student must maintain a grade point average of at least 2.0 or a C average. This will be measured at the conclusion of the first semester using the semester averages of all the courses the student is taking. Students who do not have a 2.0 or a C average for the first semester will be ineligible for the second semester.

At the end of the school year, each student's grade point average for the year will be assessed. The assessment will reflect the average for the entire year using the final grades for each course. If the student does not have a grade point average of at least 2.0 or a C average (70), he/she will become ineligible for the fall semester.

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

Students will not be eligible to participate in high school activities such as band, athletics, etc., unless they are taking two (2) high school credits per semester.

Other Requirements for Extracurricular Participation
Students participating in varsity (high school) and middle school athletics, band, cheerleading, dance, chorus, and other Mississippi High School Activities must show proof of insurance or purchase accident insurance through the high school.

Student accident insurance is the responsibility of the parent/guardian.
Students participating in extracurricular activities must submit to a drug test before participation. Prior to the commencement of drug testing each year, an orientation session will be held with activity students in order to educate them concerning the drug testing process. Student athletes must show proof of a medical physical examination conducted by a licensed, practicing physician before they participate in, or practice for participation in, athletic events and on athletic teams.

Activities Guidelines
In order to have a successful extracurricular program, the following rules and regulations will apply to MHSAA participants.

1. **All participants are subject to Mississippi High School Activities Association rules and regulations and eligibility requirements.**
2. Participants will be removed from the squad for disciplinary reasons which shall include the following:
    a. Refusing to follow directions of the coach or director (e.g. refusing to play or dress out).
    b. Possession or use of drugs or alcohol at a practice, contest, or trip.
    c. Fighting with any adult (coach, official, spectator at any practice, contest, or trip.)
    d. A participant who requires a discipline hearing (has 100 or more demerits) may be dismissed from the activity, per team rules.
    e. A participant who misses a contest without being excused by the coach or director may be removed from the activity.
3. Coaches and directors are not limited to the rules and regulations listed above. Students can be disciplined for other violations. This can include removal from a contest or part of a contest. If a student commits an act which is a serious violation and is detrimental to the squad, the student may be removed from the squad with the approval of the Coach or Director, Principal, and Athletic Director.
4. When a player is not actively participating in a sport, he/she will participate in an off-season program and will receive an appropriate grade for the course based on participation in the class.
5. Practice is essential for success. All participants are expected to do their best and attend every practice. If a participant misses practice, make-up work will be required.
6. The participant must travel to activities with the team/class. They must travel from activities with the team/class or their parent(s)/guardian(s).

7. Any initiation or hazing in any sport or activity will result in removal from the sport or activity. (See School Discipline Plan for further explanation.)
8. If a student is in OSS for the day or removed from campus by the police, he/she cannot participate or attend any extracurricular activities for the day. The administration has the right to withhold privileges such as pep rallies, dances, or extracurricular activities because of student behavior.
9. In order to participate in any practice, game, field trip, etc., students must attend school the day of the event unless prior approval is granted by the administration.

GRADES 7-12 CHEERLEADER/DANCE SQUAD POLICY

Eligibility

In order to be eligible to <u>try out</u> for a squad position, the candidate must:

1. Meet MHSAA guidelines.
2. Have an overall GPA of 70 on the most recent report card. A final grade is made up of two 9 weeks averaged together.
3. PHS and MSP must not have more than 50 school demerits. The application form must be completed and presented to the coach on or before the deadline date and time. (No exceptions)
4. Have no more than eight (8) unexcused absences through the date of tryouts. See school handbook for attendance policy.
5. Candidates must attend ALL days of cheerleader/dance team tryout clinic (except for school sponsored activity).
6. Candidates are ineligible to try out for either team (cheer/dance) if they have quit or been dismissed from either team (cheer/dance) the prior year.
7. Tryouts and clinic week are closed to the general public. On the day of tryouts, only the administrator, coaches, judges, talliers, previous seniors and choreographers will be present at tryouts.
8. Cheerleader and parent or parent representative 18 years old or older must attend a mandatory parent meeting prior to tryouts.

POPLARVILLE SCHOOL DISTRICT ACTIVITIES

Field Trips
Field trips are taken as an extension of the instructional program. Advance notification of out-of-district field trips will be given to parents/guardians. In order for students to participate in field trips, the parents/guardians must grant permission. Parents/guardians must sign a permission form that authorizes school personnel to seek and secure any and all medical attention that may be necessary should the child become injured or ill during the trip. Parents must assume the responsibility for payment of any costs involving necessary medical treatment for their child. Parents serving as volunteers/chaperones (if assigned responsibility for students) must have a criminal background check completed by the Sheriff's Department and the MS Department of Human Services. Forms may be picked up in the school office.

Students who have Level 2 or Level 3 discipline infractions, 50 demerits, failing grades, (less than "C" average) or excessive absences may not be allowed to take field trips.

In case of a student's field trip date falling on a test/retest date or a case where the student is failing the course, teacher and/or administration approval is required.

All field trips must have the administrator's approval. All out-of-state field trips must have the approval of the Board of Trustees in advance.

Student Clubs and Organizations
Student clubs and organizations are encouraged; however, such clubs and organizations shall only be organized and operative after the principal has given permission. No club or organization will be formed without a proper sponsor, who shall be a certified employee of the district. All activities and fundraising projects shall be cleared through the sponsor and the principal. Secret clubs and organizations are not permitted in the school system. Students who form, become members, or participate in activities involving a secret club or organization are subject to disciplinary action. Only approved school-sponsored fundraisers are permitted in the school.

Junior/Senior Prom
Students in grades 9-12 will be allowed to attend the junior/senior prom. When juniors and seniors sign up for the prom, they will be given rules and regulations that they are expected to follow. No one below 9th grade or who has reached the age of 21 will be allowed to attend prom or any other dance. Identification will be required.

Other Dances
Students in grades 9-12 may attend Poplarville High School dances. Students in grades 6-8, who are MSP students, may attend MSP dances.

In order to attend any dance, students must attend school the day of the dance unless prior approval is granted by the administration. If a dance is held on Saturday, students must attend school the Friday before.

MSP students who have accumulated 100 or more demerits, are on probation, or are attending Alternative School are not allowed to attend dances.

PHS students who have accumulated 100 or more demerits, are on probation, or are attending Alternative School are not allowed to attend dances.

No one below 9th grade or who has reached the age of 21 will be allowed to attend prom or any other high school dance. Identification will be required.

ELECTIONS

Election Process
All elections will be administered and results tallied by the sponsor or staff member appointed by administration.

Homecoming Court - High School
The senior class nominates five persons for homecoming queen. Grades nine through twelve vote on the queen, with the winner determined by a plurality vote. The remaining four persons on the ballot serve as senior maids. Grades nine through eleven nominate five persons from their respective grades for maids, and the winner is determined by a plurality vote. The court will consist of 1 queen, 4 senior maids, 3 junior maids, 2 sophomore maids and 1 freshman maid. Other categories may be added with approval by the PHS administration.

Who's Who Election - High School
The following positions will be elected by plurality vote:

Mr. PHS
Miss PHS
Class Favorites (one boy and one girl from each grade)
Other categories approved by administration.

To be eligible for a Who's Who position, a student must be a full-time high school student with less than 50 demerits. Mr. and Miss PHS must be a senior with an academic average of 85 or better for all high school work and less than 50 demerits.

Who's Who Election - Middle School
The following positions will be elected by plurality vote:

Class Favorites - 4 female and 4 male from each grade level

To be eligible for a Who's Who position, a student must be a full-time student at MSP. Students cannot have more than 40 demerits prior to nominations or have attended alternative school for the present year.

Student Publications
Student publications are part of the school program. Any publication must be appropriate as to grade level and content. All publications are self-supporting and shall be sponsored by a faculty advisor. Any articles, pictures, slogans, or other written material to be used in an approved publication must be cleared through the principal before the publication is printed and distributed. This includes school newspapers, annuals, web page information or any other publication associated with the school.



DISTRICT FOOD SERVICE PROGRAM

The goal of the Poplarville School District's Child Nutrition Program is to provide students, teachers and staff nutritious meals at a reasonable price and to provide unparalleled service to the students and patrons.

The *National School Lunch Program* is the original Child Nutrition Program. In operation since 1946, this program makes it possible for children to be served wholesome, low cost lunches at school each day. The meals are designed to meet one-third of the daily recommended dietary allowance and contribute to children's mental and physical development.

The Child Nutrition program also participates in the *School Breakfast Program*. This program was designed to meet the needs of children who arrive at school hungry. Nutrients missed at breakfast are seldom made up at other meals. A healthy breakfast alleviates mid-morning slumps and reduces student complaints of headaches, stomach aches and trips to the school nurse.

General policies are as follows:

Charge Policy

In accordance with the recommendation on the charging of meals by the MS State Department of Education, Poplarville School district shall comply with the regulations as follows:

Full Pay Students - Poplarville Public School District students will pay for meals at the published standard rate each day.

Reduced Price Meals - Reduced status children will be allowed to receive lunch for .40 cents, and breakfast for .30 cents a day.

Extra food items are not an allowable charge for those students who do not have money on his/her meal account. Students whose meal accounts are in the negative will not be allowed to purchase extra food items.

Free Meal Benefit - Free status children will be allowed to receive a free breakfast and a free lunch each day. An extra food item must be prepaid.

Meal applications may be submitted online at http://www.schoolcafe.com/POPLARVILLESEPSCHLDISTRICTMS Paper applications are available as well. All households must complete a meal application for the upcoming school year. Only one application should be completed per household. A new meal application must be completed at the beginning of each school year. Meal benefits do not carryover from the previous year.

The Poplarville School District will not disclose children's free and reduced eligibility status unless required by law.

Parents/Guardians - All parents/guardians will receive low balance notification prior to their student running out of money if they are signed up through www.schoolcafe.com/POPLARVILLESEPSCHLDISTRICTMS When a student's account balance is in the negative, a letter of notification will be sent to the parent/guardian on file.

All students will receive nutritious, reimbursable meals.

Parents may send payment to the school cafeteria or pay online at http://www.schoolcafe.com/POPLARVILLESEPSCHLDISTRICTMS It is highly recommended to pay online.

1. All cafeterias have offer versus serve. Students may choose not less than 3 of 5 components to have a reimbursable meal for lunch, at breakfast students may choose 3 of 4 components of which 1 must be a fruit. A student can pay for an extra food item after they receive a reimbursable meal with the exception of milk, or ice cream, which can be purchased by those students who bring their lunch.
2. Meal charges are prohibited. Students must carry a positive balance for meals.
3. Food service cashiers shall only accept personal checks for the amount of food service purchase. NO EXCEPTIONS.
4. Anyone who has two checks returned to the food service office for "insufficient funds" will be required to pay with cash or online.
5. Food items, including snacks, shall not be sold on the campus one hour prior to or during the regular school lunch schedule. This includes sales by clubs or organizations on campus.
6. Carbonated drinks or fast foods shall not be brought into the cafeteria unless they are part of a "brought lunch" and in containers that do not identify the source. This applies to students and adults.
7. Lunch cannot be delivered to any school campus during the lunch hour. Students will not be allowed to bring food back to the campus if they leave or check-out.
8. Meal prices are as follows:

BREAKFAST:		**LUNCH:**	
Full Price	$2.00	Full Price	$3.25
Reduced Price	$ .30	Reduced Price	$ .40
Adult	$3.10	Adult	$4.85

HEALTH POLICIES

Any student with a communicable illness or infection must be kept at home until a medical doctor certifies that the student is completely recovered. The Poplarville School District uses the MS State Department of Health Communicable Diseases /Conditions and Return to School Guidelines. It is the responsibility of the parents to notify schools of any food allergies your child may have. It must be documented by a doctor's prescription/order.

Documentation from a health care provider must be provided by any student requesting special accommodations in their school day due to a chronic medical condition.

Students should NOT be sent to school with the following health problems:

- **Vomiting or diarrhea in the past 24 hours**
- **Fever of 100.4 or greater in the past 24 hours**
- **Pink Eye - red, itchy, or painful eyelids with yellow or green discharge**
- **Impetigo - red, itchy, weeping rash**
- **Head Lice - Poplarville School District has a "bug free" policy. Please check your child's scalp often.**
- **Any undiagnosed rash, i.e. chickenpox**

***If your child has seen a physician for a recent illness, a physician's excuse or release form should be presented upon return to school.**

Medications Taken at School

School personnel may administer or assist with self-administration of medications to students when the following guidelines have been met:

- Poplarville School District Medication Administration Consent Form is completed and on file.
- Poplarville School District Indemnity Agreement is signed and on file.
- Poplarville School District School Health History form is completed and on file.
- Prescription medicines must be in a prescription bottle filled by a licensed pharmacist.
- Prescription bottles must be current and must include:
  1. Child's name
  2. Name of medication
  3. Dosage and frequency of medication

- If there is a dosage change, you MUST provide the nurse or designee with a new prescription bottle with dose change noted or written prescription with change of dose stated.
- If the student's health care provider has instructed that the student is to take an OTC (over the counter) medication during school hours, there MUST be a written prescription by a licensed health care provider accompanying the medication. The prescription must include:
  1. Child's name
  2. Name of medication
  3. Dosage and frequency of medication

  The OTC medication must be in a new unopened container.
- All medication must be checked into the office by the parent.
- Medication must be kept in a locked medication box in the nurse's office. Only asthma inhalers, Epi-pens or Glucagon may be kept with the student, provided there is a physician's order and signed parental consent.
- No narcotic pain medication will be administered at school. Students having pain severe enough to require narcotic pain medication should be at home.
- Prescribed and PRN (as needed) medications will not be administered after 2:15 pm as time is required after administration to ensure the student doesn't experience any unforeseen effects.

Head Lice

A student could be examined by school personnel for head lice at any time. If he/she is found to be infested with either live bugs or nits (eggs), the following action will be taken by the school nurse or other school personnel.

1. If a student is found to have live bugs, the parent/guardian will be notified in writing and/or be called to pick-up the student.
2. Written notification of evidence of live bugs and/or nits will be sent to the parent.
3. The student must return to school bug free.

Students with Asthma

A student with asthma and/or anaphylaxis is entitled to possess and self-administer prescription asthma and/or anaphylaxis medication while on school property, on school provided transportation, or at a school-related event or activity if:

a) The prescription asthma and/or anaphylaxis medication has been prescribed for that student as indicated by the prescription label on the medication;
b) The self-administration is done in compliance with the prescription or written instructions from the student's physician or other licensed health care provider; and
c) A parent of the student provides to the school:
    i. Written authorization, signed by the parent, for the student to self-administer prescription asthma and/or anaphylaxis medication while on school property or at a school-related event or activity;
    ii. A written statement, signed by the parent, in which the parent releases the school district and its employees and agents from liability for an injury arising from the student's self-administration of prescription asthma and/or anaphylaxis medication while on school property or at a school-related event or activity unless in cases of wanton or willful misconduct;
    iii. A written statement from the student's physician or other licensed health care provided, signed by the physician or provider that states.
        1. That the student has asthma and/or anaphylaxis and is capable of self-administering the prescription asthma and/or anaphylaxis medication;
        2. The name and purpose of the medication;
        3. The prescribed dosage for the medication;
        4. The times at which or circumstances under which the medication may be administered; and
        5. The period for which the medication is prescribed.

The Physician's Statement/Asthma/Allergy Action Plan must be kept on file in the nurse's office and the office of the principal of the school where the student attends.

If a student uses his/her medication in a manner other than prescribed, he/she may be subject to disciplinary action under the school codes. The disciplinary action shall not limit or restrict the student's immediate access to the medication.

HOMEWORK GUIDELINES

Homework is an opportunity for students to learn and for parents to be involved in their child's education.

Homework can help students:

- Review and practice what they have learned;

- Prepare for the next day's class;
- Learn to use resources, such as libraries, reference materials, educational websites, and encyclopedias;
- Explore subjects more fully than time permits in the classroom;
- Develop good study habits and attitudes; learn to work independently; develop self-discipline and responsibility (assignments provide student with their first chance to manage time and meet deadlines); and
- Foster a love of learning and discovery.

Homework should be a positive experience and encourage children to learn.

Students need to know that their parents and adults close to them think homework is important.

Parents can help their child value education and homework by:

- Setting a regular time for homework
- Removing distractions
- Providing supplies and identifying resources
- Setting a good example
- Showing an interest
- Buying your child an assignment log

Parents need to monitor assignments. Students will complete assignments successfully when parents monitor their homework. Here are some ways parents can help monitor assignments.

- Inquire about the school's homework policy
- Be available to assist your child during the completion of homework
- Check completed assignments
- Monitor television viewing
- Review child's assignment log

Parents' homework includes:

- Instilling a positive attitude
- Providing plenty of support
- Setting priorities and commitment
- Providing rewards and consequences
- Communicating with your child
- Communicating with your child's teacher
- Calling the school for missed work due to an emergency/absence
- Being involved in your child's school and social life
- Encouraging daily attendance

Don't forget your local and school libraries are valuable resources at your disposal.

ATTENDANCE

School attendance is a vital element in the academic success of students since students who are absent from school miss valuable instructional time. Excessive school absence is recognized as a national indicator of potential school dropouts; therefore, Poplarville School District has adopted a district attendance initiative. Attendance initiatives will promote attendance by establishing certain awards, rewards, and policies to motivate students to attend school.

A Perfect Attendance Award will be given to students who are not absent, tardy nor have checked out early from any classes during the school year. Each school has developed special programs and activities to honor students with exemplary attendance.

The Mississippi Attendance Law (MS CODE 37-13-19) states that all children who have attained, or will attain, the age of six (6) years on or before September 1 of the calendar year, and who have not attained the age of 17 years on or before September 1 of the calendar year, must attend school. As a parent/guardian, you are responsible for enrolling your child in school and for seeing that your child attends school regularly.

All absences must be accounted for by the parent/guardian to the proper school authority in writing. The law recognizes the following absences as excused:

1. Attendance of authorized school activity with prior approval of the superintendent or his designee;
2. Illness or injury resulting in physical disability (physician's statement may be required);
3. Isolation of child by the State Board of Health, County Health Department, or School Official;
4. Death or serious illness of a member of immediate family;
5. Medical/dental appointment of child with proper documentation;
6. Required presence of child in a court proceeding;
7. Religious observance as approved by school official;
8. Valid educational opportunity with two week prior written school approval. Excused absences will be documented with the submission of the approved related assignment.
9. In order to be counted present as a virtual learner, daily attendance is taken through the completion of daily assignments.

Absences

Every student should attend a minimum of 164 days of school during the academic year in order to receive academic credit for that year.

As required by Mississippi Attendance Law, reports will be made to the School Attendance Officer when a student has 3 (three), 5(five) and 8 (eight) unexcused absences.

Reports will be made to the Department of Human Services when a student has five (5) unexcused absences in a 9 (nine) week period.

NO more than 5 (five) absences will be excused per semester with a parent's note or medical documentation. Absences in excess of 5(five) may be excused at the discretion of the principal for extenuating circumstances.

A student has five school days from the date of the absence(s) to bring in a note to have the absence(s) excused. The note should have the date of absence.

Grades K-12 Absences

In accordance with state law, House Bill 2103, students must be in school 66% of the student's instructional day. If a compulsory- school-age child has an absence that is more than 66% of the child's individual instructional day, the child must be considered absent the entire school day. Upon returning to school, a written excuse is required. A compulsory-school-age child with documented participation and activity authorized by the State Board of Education shall be considered present for purposes of determining and reporting attendance for average daily attendance.

In order for a student to have an absence recorded as excused, the student must comply with the following: Students who are absent for lawfully recognized reasons should furnish a note from parent/guardian or from a doctor/licensed practitioner to the school for the absence to be excused. NO more than 5 absences will be excused with a parent note or medical excuse. Absences due to illness or injury beyond the 3rd occurrence will require medical documentation. A student has **NO MORE** than 5 school days from the date of return to school to have the absence(s) excused. If the absence is not verified by a note within the allowed time, the absence will be recorded as unexcused.

The statement should provide an explanation sufficient to indicate to the school's administration that the student was unable to attend classes for a lawfully recognized reason for the period of his/her absence(s) and must list the date(s) of the absence(s).

See Appendix I for Attendance

Grades 9-12
No student will be entitled to receive academic credit in the type courses listed below if absent more than stated as follows, unless they attend mandatory tutoring sessions.

36 Week Class	8 Absences per semester
18 Week Class	8 Absences
9 Week Class	4 Absences

Excessive Absences (High School Only)
Poplarville High School will allow students to make up excessive absences in a class by attending two (2) tutoring classes for each class missed.

This will give students with passing grades an opportunity to pass a grade or credit course even though they have exceeded the number of absences allowed.

To be counted as present in a high school class, a student will be in attendance at least 60 minutes of the 94 minute class.

A student who has a long-term or major illness or injury should contact his/her principal.
If a student does not attend the mandatory tutoring sessions, he/she will not receive credit for the high school course.

Any senior who has met all requirements for graduation but does not complete mandatory tutoring obligations will not be allowed to march at graduation; however, if the student makes up his/her mandatory tutoring time the week after graduation, he/she will receive his/her diploma when the mandatory tutoring is completed.

Every student should attend a minimum of 164 days of school during the academic year or 82 days for semester classes. Failure to attend the required minimum may result in loss of academic credit for the school year. Students and parents/guardians will be notified whenever absences result in loss of credit.

Tardiness
When students are late to class, they interfere with the educational process and create undue classroom disturbances. In order to promote the concepts of timeliness and responsibility in students, the procedures regarding tardiness are as follows:

1. Tardiness due to personal illness, illness in the family, death in the family, or other emergencies will be approved if a written note from the student's parent/guardian or the person responsible for bringing the student to school is presented at the time of arrival. In all cases, the principal/designee in charge of issuing the admit slip may, in his/her absolute discretion, verify any such note. Oversleeping, clock failure, missed rides, car problems etc. will not be excused.
2. Tardiness is excused when the bus that the student is riding is late.
3. Tardiness is excused when a teacher holds a student over too long. In this case, the student must carry an admit slip from that teacher to the teacher of the next class. This slip must contain reason for tardiness, time of release, and teacher's signature.

4. Tardiness is excused when a student is held over in the office. The student must have an excused admit slip from the office showing time of release and signature of office personnel.
5. The first through fourth are considered a Level 1 offense. The fifth unexcused tardy is a Level 2 offense. See Discipline Plan. (1st - 4th are level 1 offenses)
6. **First Period Tardies (6-12):** The only tardies which shall be excused to first period are:
    a. Students whose bus is late arriving at school in the morning.
    b. Students who are accompanied to the office by their parent(s) to check-in.
    c. Students whose parents call before the student arrives at the office to check in.
    d. Students are limited to four excused tardies per semester.

All other tardies to first period shall be treated as unexcused, and the discipline policy regarding the tardies will be enforced.

Checkout Policy for Grades K-12

It is the school's belief that students should remain in school all day when they arrive at school. Student check-out should be limited to doctor appointments, business appointments, or emergencies. In such situations, the following guidelines apply:

1. Parent/Guardian or designated person (listed on the student's emergency data card) must physically come to the school to check the student out. No other individual will be allowed to check a student out of school except those whose names appear on the emergency data card. This applies to all students including those who drive their own car, are eighteen years old, and those who live away from home.
2. If a student becomes ill at school and needs to check out, school personnel will call parents/guardians or designated representatives to come to the school to check the child out.
3. Students are not allowed to leave campus for lunch unless the parent or guardian comes to school to check out the student.
4. For the safety of students, an ID is required to check out a student.
5. There will be no checkouts after 2:30 at PLE or PUE.
6. There will be no checkouts after 2:45 at MSP or PHS.

Hearing and Vision Screening

The 2019 Legislature passed the *Mississippi Better Sight for Better Learning Program,* which recommends any child entering first grade whose eye screening indicates an issue follow-up with an optometrist or ophthalmologist for a comprehensive eye exam by January 1 of the child's first grade year. Evidence, such as a report from the doctor, should be provided to the child's school. Vision issues can have a negative impact on the child's ability to learn.
It is required that Poplarville School District conduct a vision screening on your child no later than January 1 of your child's 1st grade year. It is also Poplarville School District's procedure to screen your child's vision in Kindergarten.
Poplarville School District screens students referred to the **Multi-Tiered System of Supports (MTSS)** for hearing and vision based on the requirements of the Mississippi Department of Education Office of Intervention Services procedure.
Poplarville School District screens students referred to the **Multi-Disciplinary Educational Team (MET)** for the hearing and vision based on the requirements of Mississippi Department of Education Office of Special Education Policy.

Academic Progress

PROMOTION, RETENTION, GRADING,
PROGRESS REPORTS, AND REPORT CARDS
It is the intent of the Poplarville School Board to assure that meaningful learning takes place on the part of all students in the Poplarville School District.

Promotion and retention shall be based upon the mastery of academic standards.

1. Standards for graduation from Poplarville Schools shall include at a minimum:
    a. Mastery of minimum academic skills as measured by assessments developed and administered by the State Board of Education and the Poplarville School District.
    b. Completion of a minimum number of academic credits, and all other applicable requirements prescribed by the Poplarville School Board.
2. A student who meets all requirements prescribed in subsection (1) of this section shall be awarded a standard diploma in a form prescribed by the state Board.
3. The State Board of Education may establish student proficiency standards for promotion to grade levels leading to graduation. §37-16-7 (1999)

In order to pass a subject or to be promoted to the next grade, a student must meet the criteria outlined as follows:

Poplarville Elementary Schools and Middle School
In order to be promoted to the next grade a student should fulfill the following requirements:

1. Students in grades K-8 must master designated Mississippi and Poplarville School District Curriculum Standards.
2. In Kindergarten, students should successfully master *both* first semester and second semester ELA standards to ensure they have the foundational literacy skills needed to be successful in first grade.
3. Students in grades K-5 must pass English-Language Arts and Math.
4. Students in grades 6-8 must pass Language Arts, Math and Science.

5. Carnegie Units of Credit will be awarded to students in grades 7 and 8 who pass Carnegie Unit bearing courses such as, but not limited to, Art, Cyber Foundations, Exploring Careers, Health, Mississippi Studies, Music Appreciation, Physical Education, World History, and 8th grade math.
6. Students must comply with requirements of the district's attendance policy.

All students in grades K-8 will participate in district-wide assessments. Students in grades K-8 are expected to demonstrate proficiency on the language arts and math standards assessed. Students in grades 3-8 who score below the proficiency level on the state assessment or scoring in the bottom quartile on the normed referenced test may be referred to the teacher support team.

Under certain circumstances, a Promotion and Retention Committee will recommend promotion or retention for those who failed to meet promotion requirements. Age, previous retention(s), emotional/social maturity, learning ability, and Special Education rulings may be considered when making decisions about promotion/retention/transferring.

Social Promotion Prohibited

In compliance with the "Literacy-Based Promotion Act," social promotion is prohibited in this school district. A student may not be assigned a grade level based solely on the student's age or any other factors that constitute social promotion.

Beginning in the 2014-2015 school year, if a student's reading deficiency is not remedied by the end of the student's Third Grade year, as demonstrated by the student scoring at the lowest achievement level in reading on the state annual accountability assessment or on an approved alternative standardized assessment for Third Grade, the student shall not be promoted to Fourth Grade. The parents of any student promoted may choose that the student be retained for one (1) year, even if the principal and district superintendent determines otherwise.

LEGAL REF.: MS CODE – Literacy Based Promotion Act, 2013

Student Intervention-State Board Policy 41.1

1. The purpose of this policy is to ensure that the behavioral and academic needs of every student are met through an instructional model that is designed to address student learning with quality classroom instruction and opportunities for intervention. The Mississippi Department Education (MDE) shall require every school district to follow the instructional model, which consists of three (3) tiers of instruction:
    a. Tier 1: Quality classroom instruction based on Mississippi Curriculum Frameworks
    b. Tier 2: Focused supplemental instruction
    c. Tier 3: Intensive interventions specifically designed to meet the individual needs of students

2. If strategies at Tier 1 and Tier 2 are unsuccessful, students must be referred to the Teacher Support Team (TST). The TST is the problem-solving unit responsible for interventions developed at Tier 3. Each school must have a Teacher Support Team (TST) implemented in accordance with the process developed by the MDE. The chairperson of the TST shall be the school principal as the school's instructional leader or the principal's designee. The designee may not be an individual whose primary responsibility is special education. Interventions will be:
    a. designed to address the deficit areas;

b. evidence based;
c. implemented as designed by the TST;
d. supported by data regarding the effectiveness of interventions.

3. Teachers should use progress monitoring information to:
    a. determine if students are making adequate progress,
    b. identify students as soon as they begin to fall behind, and
    c. modify instruction early enough to ensure each student gains essential skills.

Monitoring of student progress is an ongoing process that may be measured through informal classroom assessment, benchmark assessment instruments, and large-scale assessments.

4. After a referral is made, the TST must develop and begin implementation of an intervention(s) within two weeks. No later than eight weeks after implementation of the intervention(s) the TST must conduct a documented review of the interventions to determine success of the intervention(s). No later than 16 weeks after implementation of the intervention(s), a second review must be conducted to determine whether the intervention(s) is successful. If the intervention(s) is determined to be unsuccessful, then the student will be referred for a comprehensive assessment.

5. In accordance with the Literacy Based Promotion Act of 2013, each public school student who exhibits a substantial deficiency in reading at any time, as demonstrated through:
    a. performance on a reading screener approved or developed by the MDE, or
    b. locally determined assessments and teacher observations conducted in Kindergarten and Grades 1 through 3, or
    c. statewide end-of-year assessments or approved alternate yearly assessments in Grade 3, must be given intensive reading instruction and intervention immediately following the identification of the reading deficiency. A student who was promoted from Grade 3 to Grade 4 under a good cause exemption of the Literacy Based Promotion Act must be given intensive reading instruction and intervention. The intensive intervention must include effective instructional strategies and appropriate teaching methodologies necessary to assist the student in becoming a successful reader, able to read at or above grade level, and ready for promotion to the next grade.

6. A dyslexia screener must be administered to all students during the spring of their kindergarten year and the fall of their first grade year. The screening must include the following components:
    a. phonological awareness and phonemic awareness;
    b. sound symbol recognition;
    c. alphabet knowledge;
    d. decoding skills;
    e. encoding skills; and
    f. rapid naming (quickly naming objects, pictures, colors, or symbols (letters or digits) aloud.

7. All students in Kindergarten and grades 1 through 3 may be administered a state-approved screener within the first 30 days of school and repeated at mid-year and at the end of the school year to identify any deficiencies in reading. In addition to failure to make adequate progress following Tier 1 and Tier 2, students will be referred to the TST for interventions as specified in Response to Intervention guidelines developed by MDE if any of the following events occur:

g. Grades 1-3: A student has failed one (1) grade;
h. Grades 4-12: A student has failed two (2) grades;
i. A student failed either of the preceding two grades and has been suspended or expelled for more than twenty (20) days in the current school year;
j. A student scores at the lowest level on any part of the Grade 3 or Grade 7 statewide accountability assessment; or
k. A student is promoted from Grade 3 to Grade 4 under a good cause exemption of the Literacy-Based Promotion Act.

8. Referrals to the TST must be made within the first twenty (20) school days of a school year if the student meets any of the criteria as stated above in Paragraph 7.

9. School Districts must complete, at a minimum, documentation as required for all students in Tier 2 or Tier 3. All Tier 3 documentation must accompany the student's cumulative folder upon promotion or transfer to a new school.

Source: Miss. Code Ann. § 37-177-1, et seq., (Act) (Revised 8/2016)

High School
To pass any subject for which credit is given on student records, a student must meet the following requirements:

1. Have a final grade of 65 or above on the total instructional program for the subject.
2. Comply with the District's attendance policy.

Requirements for Grade Level Classification
(Poplarville High School)

In order to be promoted to the next grade, a student will fulfill the following requirements:

Grades 9 - 12:	Must acquire Carnegie units of credit as follows:
Grade 9:	Promotion from Grade 8
Grade 10:	Minimum of 5 units and completion of Foundations of Algebra and Foundations of Biology
Grade 11:	Minimum of 12 units
Grade 12:	Minimum of 19 units and scheduled to meet graduation requirements.

No grade promotion changes will be made in the middle of a school year, with the exception of Graduating Juniors after taking the ACT.

No refunds will be made for any graduation supplies ordered by any prospective graduate.

The teacher will first establish a numerical grade and use the grading scale to arrive at the letter grade.

Grades for ½ unit courses are derived by counting the nine-week average 3/4 and the final exam 1/4.

Grades for courses carrying one unit will be derived by averaging the first nine weeks grades and the second nine weeks grades, of which the final exam counts 1/4.

Final grades for one unit courses will be derived by adding the first and second nine weeks grades and dividing by two.

Final tests will not be given early.

Grading (Grades Kindergarten and 1-12)
A number of factors is used in determining a student's grade, including daily classwork, homework, class participation, test grades, promptness in completing work, neatness in preparation of work, special project completion, and other factors.

GRADING SCALE (Grades Kindergarten and 1-12)		
A	90-100	Superior Work
B	80-89	Above Average
C	70-79	Average
D	65-69	Below Average
F	64 and Below	Failing

PLE, PUE, & MSP Semester and Final Average Calculations (Grades K-8)
(1st 9 week's grade + 2nd 9 week's grade)/2 = 1st semester average or final average for semester class
(3rd 9 week's grade + 4th 9 week's grade)/2 = 2nd semester average or final average for semester class
(1st Semester average + 2nd Semester average)/2 = Final Grade average year long classes

Exemptions from Examinations (Grades 9-12)
All students will take nine weeks exams. A policy of exempting students from final exams at the end of each semester is in effect subject to the following:

1. Exemption privileges are determined on a class by class basis. To be exempt, a student must meet grade and attendance requirements.
2. Students are not allowed to check out after the exemption list is posted.
3. Exemptions may be granted based on the following grade and attendance requirements:
    a. Semester average of "A" with no more than 3 absences.
    b. Semester average of "B" with no more than 2 absences.
    c. Semester average of "C" with no more than 1 absence.
    d. Classes missed for school sponsored activities do not affect exemption
4. Teachers will complete the Exemption Spreadsheet by Monday of Testing week.
5. The Exemption Spreadsheet will be reviewed in the office by the principal and will be released officially on Tuesday of Testing week.
6. Seniors will be exempt from final exams during their final semester if they have a passing grade and have no more than 8 absences. If the student is a December Graduate with unknown state test results, he will not be considered as being in the final semester.
7. Grades for exemptions (grades 9-12) should be based on first and second nine-weeks grades averaged together for the semester.
8. Student fines void exemption status.

9. Review and testing days will be counted as excused absences for exempt students.

Exemptions from Examinations (Grades 6-8)
All students will take 1st, 2nd, and 3rd nine week exams. A policy of exempting students from final exams at the end of the year is in effect subject to the following:

1. Exemption privileges are based on all or none of the subjects. To be exempt, a student must meet grade and attendance requirements in all subjects.
2. Students are not allowed to check out after the exemption list is posted.
3. Exemptions may be granted based on the following grade and attendance requirements:
    a. Semester average of "A" with no more than 3 absences.
    b. Semester average of "B" with no more than 2 absences.
    c. Semester average of "C" with no more than 1 absence.
    d. Classes missed for school sponsored activities do not affect exemptions.
4. Review and testing days will be counted as excused absences for exempt students.
5. Student fines, including outstanding lunch balances, void exemption status.

Progress Reporting
At the end of 4 ½ weeks, parents/guardians will receive progress reports on the date indicated on the district calendar.

All teachers make an effort to keep parents/guardians regularly informed of student progress. Primarily, this is accomplished by sending student work home for parent/guardian review, individual notes from teachers to parents/guardians, conferences with parents/guardians, and formal progress reports.

Parents/guardians are strongly urged to review any progress reports sent by teachers and to request a conference with the teacher if necessary. A JOINT EFFORT OF CONCERN AND SUPPORT CAN DIRECT THE STUDENT TOWARD POSITIVE ACHIEVEMENT.

Report Cards
A report card will be issued to each student at the end of each nine week term on the date issued on the district calendar. Parents/guardians are encouraged to review the grade report and to contact the school principal if there are questions and/or concerns.

Copies of report cards for the current school year will be kept on file at the school the student attends. Cumulative records shall be maintained from year-to-year in the manner required by the Mississippi Commission on School Accreditation, state and federal law, and Poplarville School District policy.

Honors/Advanced Electives
Honors classes at PHS will receive a .05 weight. The transcript will show the class is an Honors class and the GPA will reflect the weighted grade. Pass/Fail will be determined using the unweighted grade. The weighing will be reflected only in the GPA and class rank calculation. The grade printed on the report card and transcript will be unweighted. Honors classes will include:Honors Algebra I, Honors English 1, Honors English 2, Honors Biology, Algebra 3, Calculus, Human Anatomy and Physiology, Physics. All dual enrollment classes will receive honors weight.

Advanced Placement

AP classes at PHS will receive a .10 weight. The transcript will show the class is an Honors class and the GPA will reflect the weighted grade. Pass/Fail will be determined using the unweighted grade. The weighing will be reflected only in the GPA and class rank calculation. The grade printed on the report card and transcript will be unweighted. AP classes will include: World History, Pre-Calculus, Chemistry, Literature.

GPA (Grade Point Average)
Classes earning a Carnegie unit (credit) toward graduation will be included in GPA calculation. Credits included in GPA will also be used in determining class rank. This includes credits earned in grades 7 and 8.

Students will be enrolled in the following Academic Endorsement Curriculum and required to have a minimum of 26 credits.

CURRICULUM AREA	UNITS	REQUIRED SUBJECTS
English	4	English I English II Plus two additional above English II
Mathematics	4	Algebra I Plus two additional math courses above Algebra I
Science	3	Biology I
Social Studies	3 ½	1 World History 1 U.S. History ½ U.S. Government ½ Economics ½ Mississippi Studies
Health	½	
PE	½	
Technology	1	
College and Career Readiness	1	Must occur in the student's Junior or Senior year
The Arts	1	
Electives	7 ½	Must meet two advanced electives of the College Preparatory Curriculum
Total Units Required	26	

After three years of high school and following careful review of the student's academic record, Administration may change a student to the Traditional Diploma Option of 24 credits with parental consent. Each endorsement option has specific GPA, ACT and dual enrollment/AP completion requirements. More information on these options are available at www.mdek12.org

*No more than 1 elective unit in physical education including participation in interscholastic athletic activities, band, performance choral, dance or JROTC that meet the instructional requirements specified in the Fitness through Physical Education Framework and that are sanctioned by the Mississippi High School Activities Association may be applied each year toward graduation.

Early Graduation

Students requesting to graduate early must complete the early graduation application. For approval, the student must meet all graduation requirements including MAAP testing and 11th Grade ACT Cohort test. Early graduation applications are available from the guidance counselor and must be submitted for approval by a designated date each school year. In order to qualify for early graduation, students must meet all of the Academic Endorsement requirements including curriculum and ACT subscores of 17 in English and 19 in Math.

Early Release/Off Periods

The Mississippi Department of Education requires a Math subscore of 19 and English subscore of 17 or Silver on the ACT WorkKeys Exam in order to qualify for early release. If students do not meet these requirements, they can be enrolled in the appropriate classes designated by the state in order to qualify.

Student Assessment

Parents may request information regarding any state or LEA policy on student participation in required assessments, including rights to opt-out where applicable. Information about the required assessments for each grade, the subject matter assessed, the purpose of the assessment, and the source of the requirement are available at www.poplarvilleschools.org .

MAAP Assessment Program (MAAP) 3-8

The Mississippi Board of Education maintains a school district accountability system that is correlated to the performance of its schools. The accountability model focuses on overall student achievement by measuring each school's growth expectation and student proficiency. The Poplarville School District measures overall student achievement through its assessment program. Criterion-based assessments are administered in grades 3-8 in high priority areas to align assessment and the state curriculum. The state science assessment is administered in grades 5 and 8.

MAAP Assessment Program (MAAP) 9-12

The Mississippi Academic Assessment Program (MAAP) consists of three academic, end-of-course assessments (Algebra I, Biology I, English II. Students in these classes are required to participate in these end-of-course assessments. Participation in each of the four MAAP tests is required for graduation regardless of the endorsement or option chosen.

The MAAP tests, Algebra I, Biology I, English I, are aligned with the Mississippi Curriculum Frameworks developed by the Office of Instructional Development in the Mississippi Department of Education. The frameworks are posted on the Mississippi Department of Education's website at www.mdeK12.org or may be obtained from your school district.

Student Assessment Policy for End-of-Course Classes

Course Curriculum and MAAP Tests

- If a student at Poplarville High School passes the MAAP test in Algebra I, English II, Biology, but fails to make a passing grade in the course concerning that test, the student will repeat the course but will have met the Mississippi Department of Education's requirement for passing the MAAP test.
- If the student passes the course-work in the classroom concerning a MAAP test but fails the MAAP test, the student will have met the Poplarville School District's requirements for the

course, but will receive remediation in preparation for the next MAAP test and will be retested at the next administration of that MAAP test if alternate assessment requirements are not met.

Tutoring

Poplarville School District offers tutoring for students. The tutoring program is based on the needs of students and recommendation of the principal.

All schools provide a tutoring program during the school day. Students who are assigned to tutoring will be required to attend tutoring sessions based on academic and standardized test performance.

Credit Recovery

The Credit Recovery Program of the Poplarville School District is designed to allow students an opportunity to earn high school credit for courses that they have failed in the past. The Credit Recovery Program is intended to help students by delivering educational services in a flexible, time-efficient manner in order to help them succeed academically and ultimately graduate. The PSD Credit Recovery Program will be delivered based on the guidelines below:

Guidelines

1. Students may earn a maximum of four credits through the credit recovery program.
2. Only high school students may earn credit towards graduation.
3. Students using a credit recovery option will receive grades which will be reported on their transcript. Credit recovery grades will be included in the GPA calculation and will be used in computing class rank.
4. Students may not use this program to gain credit for a course that they have not already attempted in the traditional classroom setting and for which they received a final failing grade.
5. Students will only be enrolled in credit recovery courses that they have previously failed.
6. Students will receive a failing grade for any course begun through credit recovery that they have not completed in the allotted time.
7. Seniors utilizing credit recovery must complete the credit recovery course by May 1 in order to graduate with their class. Seniors wishing to use credit recovery to graduate one semester early must complete the course by December 1.
8. All tests must be taken on site and proctored by credit recovery personnel. A test may not be taken remotely via computer. The test may only be taken one time.

Summer School - High School

Summer School guidelines:

1. Students may not use this program to gain credit for a course that they have not already attempted in the traditional classroom and received a final passing grade. Students must have a minimum failing grade of 50 to be eligible.
2. Students who complete the summer school course may receive a maximum grade of 65.
3. No more than two units of credit earned in summer school may be counted toward graduation.

Other Schedule Requirements for Graduation

The following schedule requirements will be necessary to meet the graduation requirements:

1. Seniors who are enrolled in college coursework may schedule fewer high school courses and count their college courses as part of the total credit periods.
2. Students who complete graduation requirements during the summer will be granted their diplomas upon completion of summer school and will not participate in the next year's graduation exercises. Summer school is considered an extension of the section semester of the previous school year.
3. Seniors who are in Alternative School at the time of graduation will not participate in graduation exercises with their class, but will be awarded diplomas or Special Education Certificates.
4. No student will be allowed to participate in graduation exercises unless all requirements for graduation have been completed.

Any senior who does not meet graduation requirements is encouraged to return the next year to complete requirements. Since high school requirements have increased, it may take 5 years for some students to complete all requirements.

Graduation Policy for Students with Disabilities

Prior to entering the ninth grade, students with disabilities must make a decision on whether they will pursue a diploma, alternative diploma, or certificate of completion. The student with disabilities will have the opportunity to change his/her curriculum. This decision will be made by the IEP committee following procedures outlined by state and federal guidelines.

Diploma

Students with disabilities will be awarded diplomas from Poplarville High School upon completion of the regular education curriculum as stated in the "Graduation Requirements" in the Poplarville School District Handbook.

Alternate Diploma

Students who have met the criteria of having a Significant Cognitive Disabilities (SCD) may participate in a program of study to earn the Alternate Diploma. Students will earn 24 Carnegie Units in a selection of required classes including English, Mathematics, Science, Social Studies, Physical Education, Health, Career Readiness, Life Skills Development, the Arts, and Electives. They are also required to participate in the Mississippi Academic Assessment Program-Alternate (MAAP-A) **and** achieve a level of Passing or Proficient.

Certificate

Students with disabilities may be awarded a certificate of completion from Poplarville High School upon the written recommendations and endorsements of the special education teacher and the school principal. The student's course of study will be described in an individual education plan, (IEP). (The units may be special education units or a combination of special and regular education units.)

Students with disabilities in regular attendance who have not achieved graduation status under one of the above policies and will be 21 years old prior to the beginning of the next school year will not be allowed to attend school. The student may receive a certificate of completion at graduation exercises. All students with disabilities who complete the requirements for graduation as specified in the Poplarville School District Student Handbook, based on Mississippi Public School Accountability Standards, will be eligible for participation in graduation exercises.

Dual Credit College Courses

Documentation of students taking dual enrollment courses will be reflected on the high school transcript. The grade earned will also be used in configuring GPA and class rank. Students must provide official documentation of the grade earned for high school credit to be given. This includes dual enrollment courses taught at PHS and elsewhere.

High School juniors and seniors who take courses at the community college will be subject to the following regulations:

1. Courses must be scheduled so there is no conflict between high school and college class meetings.
2. Students who miss high school classes due to college activities will be counted absent.
3. For acceptance into academic courses, requirements include 14 core high school units, a 3.0 GPA on the high school transcript, written recommendation from high school principal or guidance counselor, and specific ACT subtest scores for College Algebra and English Composition 1. The same requirements apply to CTE classes, with the expectation that the minimum qualifying GPA is 2.0.
4. Student Qualification Forms for dual enrollment are available in the Counselor's Office.
5. Dual enrollment courses will follow institution grading policies.
6. If a student withdraws from or fails a dual enrollment course that has been paid for by the school district, the student will be required to repay any course fees to the district.

Honor Graduates

Diploma students will be selected for recognition as honor and high honors graduates on the basis of the overall numerical average grade for all high school academic subjects.

Listed below are numeric requirements for honor graduates:

HONOR SCALES		
	Honors	High Honors
IHL	87.5	94.5
Non-IHL	90.0	96.25

Academic, Distinguished, and CTE completers will wear cords at graduation to signify their completion of the programs.

The two students with the highest academic averages will be recognized as valedictorian and salutatorian of the graduating class. In case of a tie in the numerical grade averages, the grade point average will be applied. If a tie still exists, ACT scores will be applied. In order for transfer students to qualify for valedictorian and salutatorian the student must start and complete four (4) courses at Poplarville High School.

Mississippi Public Universities Admission Standards (IHL- Institute of Higher Learning)

Listed below are the four ways to gain admission to a University in Mississippi:

1. Complete the College Prep Curriculum with a minimum of 3.2 GPA **OR**
2. Complete the College Prep Curriculum with a minimum 2.5 GPA **AND** score at least 16 or

higher on the ACT (at least 650 on the SAT) **OR** rank in the upper 50% of your class and score at least 16 or higher on the ACT (at least 650 on the SAT). **OR**

3. Complete the College Prep Curriculum with minimum 2.0 GPA **AND** score 18 or higher on the ACT (at least 740 on the SAT). **OR**
4. Satisfy the NCAA standards for student-athletes who are "full qualifiers" under Division I guidelines.

College prep requirements may exceed high school graduation requirements. Ask the High School Counselor for details.

Hornet Hall of Fame

Requirements:

1. Be a graduating senior.
2. Be in the top 25% of the class academically.
3. Participate in at least 2 of the following: school clubs, school organizations or extracurricular activities.
4. Demonstrate good leadership and citizenship.

The top 25% of the senior class will be given forms to list the clubs and activities in which they are involved and return to the office. Seven (7) copies will be made and given to the 7 members of the faculty selected by the student council to serve on the selection committee.

Each member will select their top 10 students and then award points based on their coursework, attendance, discipline, school activities/organizations, leadership positions and community service. The 7 highest scoring students will be named to the Hall of Fame. In the event of a tie, the 7 members of the committee will vote to break the tie. If the tie is not broken by the vote, the student with the highest cumulative GPA will be named to the Hall of Fame.

Mississippi Scholars

The Mississippi Economic Council sponsors the MS program. The purpose of this rigorous program is to turn out well rounded individuals who are competitive in the local and global workforce.

To be named a Mississippi Scholar, the student must meet the following criteria during his or her four years of high school:

- Complete four years of certain core classes, at least one credit in visual or performing arts, and at least two credits of advanced electives as defined by the MS Economic Council
- Earn a 2.5 or higher GPA
- Earn a minimum composite score of 19 on the ACT
- Achieve 95% school attendance
- Complete at least 80 hours of community service
- Receive no out-of-school suspensions
- For more information, contact the CTE Guidance Department

To be named a Mississippi Tech Master Scholar, the student must meet the following criteria during the four years of high school:

- All the above criteria, in addition to:
    - Silver Level on the ACT WorkKeys
    - Must obtain a passing score, as established by the MS Department of Education, on an MDE approved industry certification assessment

For more information, contact the CTE Guidance Department or check out the following link: https://msmec.com/public-education-forum/curriculum/

CURRICULUM PROGRAMS OFFERED

Elementary Program

The general educational program of the elementary schools includes reading, mathematics, writing, language arts, spelling, social studies, science, health, physical education and music activities. Programs for exceptional children, health, counseling, and library services are also provided through the schools. Elementary children are also exposed to drama and art experiences through participation in various enrichment programs and projects.

Elementary children are highly-motivated toward success and reward. Teachers strive to provide experiences which enhance this motivation in order to promote a positive attitude towards learning. Parents/guardians are urged to establish regular patterns of study in the home and to actively participate in study activities with the child. For children learning to read, it is vitally important for parents/guardians to spend a portion of the evening helping the child(ren) with his/her reading experiences. Parents/guardians are strongly encouraged to maintain communication with the school and to seek help when it is needed.

Cursive Handwriting

Students are provided instruction in cursive reading and writing, across the curriculum, so that they may create readable documents through legible cursive handwriting by the end of fifth grade. Students of the fifth grade are required to demonstrate competency in both reading and writing cursive.

Secondary Program

The secondary curriculum offered in the Poplarville School District is designed to meet the needs of both college preparatory and non-college preparatory students, including career and technical courses offered at the Career Center. The following courses are offered:

FINE ARTS	ELECTIVES
Art I Art II Band Chorus General Music Music Appreciation Piano/Keyboard Show Choir	College Career Readiness Drivers Education Drug Education Dual Credit SmartStart Exploring Computer Science Journalism I Journalism II Spanish I Work-Based Learning Resource Management Nutrition and Wellness

Career Center	Language Department
<u>Two-year Programs of Study</u>: Business, Marketing, & Finance Construction Trades - Carpentry Culinary Arts MultiMedia Diversified AgriScience Health Science Educator Preparation Welding Technology	English I English II English III AP Literature World Literature Creative Writing English Composition I Essentials for College Literacy SREB English

HEALTH AND PE	MATH DEPARTMENT
Health PE	AP Pre-Calculus Algebra I Algebra II Algebra III College Algebra Essentials for College Math Foundations of Algebra Geometry SREB Math Ready

SCIENCE DEPARTMENT	SOCIAL STUDIES
Biology Chemistry AP Chemistry Earth and Space Science Foundations of Biology Human Anatomy & Physiology Marine Biology 1 and 2 Physical Science Physics Zoology 1 and 2 Environmental Science	AP World History Economics Intro to World Geography Mississippi Studies U S Government U S History World History

Career & Technical Education (CTE) at the Poplarville Career Center

<u>Two-Year Programs of Study</u>

Diversified AgriScience

- Four Carnegie Units as follows: Principles of Agriculture, two Core courses (Animals, Environment, Mechanization, or Plants), and Diversified Agriculture Capstone.
- Principles of AgriScience – (1 credit) must be taken first and prior to entering 11th grade.
- The Diversified Agriculture pathway is the only CTE program that can be completed during various semesters.
- Will satisfy two science credits required for graduation (other than Biology) upon completion of the program
- In order for students to experience success in the program, the following student prerequisites are suggested: C or higher in previous Science course or TABE Reading Score of eighth grade or higher AND CTE Director or CTE Counselor approval
- Student Organization: FFA

Business, Marketing, & Finance

- Year One - Topics include: economics, business management and entrepreneurship, business law, and personal finance
- Year Two - Topics include: pricing, promotion, selling, and distribution, as well as international, fashion and sports, special events, and entertainment marketing
- Will satisfy the ½ credit in Economics upon completion of Year One

- Students will receive the opportunity to graduate high school with an Entrepreneurship & Small Business (ESB) Certification
- In order for students to experience success in the program, the following student prerequisites are suggested: C or higher in English and Math or TABE Reading Score (eighth grade or higher) AND CTE Director or CTE Counselor approval
- Student Organization: DECA

Construction Trades - Carpentry

- Year One - Topics include: how to interpret construction plans, calculate material quantities, and perform a variety of construction-related tasks like framing walls, building floor systems, and installing windows and doors. This pathway emphasizes the importance of safety procedures, effective communication, and adherence to industry standards. NCCER Core Curriculum
- Year Two - Topics include: Planning site and building layouts, assembling floor systems, adhering to industry standards, construction building codes, and safety protocols, calculating framing materials needed to construct wood and steel frame wall system, and constructing basic stair layouts. NCCER Carpentry Level 1.
- In order for students to experience success in the program, the following student prerequisites are suggested: C or higher in English and Math or TABE Reading Score (eighth grade or higher) AND CTE Director or CTE Counselor approval
- Student Organization: Skills USA

Culinary Arts

- Year One - Topics include: human relations management, food safety and sanitation, foodservice equipment, breakfast foods/dairy/sandwiches, fruits/vegetables/salads, garnishes, and culinary math
- Year Two - Topics include: hospitality industry, customer communication and service, potatoes and grains, desserts and baked goods, meat/poultry/seafood, and stocks/sauces/soups
- Students will receive the opportunity to graduate high school with a ServSafe Certification
- In order for students to experience success in the program, the following student prerequisites are suggested: C or higher in English and Math or TABE Reading Score (eighth grade or higher) AND CTE Director or CTE Counselor approval
- Student Organization: Skills USA

Educator Preparation (Ed Prep)

- Year One - Topics include: Becoming an effective teacher, human growth and development, history and trends in American education, and classroom management
- Year Two - Topics include: Appreciating diverse learners, instructional planning and strategies, and classroom management
- Both Year One and Year Two include clinical hours at the Poplarville School District elementary schools.
- In order for students to experience success in the program, the following student prerequisites are suggested: C or higher in English, Math and Biology or TABE Reading Score (eighth grade or higher) AND CTE Director or CTE Counselor approval.
- Student Organization: Educators Rising

Health Sciences

- Year One - Health Sciences Core. Topics include: Safety and infection control, legal and ethical practices, communication and teamwork, body organization/covering/support/movement, vital organs, intake and elimination, and reproduction
- Year Two - Healthcare and Clinical Services. Topics include: Safety review/clinical policies/employability, emergency services/technical skills, human growth and development, rehabilitative services, medical and nursing services, therapeutic services, pharmacological and diagnostic services, and information technology and health informatics.
- Will satisfy two science credits (other than Biology) required for graduation upon completion of the program
- Will satisfy the ½ credit in Health required for graduation upon completion of Year One
- In order for students to experience success in the program, the following student prerequisites are suggested: C or higher in English, Math and Biology or TABE Reading Score (eighth grade or higher) AND CTE Director or CTE Counselor approval
- Student Organization: HOSA

Multimedia Technology

- The Multimedia pathway is a four credit course: Multimedia Core, Digital Video Production, Digital Design, and Multimedia Capstone.
- The Multimedia pathway emphasizes foundational design skills, digital citizenship, copyright awareness, branding and logo design, camera operations, photo and video editing, video production process, audio, and lighting as well as targeted content creation through a wide variety of digital mediums.
- Will satisfy the 1 credit in Art or 1 credit of Computer Science required for graduation upon completion of the program
- In order for students to experience success in the program, the following student prerequisites are suggested: C or higher in English and Math or TABE Reading and Math Score of eighth grade or higher AND CTE Director or CTE Counselor approval.
- Student Organization: DECA

Welding

- Year One - Topics include: employability skills, safety measures, basic tool knowledge, welding techniques, and Oxyfuel Cutting fundamentals. NCCER Core Curriculum
- Year Two - Topics include: employability skills, safety measures, welding techniques for each type of welding, welding symbols used in blueprints and drawings as well as PAC, CAC, and advanced techniques used in SMAW. NCCER Welding Level 1
- In order for students to experience success in the program, the following student prerequisites are suggested: C or higher in English and Math or TABE Reading Score (eighth grade or higher) AND CTE Director or CTE Counselor approval
- Student Organization: Skills USA

Work-Based Learning (WBL)

The primary objective of this course is work-based learning. There are four options available where the students can earn from 0.5-2 Carnegie units. Students will maintain employment on a continuous basis for the time they are enrolled in the class in order to maintain standing in WBL. WBL instructors will meet with students at various times throughout the experience.

Students must be employed within one week of entering the Work-Based Learning program (either on a paid or non-paid basis). Jobs such as babysitting and yard work will not be accepted as gainful employment unless it is with an established company.

CTE Grading, Credit, & Course Selection

- National Certification tests (state mandated) will count as the final exam grade in each program where the tests are administered.
- ACT WorkKeys Assessment will be administered to CTE program completers.
- Two-Year CTE programs are based on four 1 credit courses. Students must earn a final average of 65 or above in each course in order to continue in the program.
- Criteria for students advancing from Year One to Year Two includes: earning a final of 65 or above from the combined Year One courses, having good attendance, and having no major discipline issues.
- Major discipline issues may result in a student being removed from a program.

CTE Scholarships

- Students who complete two years of a CTE program will be offered full or half tuition scholarships to PRCC based on the following criteria:
- Full tuition with a 3.5 GPA or higher
- Half tuition with 3.0 GPA or higher
- These scholarships can be used for both academic and/or career technical programs
- For further information, please contact the CTE Counselor at 601-795-8343.

Schedule Changes

The guidance counselor and administration of Poplarville High School will make schedule changes under the following circumstances:

1. When a student fails a class;
2. Upon teacher recommendation;
3. A class is too large;
4. A class fails to make;
5. A student has not met prerequisites for a course;
6. To allow student to meet criteria for graduation, CTE, and IHL and specific criteria for certain universities; When it is deemed to be in the best academic interest of the student;
7. To meet special education students' requirements for IEP; or,
8. Student has not met requirements to take a CTE course.

Senior Career Days

Seniors may have one Career Day per semester at a college of their choice, if passing all course work and in regular attendance. All seniors will receive an additional Career Day the day of the PRCC Spring Fest. Seniors must bring back documentation of attendance. Buses will be provided if transportation is needed to PRCC for Spring Fest. Career Days may not be taken on a day when a student should be involved in state-mandated tests**.**

STUDENT DISCIPLINE HANDBOOK

The goal of the discipline policies of the Poplarville School District is to encourage the only true discipline, self-discipline. Each rule and regulation contained in this discipline section is designed to protect the privilege to learn for all students. With freedom comes responsibilities. The rules, regulations, and policies contained in the discipline section of the handbook are designed to encourage each student to take responsibility for his/her own actions. As we grow and mature as individuals, we learn that we are responsible for our own actions, and we will benefit from positive acts and suffer the consequences of our negative actions. One of our responsibilities to our students is to teach them that they are responsible for their own actions.

The Poplarville Schools believe that positive awards and rewards are a key element of an effective discipline program. Throughout this handbook, examples [i.e., Awards Programs, Attendance Rewards, Hall of Fame, etc.] of positive reinforcement are listed. We believe that students should be recognized and rewarded for their positive behaviors.

As you read the discipline section of the handbook, consider each rule, regulation, and policy as a means to maintain order in our schools and to encourage our students in their growth toward self-discipline. If you have any questions or concerns about a discipline rule, please contact a school administrator and share that concern.

Discipline Plan

1. A parent, guardian or custodian of a compulsory-school-age child enrolled in the school district shall be responsible financially for his or her minor child's destructive acts against school property or persons.

2. A parent, guardian or custodian of a compulsory-school-age child enrolled in the school district may be requested to appear at school by the school attendance officer or an appropriate school official for a conference regarding the destructive acts of the child; or for any other discipline conference regarding the acts of the child.

3. Any parent, guardian or custodian of a compulsory-school-age child enrolled in a school district who refuses or willfully fails to attend such discipline conference specified in paragraph 2 of this section may be summoned by proper notification by the superintendent of schools or the school attendance officer and be required to attend such discipline conference.

4. A parent, guardian or custodian of a compulsory-school-age child enrolled in a public school district shall be responsible for any criminal fines brought against such students for unlawful activity occurring on school grounds or buses.

5. Any parent, guardian or custodian of a compulsory-school-age child who (a) fails to attend a discipline conference to which such parent, guardian or custodian has been summoned under the provisions of this section, or (b) refuses or willfully fails to perform any other duties imposed

upon him or her under the provisions of this section, shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed Two Hundred and Fifty Dollars ($250.00).

6. Any school district shall be entitled to recover damages in an amount not to exceed Twenty Thousand Dollars ($20,000.00), plus necessary court costs, from the parents of any minor under the age of eighteen (18) years and over the age of six (6), who maliciously and willfully damages or destroys property belonging to such school district. However, this section shall not apply to parents whose parental control of such child has been removed by court or decree. The action authorized in this section shall be in addition to all other actions which the school district is entitled to maintain and nothing in this section shall preclude recovery in a greater amount from the minor or from a person, including the parents, for damages to which such minor or other person would otherwise be liable.

7. As an alternative to suspension, a student may remain in school by having the parent, guardian or custodian, with the consent of the student's teacher or teachers, attend class with the student for a period of time specifically agreed upon by the reporting teacher and school principal. If the parent, guardian or custodian does not agree to attend class with the student or fails to attend class with the student, the student shall be suspended in accordance with the code of student conduct and discipline policies of the school district. §37-11-53 (2001)

MISSISSIPPI SCHOOL SAFETY ACT OF 2001

The School Safety Act of 2001 is cumulative and in addition to the school district's existing authority regarding discipline of students. Pursuant to the Act, the school district has adopted policies and procedures that recognize the teacher as the authority in classroom matters regarding the school district's written discipline code of conduct.

In the event the teacher removes a student who, in the professional judgment of the teacher, is disrupting the learning environment, and the removal is approved by the principal or assistant principal, the student may not be returned to the classroom until a conference has been held with the student's parent, guardian or custodian. During the conference, the disruptive behavior will be discussed and agreements reached that no further disruption will be tolerated. The conference may be in person, by telephone, by email or by other written communication.

Among other provisions, this act provides that a student 13 years of age or older may be subject to automatic expulsion on the third occurrence of habitually disruptive behavior during a school year. (Students under age 13 may be subject to expulsion for such conduct pursuant to other school policies and procedures.)

The term "disruptive behavior" means conduct of a student that is so unruly, disruptive or abusive that it seriously interferes with a school teacher or school administrator's ability to communicate with the students in a classroom, with a student's ability to learn, or with the operation of a school or school-related activity and which is not covered by other laws related to violence or possession of weapons or controlled substances on school property, school vehicles or at school-related activities. Such behaviors include, but are not limited to: foul, profane, obscene, threatening, defiant or abusive language or action toward teachers or other school employees;

defiance, ridicule or verbal attack of a teacher; and willful, deliberate and overt acts of disobedience of the directions of a teacher.

The term “habitually disruptive” refers to such actions of a student which cause disruption in a classroom, on school property or vehicles, or at a school-related activity on more than two occasions during a school year, and to disruptive behavior that was initiated, willful and overt on the part of the student and which required the attention of school personnel to deal with the disruption.

After the second instance of behavior that is determined by the principal or designated administrator to have seriously interfered with the school environment, the parents/guardians will be contacted to help develop a behavior modification plan for the student.

DISTRICT DISCIPLINE PLAN

In order for a discipline plan to function effectively, it is necessary to classify misbehavior as to the degree of severity. It is also important to provide guidance as to whose responsibility it is to handle or manage each category of misbehavior. Therefore, misbehavior shall be classified into three categories:

Level 1: These behaviors are usually minor infractions that are normally managed by the teacher at the classroom level. However, if a Level 1 behavior is of a continuous, major nature or if the teacher's actions are unsuccessful in correcting the misconduct, then a Level 1 misbehavior may, at the teacher's discretion, be upgraded to a Level 2 misbehavior.

Level 2: These behaviors are either (1) of a more serious nature than Level 1 misconduct or (2) Level 1 misconduct that, due to the frequency of the behavior or ineffectiveness of the teacher's action, have been upgraded from Level 1. Misbehavior classified or upgraded to Level 2 requires intervention by the principal. Students exhibiting Level 2 behavior shall be referred to the office by teachers for administrative action.

Level 3: These behaviors are considered the most serious and can usually be classified as criminal acts. Administrative action is required and will result in the involvement of local law enforcement authority.

Any school employee shall notify his/her principal immediately upon obtaining knowledge that one of the following unlawful activities or violent acts have or may have occurred on school property or during a school-related activity:

1. Aggravated assault, including but not limited to
   a. Assault resulting in serious physical injury or
   b. Assault involving use of a weapon;
2. Assault on a school employee, simple or aggravated;
3. Indecent liberties with a minor;
4. Possession of a firearm/weapon or explosives of any kind (including fireworks);
5. Possession, use or sale of any controlled substance;
6. Rape;

2. Sexual battery;
3. Other sexual activity;
4. Murder or other homicide;
5. Kidnapping; or
6. Other violent acts.

It is important to remember that misbehaviors are classified for management purposes. Any misbehavior can be upgraded and dealt with by school personnel in accordance with the frequency, seriousness, and magnitude of the misconduct. **Administration may impose rules and regulations as deemed necessary for the safety and welfare of the students.**

§ 37-11-18. Expulsion of the student possessing a controlled substance or weapon or committing a 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.

Sequential Application of Disciplinary Measures

Level 1: As a behavior which normally is managed by the classroom teacher, the teacher can exercise discretion and apply disciplinary measures based on responses routinely available to teachers. Depending on the seriousness and frequency of the infraction, the normal sequence of actions would be:

1. Verbal reprimand/warning
2. Notice sent to parents/guardians regarding problems
3. Appropriate management technique and/or punishment
4. Disciplinary conference with parents/guardians
5. Upgrading behavior to Level 2 for administrative action
6. Other appropriate measures

Level 2: As a behavior which is managed by an administrator, the principal can exercise discretion and apply disciplinary measures based on responses routinely available to teachers but also including responses only available to administrators, including suspension and/or recommendation for expulsion. At this level, the dual criterion of frequency and seriousness of the misconduct is considered in deciding the appropriate action. The normal sequence, depending upon circumstances, would be:

1. Conference with student and/or punishment
2. Appropriate management technique
3. Conference with parents/guardians
4. In school/out of school suspension
5. Conference with parents/guardians/student
6. Recommendation for expulsion

Level 3: These serious behaviors normally involve criminal acts that usually affect the health and safety of other students and school personnel. Therefore, the disciplinary options

used at this level are the most severe and almost always result in some period of expulsion from school. The general sequence is as follows:
Out-of-school suspension and referral to appropriate law enforcement

1. Disciplinary hearing by the school administration and/or Poplarville School Board resulting in one of the following:

Retain student in school pending legal action; Removal of student from regular school program with the option of providing at-home instruction; Referral of student to community agency; Expulsion of student from school; Referral of student to alternative school programs.

§ 37-11-53. Distribution of the school district's discipline plan; content of plan; discipline conference; fines and penalties; recovery of damages.

(1) A copy of the school district's discipline plan shall be distributed to each student enrolled in the district and the parents, guardian or custodian of such student shall sign a statement verifying that they have been given notice of the discipline policies of their respective school district. The school board shall have its official discipline plan legally audited on an annual basis to ensure that its policies and procedures are currently in compliance with applicable statutes, case law and state and federal constitutional provisions.

(2) All discipline plans of school districts shall include, but not be limited to the following:

(a) A parent, guardian or custodian of a compulsory-school-age child enrolled in a public school district shall be responsible financially for his or her minor child's destructive acts against school property of persons;

(b) A parent, guardian or custodian of a compulsory-school-age child enrolled in a public school district may be requested to appear at school by an appropriate school official for a conference regarding acts of the child specified in paragraph (a) of this subsection;

(c) A parent, guardian or custodian of a compulsory-school-age child enrolled in a school district who has been summoned by proper notification by an appropriate school official shall be required under this provision to attend such discipline conference specified in paragraph (b) of this subsection; and

(d) A parent, guardian or custodian of a compulsory-school-age child enrolled in a public school district shall be responsible for any criminal fines brought against such students for unlawful activity as defined in Section 37-11-29 occurring on school grounds.

(3) Any parent, guardian or custodian of a compulsory-school-age child subject to the provisions of this section who refuses or willfully fails to perform any of the duties imposed upon him or her under the provisions of this section shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed two hundred fifty dollars ($250.00).

(4) Any public school district shall be entitled to recover damages in an amount not to exceed Twenty Thousand Dollars ($20,000.00), plus necessary court costs, from the parents of any minor under the age of eighteen (18) years and over the age of six (6), who maliciously and willfully damages or destroys property belonging to such school district. However, this section shall not apply to parents whose parental control of such child has been removed by court order or decree. The action authorized in this section shall be in addition to all other actions which the school district is entitled to maintain and nothing in this section shall preclude recovery in a greater amount from the minor or from a person, including the parents, for damages to which such minor or other person would otherwise be liable.

SOURCES: Laws, 1991, ch. 539, § 3; 1992, ch. 519, § 5; 1994, ch. 607, § 14, eff from and after July 2, 1994.

Student Code of Conduct

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, parents, and visitors with dignity and respect.
4. Maintain healthy personal hygiene.
5. Help foster a safe, orderly, and educational atmosphere for learning on the way to and from school, at school, and at school functions.
6. Respect school and district property and the property of others.
7. Respect and obey the rules of the classroom, school, District, state, and nation.

Use of Positive Reinforcement

An essential part of any disciplinary plan is to emphasize and reward positive, appropriate behavior. The student who respects authority, school property, and the rights and property of others shall be rewarded. The ultimate goal in the school environment is to teach every student to respect the rights of teachers to teach and the rights of other students to learn and work in a safe, healthy, wholesome environment. Therefore, each school emphasizes a positive reinforcement plan to reward students who exhibit quality behavior. Additionally, each classroom teacher is encouraged to initiate an individual positive reinforcement plan with his/her class.

Student/Parent Grievance Policy

A student and/or guardian who has a grievance concerning a school matter is provided the following procedures for logging such grievance:

1. Request a conference with the classroom teacher. If not resolved, proceed to Number 2.
2. Request a hearing/conference with the principal. If not resolved, proceed to Number 3.
3. Request a hearing before the Poplarville School District Superintendent. If not resolved, proceed to Number 4.
4. Request a hearing before the Poplarville School District Board of Education.
   NOTE: A student may be represented by legal counsel at his/her own expense.

Due Process

Students are afforded due process of law as stipulated within the Fourteenth Amendment of the Constitution of the United States. Section 1 of this amendment states:

> "All persons born or naturalized in the United States and subject to the jurisdiction thereof, are citizens of the United States and of the State wherein they reside. No State shall make or enforce any law which shall abridge the privileges or immunities of citizens of the United States; nor shall any State deprive any person of life, liberty, or property, without due process of law; nor deny to any person within its jurisdiction the equal protection of the law." (Constitution of the United States, Amendment Fourteen, Subsection 1.)

Information is distributed to the students regarding school rules in the student handbook and student conduct in the Rules for Student Conduct.

When a disciplinary action results in a disciplinary reassignment, suspension, or expulsion, due process of law involves three procedures:

1. Prior Notification - The student and/or legal guardian is informed of the disciplinary action which is being considered.
2. Specification of Charges - The student and/or legal guardian is made aware of the misconduct for which the student is being accused.
3. Opportunity to Respond - The student and/or legal guardian is allowed to present his view of the accusations and of the disciplinary action to be taken.

An appeal may be made to a principal if the procedure or a decision is questioned. A principal's decision may be appealed to the superintendent of schools.

Student Suspension from School

Suspension is the denial of the right to attend school and is imposed after due process has been followed. Students under suspension shall not trespass on any school campus or enter any school building except for a prearranged conference with a principal. Additionally, the policy of the Poplarville School District Board shall be that any student under out-of-school suspension shall not attend any day or night school-sponsored functions.

When unacceptable behavior cannot be corrected by the resources of the school, the Board hereby authorizes the school principal to suspend any student for violation of any published rule or regulation or for any other act of misconduct or insubordination or as a final effort to influence the student's future behavior.

Suspension Periods Allowed

1. The superintendent, principal or his designee may immediately suspend a student for misconduct for no longer than 10 consecutive school days, subject to an informal hearing. The suspension is effective immediately and no further due process is required.

2. The superintendent, principal or his designee may recommend suspensions for eleven days or more or expulsion for more serious disciplinary offenses. In such cases, the superintendent, principal or his designee may immediately suspend the student for no longer than 10 consecutive school days and recommend a long-term suspension or expulsion, subject to an informal hearing and pending the conclusion of formal due process proceedings.

   In all cases of suspension the parent, legal guardian, or custodian shall be notified in writing within 48 hours of such suspension giving the reason therefore. If a student is to be sent home during normal school hours, a parent or guardian shall be notified before the student is dismissed. No student shall be sent home during normal school hours unless a parent, guardian, or custodian has first been notified.

3. For acts of violence, bringing a weapon to school or having possession of illegal drugs a student may be subject to automatic expulsion by the superintendent or principal from such school. Such expulsion shall take place immediately subject to the constitutional rights of due process.

4. Any student bringing a firearm to school will be expelled from school for a period of not less than one year.

School Violence Reporting Procedures

Pursuant to Section 37-11-29, Mississippi Code of 1972, as amended . . . . 1994. Any teacher or other school employee who has knowledge of any unlawful activity or violent acts which occurred on educational property or during a school related activity or which may have occurred shall report such activity or acts to the principal of the school who shall notify the appropriate law enforcement officials as required by law.

District employees shall comply with all requirements imposed by law with regard to reporting unlawful activities or violent acts which have or may have occurred on school property or during school-related activities.

Out-of-School Suspension Action

1. A student shall be suspended without a prior hearing for acts of violence, having a weapon on the school campus or on a school bus, possessing illegal drugs, and refusing to obey school authority. Anytime a student's presence poses a continuing danger to persons or property or an on-going threat of disrupting the academic process, the reason for the suspension shall be provided to the student orally and in writing on the suspension form set forth by the Board and immediate suspension is authorized. A copy of this form shall (a) be given to the student (b) mailed to the parent/guardian of the student within 24 hours of such suspension, including a clear statement of the reason for the suspension, and (c) a copy shall be placed on file in the principal's office to be available to the superintendent and/or Poplarville School Board upon request.
2. In other cases, students facing suspension shall be given oral and written notice of the charges against them by the principal. A copy of the written notice shall be in the form of the District's student suspension form. A copy of this form shall be (1) given to the student, (2) mailed to the parent/guardian of the child, and (3) a copy shall be placed on file in the principal's office to be available to the superintendent and/or Poplarville School Board upon request. The suspension shall be scheduled to begin after the student and parents have been properly notified and afforded due process hearing rights. However, in the event the student refuses to conduct himself/herself properly after notice of suspension, that student may be suspended immediately. Also, if the suspension period as decided by the principal will overlap into a recognized school holiday or the end of the school year, then the suspension shall be immediate, provided the principal has afforded due process rights.
3. If the student denies the charges, he/she will be given an explanation of the evidence that the principal has against him/her and shall be given the opportunity to present his/her side of the story. The principal shall document the student's explanation and/or reasons for denial.
4. If a student is to be sent home during normal school hours, a parent/guardian shall be notified before the student is dismissed.
5. If a student is suspended for three (3) or more days, then before such student shall be readmitted to school, he/she must be accompanied by his/her parent or legally appointed guardian and, in such cases, the parent/guardian must be notified of this requirement.
6. The school principal shall be responsible for providing written rules of conduct to each student each year.
7. Students on out-of-school suspension shall have the days missed during the suspension period treated as an unexcused absence. However, make-up work will be allowed based on district policy.
8. As the Board considers suspension to be the most serious disciplinary action to be taken short of expulsion by the Board, principals are encouraged to use this form of action only after lesser forms of action have failed to correct the misconduct.
9. In no case shall the authority to suspend be delegated to a classroom teacher.

10. In cases of suspension from bus transportation privileges, due process will be given.
11. To insure that due process is given in disciplinary matters, the following steps should occur in the process of suspension:
    a. All suspensions require notice to the student and parent/guardian of the reason(s) for the suspension action and right to a hearing on the proper suspension form.
    b. Request for a hearing shall be made within forty-eight (48) hours of any Notice of Suspension.
    c. Hearing for any suspension of ten (10) days or less shall be held by the principal on an informal basis.
    d. Hearing for any suspension of more than ten (10) days shall be conducted by the Poplarville School Board.
    e. All hearings shall give the student the opportunity to present his/her side of the story.
    f. In the event a student and/or his parents/guardians are not satisfied by the decision of the principal (Item "c" above), then the student and/or his/her parents/guardians have the right to appeal to the superintendent of education for an informal hearing. If the student and/or his/her parents/guardians are not satisfied by the decision of the superintendent, then the student and/or his/her parents/guardians shall have the right to ask the school board to review this decision at their next regular meeting. School board policies require that persons submit a written request to appear before the school board. Specific procedures for being placed on the school board agenda are available in the superintendent's office. The Mississippi Code and Poplarville School Board policies give school administrators the authority to suspend students for up to 10 consecutive school days by following due process. The suspension is effective immediately and no further due process is required.

Student Restraint and Seclusion Policy

The Poplarville School District supports a positive approach to behavior that uses proactive strategies to create a safe school climate that promotes dignity, creates authentic student engagement, and improves student achievement for all students.

In the event a student has to be physically restrained or secluded to ensure the safety of the student or others, the Poplarville School District has developed the following procedures:

- Only school personnel trained in the use of physical restraint and seclusion may administer either of these techniques.
- All efforts to de-escalate the child must be taken, and the child must be in danger of harming himself or others before using physical restraint and/or seclusion
- If physical restraint and/or seclusion are used, a copy of the written documentation will be maintained on file at the school level and a copy will be sent home to the parent.
- The parent/guardian will be notified by phone on the day that an incident or physical restraint and/or seclusion occurs to participate in a debriefing.

Corporal Punishment Policy

Certified school personnel in the Poplarville School District may administer corporal punishment on students who are insubordinate or disobedient, or who violate a rule of the school. Any administration of corporal punishment shall be in a reasonable manner and applied only to student's buttocks in such manner that is appropriate. Reasonable administration of corporal punishment shall be determined considering the age, size, sex, and general physical strength of the student; the size of the person administering the punishment; the nature of the offense; and the type of instrument used to administer the punishment.

Corporal punishment shall never be administered to any student except in the presence of another certificated employee of this school district. Further, corporal punishment shall not be administered in any manner that would unduly embarrass the student so punished (e.g. in the presence of other students). A parent/guardian of a child enrolled in the Poplarville School District shall have the right to request that their child not receive corporal punishment at school. It shall be the responsibility of the parent/guardian to present such a request, in writing, to the school principal at the beginning of the school year or at the time of the child's enrollment. Such request, if presented, shall be valid for the school year in which it is submitted and must be resubmitted each year in which the parent/guardian does not wish corporal punishment to be administered. Further, parents/guardians who submit such request shall do so with the understanding that the request will be honored by the school but that if the child misbehaves in a manner which warrants the administration of corporal punishment, then such student may be suspended by the principal.

Expulsion

The Board of Education may expel any student for conduct that disrupts the educational process or endangers the health or safety of any student, his/her classmates, or any school personnel. Only the Board may expel a student from school attendance, and the Board may only take such action after having afforded the student recommended for expulsion with all due process to which the student is entitled. Until the time of the board hearing, alternate placement may be assigned. Expelled students cannot attend extra-curricular activities. Expelled students must appear before the Board of Education before re-entering school.

Automobile/Motorized Vehicle Use by Students

A student must have a valid driver's license and insurance to bring a car on campus. Proof of insurance will be checked periodically by high school administration. Students who bring cars on campus must purchase a parking permit at a cost of $20.00 per year. Students will only park in the designated student parking areas. Once a student's car enters the campus, the student is immediately responsible for all rules and regulations of the school. Any student who is found to be driving recklessly on school property will have this permit revoked and will not be allowed to bring a car on campus. Students are not to sit in parked cars nor loiter in the parking lot. Once a student has entered the campus and parked his/her vehicle, he/she shall not go back to their vehicle without permission of the administration.

The speed limit for all vehicles on campus is 5 mph. Students are not allowed to drive through the school campus. This road is used to load and unload buses only.

The school is not responsible for any damage to cars.

Student Bullying

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

I. **Definitions**

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

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

Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, or on a school bus, or when it takes place off school property when such conduct, in the determination of the school superintendent or principal, renders the offending person's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole.

Retaliation against any person, including a victim, a witness, or another person, who in good faith provides information concerning an incident of bullying is also prohibited.

II. **Procedures for Processing a Complaint**

Any student, school employee or volunteer who feels he/she has been a victim of bullying or harassing behavior, or has witnessed or who has reliable information that a student, school employee or volunteer has been subject to bullying or harassing behavior shall report such conduct to a teacher, principal, counselor or other school official. The report shall be made promptly but not later than five (5) calendar days after the alleged act or acts occurred. The school official shall complete a "Bullying/Harassing Behavior" complaint form which shall include the name of the reporting person, the specific nature and date of the misconduct, the names of the victim of the misconduct, the names of any witnesses and any other information that would assist in the investigation of the complaint. The report shall be given promptly to the principal or superintendent who shall institute an immediate investigation. Complaints against the principal shall be made to the superintendent and complaints against the superintendent shall be made to the Board chairman.

The complaint shall be investigated promptly. Parents will be notified of the nature of any complaint involving their student. The District official will arrange such meetings as may be necessary with all concerned parties within five (5) working days after initial receipt of the

complaint by the District. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The District official conducting the investigation shall notify the victim and parents as appropriate when the investigation is completed and a decision regarding disciplinary action, as warranted, is determined. Counseling options will be available for a student who is a victim of or a witness to bullying or who engages in bullying.

If the victim is not satisfied with the decision of the District official, he/she may submit a written appeal to the superintendent. Such appeal shall be filed within ten (10) working days after receipt of the results of the initial decision. The superintendent will arrange such meetings with the victim and other affected parties as deemed necessary to discuss the appeal. The superintendent shall provide a written decision to the victim's appeal within ten (10) working days of receipt of the appeal.

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

Sexual Harassment Report Form

Poplarville School District maintains a firm policy prohibiting all forms of harassment. All persons are to be treated with respect and dignity. Sexual harassment against students or employees is a violation of district policy. Sexual advances or other forms of personal harassment by any person, male or female, which create an intimidating, hostile, or offensive environment, will not be tolerated under any circumstances.

Complainant's Name:		
Home Address:		
Work Address:		
Home Phone:	Cell Phone:	Work Phone:
Date of Alleged Incident (s):		
Name of person(s) you believe sexually harassed you:		
Location the incident(s) occurred:		
Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved, etc. (attach additional pages if necessary).		
The complaint is filed based on my honest belief that has sexually harassed me. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.		
Complainant Signature:	Date:	
Received by: Recipient's Title:	Date:	

Cafeteria Behavior
All students must respect others in the lunch line. Students are to return trays so the tables will be clear for other people. Students must sit in assigned areas. Proper behavior is expected at all times or disciplinary action will be taken. Pushing, shoving, or "breaking" of the lunch line is not permissible.

Cheating
Students are expected to do their own work. The unauthorized giving or receiving of help in any area of school work will not be tolerated. Cheating is a serious disciplinary offense. The act of giving or receiving unauthorized help, including cheating and copying, will result in a zero being assigned for the work. This is a Level 1 misbehavior. However, continuous problems in this area by a student can and will lead to a Level 2 referral and can result in suspension.

Destroying/Defacing School Property/Vandalism
The school, its equipment and facilities, is provided for the use of all students and is funded through the use of taxpayer dollars. Schools are public facilities. Willful damage or destruction of school property shall not be tolerated. The Superintendent or his/her assignee is authorized to sign a criminal complaint and press charges against perpetrators of vandalism against school property. The punishment for such destruction of school property may include the following:

Replacement of the property by parent/guardian
Renovation/repair of school property by parent/guardian
Suspension/expulsion of the student

Forged Excuses, Notes, Etc.
Forgery of an administrator's, teachers, or parent's name to a school document or note shall result in appropriate disciplinary action.

Gambling
Gambling is illegal and is strictly prohibited. This is a Level 2 misbehavior; however, based on severity, may be upgraded to Level 3.

Insolence/Disrespect
Insolence (boldly disrespectful in speech or behavior) and general disrespect shall not be tolerated. Students will not be allowed to intimidate any school personnel or any other student. A student who fails to exercise proper respect or who fails to follow a legitimate request made by a teacher or administrator may be suspended and/or recommended for expulsion.

Fighting
Fighting is strictly prohibited. Physical altercations are unacceptable behavior which result in the disruption of normal school operation and, in some cases, can endanger the safety of other students and staff members. Fighting is a Level 2 misbehavior which may result in suspension and/or expulsion action. Further, a serious altercation can be considered criminal assault and may be dealt with as a Level 3 infraction. Law enforcement officials may be informed of all student fights in grades K-12. Students may be turned over to proper law enforcement officials.

Any fight (Grades 6-12) shall be immediately reported by school officials to local law enforcement authority and may be deemed a criminal action. Fights in grades K-5, may at the discretion of the principal, be reported to law enforcement authorities.

The School Board is responsible for providing an appropriate educational program for the students of this district. The right of a child to attend school and receive a suitable education is mandated by state law. The School Board will not tolerate any disruption or interference through violence, vandalism, seizure of any area of school property, sit-ins, walk-outs, or other methods of demonstration which disrupt this right.

Tobacco or Vaping Products
Student use and/or possession of tobacco or vaping products, including nicotine-containing products, in any form, is not permitted on any of the campuses or buses of the Poplarville School District.

Student Possession of a Weapon, Controlled Substance, or Committing a 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 school property shall be subject to automatic expulsion by the superintendent or principal from such school. Such expulsion shall take effect immediately subject to the constitutional rights of due process.

No student attending school or any school-sponsored activity shall have in his/her possession or be under the influence of alcoholic beverages, illegal drugs or any other illegal compound. The provisions of this policy shall not apply to any student who is under the care of a licensed physician and who is taking medication which is under the supervision and direction of such physician. However, any and all such prescription drugs/medicines shall be kept by designated school personnel in a numbered, labeled bottle provided by a licensed pharmacist. Further, students and/or parents/guardians shall be responsible for notifying the school principal when the taking of such drugs/medicines is required on school grounds during the regular school day or at school-sponsored activities.

The provisions of this policy shall apply to all students during the period of time that they are subject to the jurisdiction of this school district as defined by the laws of the State of Mississippi and while participating in or going to or from any school-sponsored activity and while under the supervision and direction of any teacher, principal, or other authority of this school district.
Any student violating any of the provisions of the district's drug policy shall be considered to have committed a major offense and shall be subject to automatic expulsion by the principal or superintendent. Such expulsion shall take effect immediately subject to the constitutional rights of due process.

Possession of any substance by a student that is portrayed as an illegal substance may result in the student being suspended and/or expelled.

This policy is for the sole and exclusive protection of the students of this district and their general welfare, and nothing herein shall be construed to avoid any prosecution under any applicable criminal statute. The school principal shall report any violation of this policy to the superintendent and also to the proper law enforcement officials.

Public Displays of Affection
Displays of affection should be reserved for areas other than the school or school grounds. Public displays of affection on school grounds are not permissible and may result in disciplinary action.

Interrogations by School Personnel
School administrators and teachers have the right to interrogate (question) students regarding their conduct or the conduct of others. School personnel have the authority to contact the SRO and/or local law enforcement. Law enforcement will be contacted for any felony offense. Offenses turned over to law enforcement officials for investigation may result in additional school disciplinary actions. An interim alternative educational setting may be utilized during ongoing investigation.

Threat Assessments
Student safety is of the utmost importance. Students who threaten to harm themselves or others may be referred for a threat assessment to be conducted by trained personnel outside of PSD. This assessment will help to determine the seriousness of a threat and whether or not the student is a danger to himself/herself or others. Parents and/or guardians will be notified of results and additional action that should be taken.

Threats, Intimidation, Harassment
Students are not permitted to make threats or harassments against other students or school personnel, whether overt or implied. Such behavior will not be tolerated and will result in disciplinary action. This statement will apply on school grounds, before, during, and after school, riding in school buses, or any time when the school facilities are being used by a school group. It is also applicable off school grounds, at school-sponsored functions, or when the prohibited behavior has occurred or originated on the school campus. This behavior may result in suspension/expulsion from school.

If students feel that they are being harassed by another student, or if they are aware of another student(s) being harassed, they must report this action immediately to the school administrator. An investigation will follow to determine the merit of the claim or allegation following school district policy.

Extortion
Such behavior may result in suspension/expulsion from school. Students will not attempt to extort money or something of value from other students or school personnel, regardless of the amount of value, in return for protection or in connection with a threat to inflict harm.

Student Parking Lot
Students are not to enter the student parking lot except for arrival to school and departure from school without permission from school administration. Parking on campus is a privilege that can be taken away as a part of disciplinary action. Parking permits will not be prorated or refunded.

Leaving Without Permission/Returning to Campus and/or Failing to Report to Class
Leaving campus and/or failing to report to an assigned class, commonly called "skipping" is a major disciplinary offense, a Level 2 misbehavior. Students who leave campus or fail to report to an assigned class without proper permission from the school principal may be suspended.

Senior Off Periods/Early Release

Senior Off Periods/Early Releases are a privilege that a senior has earned. If a senior chooses to have a senior off period/early release which includes leaving campus early or arriving late, parents take full responsibility for that time period. These periods are **NOT** school related and the senior should **NOT** be on campus during this time period, unless approved by administration.

Beginning with students who entered 9th grade in 2018 and forward, the Mississippi Department of Education has set the following criteria for a student to have an "off period" during their senior year. Students must meet 1 of the 3 options to earn an off period.

Option 1: Students must meet the College or Career Readiness Benchmarks set by ACT. English subscore of 17 and a math subscore of 19.

Option 2: Students must have earned a Silver Level on the ACT WorkKeys.

Option 3: Students must:
- hold a 2.5 GPA
- passed all MAAP assessments (state tests)
- taken 11th grade ACT Cohort test
- be on track to meet diploma requirements
- be enrolled in Essentials of College Math, SREB Math, Essentials of College Literacy, or SREB Literacy depending on the ACT benchmark that the student has not met.

Searches by School Officials

School officials have a limited right to search student belongings when it is in the overall interest and welfare of other students or is necessary to preserve the good order and discipline of the school.

Lockers may be searched at any time by school officials when they have reasonable grounds to conduct such a search. However, the student(s) assigned to the locker shall be given an opportunity to be present during the search. Other searches may be conducted with reasonable suspicion. Two certified staff members shall be present during any search of a student's person or belongings. Similarly, any student vehicle brought on the campus of Poplarville School District is subject to search when school officials have reasonable suspicion that a search is justified. Any student who commits an unlawful act on school grounds, at a school-sponsored activity, or a school-related activity, is subject to having charges filed against him/her by school officials with the proper law enforcement agency. Prohibited items found during a search will be confiscated according to district policy.

Alternative School

Students assigned to the Poplarville Alternative School will follow the rules and regulations of Poplarville Alternative School.

Once a student has reached the maximum number of demerits on the discipline plan, a hearing will be held at least three and no more than 5 school days from the date of the student's latest discipline problem.

The hearing will be held at the school before a committee composed of five (5) staff members which shall have the following options:

I. Place the student back in the regular school program.
II. Place the student in the alternative school program.
III. Recommend that the student appear before the school board for an expulsion hearing.

Alternative School Guidelines:

A. Any student who is placed in the alternative school will not be allowed to participate in any Poplarville School District activities such as dances and ball games while attending alternative school.
B. A student must successfully complete the alternative program before returning to the regular school program.
C. Seniors who are in Alternative School the last semester of their senior year will not participate in graduation exercises with their class, but will be awarded diplomas or special education certificates.
D. Any student with a house arrest ankle bracelet will be dealt with on an individual basis and may be transferred to the alternative school. They will remain there through the end of the grading period in which the ankle bracelet is removed.

SCHOOL BUS TRANSPORTATION

Bus transportation is available to students who live one (1) mile or more from the school of their attendance.

- **The driver will assign a time for the students to be at the bus stop, plus or minus three (3) minutes; the bus cannot wait for students that are not on time.** Due to unforeseen circumstances, the bus may arrive a few minutes earlier or later than anticipated; therefore, students should be ready to board as soon as the bus arrives.
- **Students will be dropped off in the afternoon at the <u>home address</u> unless a note, which includes the new drop off address, written by the parent/guardian and signed by the principal, is presented to the driver on a daily basis.**
- Student and parent/guardian cooperation in transporting students to and from school is imperative in order to ensure maximum safety at all times. **Therefore, drivers are fully authorized to instruct and otherwise control student behavior and safety standards**. Bus misconduct considered excessive and/or violations of bus safety rules will be reported to the school principal.
- Students should report any and all incidents to the driver as soon as possible. The school principal or designee is authorized to implement disciplinary measures to correct the misconduct. Questions regarding bus discipline should be directed to the school principal.
- **It is to be fully understood that bus transportation is a privilege and NOT a requirement. Misconduct which endangers the safety of students and the driver <u>WILL NOT BE TOLERATED, AND STUDENTS INVOLVED IN THIS TYPE OF MISCONDUCT MAY BE REMOVED FROM THE BUS</u>.**
- **Students not riding for three (3) consecutive days will not be picked up without a call from the parent to the bus barn at 601-795-4728. <u>Parents need to be home to retrieve their children</u>. It is imperative for parents or guardians to let the bus driver be current with phone numbers in case of emergency. It is recommended that parents furnish bus drivers with a note authorizing them to let children off if no one is at home.**
- **Prior arrangements with the Transportation Department are required if more than 1 visitor is going to be riding home with a student due to available space on the bus.**



District Bus Discipline Plan

In order for a bus discipline plan to function effectively, it is necessary to classify misbehaviors as to the degree of severity. It is also important to provide guidance as to the expectations for students, bus drivers, and administrators. While all possible misbehaviors cannot be listed, the administrator has discretionary right to assign misbehaviors to the level that the misbehavior fits. Safety is the #1 goal.

Level 1: These bus behaviors are usually minor infractions that are normally managed by the bus driver; however, if a student violates the rules, he/she will be warned in writing by the driver AND a warning will be sent home for the parent and student to sign and return to the bus driver **the next day**. The next violation will be sent to the Principal and a bus suspension is possible. If a level 1 behavior is of a continuous or of major nature or if the bus driver's actions are unsuccessful in correcting the misconduct, then a bus discipline report should be given to the building principal. The building principal or designee will handle these infractions at the school site.

Level 1 Rules and Regulations Include But are Not Limited to the Following:

1. Students must follow directions of the bus driver.
2. Students must stand on the sidewalk or side of the road, out of the roadway, while waiting for the bus.
3. Paper, rubbish, or other objects must not be thrown on the bus or left as litter.
4. Students must avoid any unnecessary conversations with the driver of the bus while the bus is in motion.
5. Students must sit in assigned seats facing forward with feet in front of them and heads visible to the driver at all times.
6. Students must keep the bus aisle and exit clear from obstruction.
7. No food, gum, candy, or drink should be sold or consumed while on the bus other than water.
8. **The school dress code applies to students riding the bus. Approved athletic game or practice uniforms are allowed.**
9. Markers, crayons, pencils and pens are not to be used on the bus.
10. Students must not engage in excessive/loud talking or making unnecessary noises to distract the driver.
12. Refusal to Obey - (This regulation can be upgraded to ANY level at the discretion of the administrator.)

Level 2: These bus behaviors are either (1) of a more serious nature than Level 1 misconduct or (2) are Level 1 behaviors that, due to the frequency of the behavior or ineffectiveness of the bus driver's action, have been upgraded from Level 1. These behaviors warrant disciplinary action by the school's administrator.

Level 2 Rules and Regulations Include But are NOT Limited to the Following:

1. Excessive horseplay is not allowed on the bus.
2. Spitting on the bus is against health and safety rules.
3. Students must remain properly seated during travel time on the school bus. (May be upgraded to Level 3).
4. When walking to and from the bus stop, students must walk on the left side of the road, facing traffic.
5. There is to be no noise when the bus stops at a railroad crossing.

6. Stealing on the bus is unlawful. (May be upgraded to Level 3).
7. Harassing behaviors will not be tolerated.
8. The driver is in full charge of the bus and the students. Students shall obey the driver promptly in a courteous and respectful manner.
9. Students must not apply make-up and/or hand sanitizer while on the bus.
10. Cell phones are prohibited.

Level 3: These bus behaviors are considered the most serious. Some of these behaviors can be classified as criminal acts. Administrative action is required and may result in involvement of local law enforcement authority.

Level 3 Rules and Regulations Include But are NOT Limited to the Following:

1. Safety requires that students not extend their head, hands, arms, or other body parts, or articles from the bus window.
2. Nothing should be thrown from the bus window.
3. Students who must cross the road after leaving the bus must pass in front of the bus and not behind it. The driver will see that the way is clear before the child is permitted to cross the road.
4. Students must not bring unauthorized articles on the bus (i.e. pets, combustibles, fireworks, **slime, lighters, blankets, balloons** or large items such as tubas, etc.)
5. Students must not apply perfume, cologne, body spray, etc. while on the bus.

Level 2 and **Level 3** violations/infractions of the bus rules will be addressed by the school administrator using the Demerit System.

Level 4: These bus behaviors are considered very serious. Some of the behaviors can be classified as criminal acts. Administrative action is required and may result in involvement of local law enforcement authority. This level is automatic removal from the bus.

Level 4 Rules and Regulations Include But are NOT Limited to the Following:

1. No one should damage, vandalize, or deface the bus in any way.
2. Students must not use, be under the influence of, or be in possession of any controlled substance, intoxicant, or drugs (See Medications Taken at School on Page 40 of this handbook).
3. Inappropriate use of EpiPens, Inhalers, etc. is prohibited. All EpiPens and Inhalers must be approved by the administration.
4. Hitting, punching, threatening, instigating, slapping or fighting will not be tolerated on the bus.
5. Students may not bring any item on the bus that would be considered a weapon.
6. Sexual misconduct is prohibited, verbal or gestures.
7. Unauthorized videos or pictures made on a school bus are not permitted.
8. Possession and/or selling of any form of tobacco/nicotine to include e-cigarettes, vapes or other electronic devices is forbidden on all buses at all times.
9. Students may not leave the bus without the driver's consent. A written note, which is to include the new drop off address, signed by the school's office, must be presented to the driver if the student is to leave the bus at a stop other than the assigned stop.
10. Profanity toward staff is prohibited.

Profanity and vulgarity may be considered at any of the levels above depending on the words used and/or actions displayed with a minimum of one day bus suspension or at the discretion of the administrator.

Violations of Rules and Regulations

Level 1 violations/infractions will be handled at the school site. Multiple offenses may be upgraded to Level 2 at the administrator's discretion.

Level 2 and Level 3 violations/infractions of the bus rides will be addressed by the school administrator using the Demerit System.

Level 2 violations will be assigned a minimum of 10 demerits.

Level 3 violations will be assigned a minimum of 15 demerits.

Level 4 violations will be assigned a minimum of 20 demerits.

Total of Demerits and Possible Consequences

5 Demerits	Warning/Conference with Student
10 Demerits	Conference/Parent Contact
15 Demerits	1-2 Day Bus Suspension
20 Demerits	3-5 Day Bus Suspension
25-35 Demerits	6-8 Day Bus Suspension
40-50 Demerits	10 Day Bus Suspension
55+ Demerits	Indefinite Bus Suspension

IMPORTANT NOTES:
A student may be removed from the bus immediately if the student's behavior represents an immediate physical danger to himself/herself or others or constitutes a clear emergency within the bus such that removal from the bus is essential to the safety of others.

In cases of suspension from the bus, due process will be given in the same form and manner as is the case with out-of-school suspension. **Students who are suspended from one district bus are NOT allowed to ride any other district bus until the suspension has been served.**

Parents are responsible for providing transportation for the student to attend school during suspension from the bus. Bus suspension is NOT a suspension from class. If a student does not attend school due to suspension from the bus, the absence is unexcused. (See Attendance Page 45 in this handbook).

Each and every violation will be handled on a case by case basis. The school's principal or principal's designee of the offending student shall make the final decision regarding the student's discipline.

Because of safety concerns, students are not allowed to get off the bus at the high school or middle school unless that is their designated stop. Parents must pick up students at their home school. Once a student is on the bus, he/she cannot be removed from the bus until the bus reaches the student's designated stop.

POPLARVILLE HIGH SCHOOL DISCIPLINE PLAN

The following discipline plan is in effect at school, transportation to and from school, and during all school activities including field trips.

VIOLATION	POSSIBLE CONSEQUENCE	DEMERITS
1. Any act, deemed as a Level 3 offense listed on Page 81-83	Possible OSS, Possible Expulsion Alternative School, Discipline Hearing, Parent Notified	100
2. Striking, threatening, or endangering any teacher, administrator, or staff member	Discipline Hearing Police Will Be Called Possible OSS Possible Expulsion	100
3. Use, sale, possession or under the influence of illegal drugs on school grounds	Discipline Hearing Police Will Be Called Possible OSS Possible Expulsion	100
4. Use or possession of dangerous objects that could be used as weapons	Discipline Hearing Police Will Be Called Possible OSS Possible Expulsion	100
5. More than 1 person involved in an attack on an individual	Discipline Hearing Police May Be Called Possible OSS Possible Expulsion	100
6. Use, sale, possession or distribution of non-prescription or prescription drugs on school campus, school property or at school activities	5 Days OS Discipline Hearing Police Will Be Called	100
7. Vandalism	OSS Police Will Be Called	50-100
8. Refusing to turn in cell phone	Possible OSS, Alternative School or Discipline Hearing	50-100
9. Harassment of staff on campus including profanity towards staff ● The individual staff member may file a report with the police/sheriff for off-campus harassment.	OSS Up To 10 Days Police May Be Called Possible Expulsion Hearing	50-100
10. Use, sale, possession, or under the influence of alcoholic beverages on school grounds/school activities	OSS Up To 10 Days Police May Be Called Possible Expulsion Hearing	50-100
11. Assault	3-10 days OSS Police will be called. Parents will be called.	50-100
12. Stealing -The school will not search for banned electronic devices which come up missing	Return of Property and Possible OSS Police May Be Called Possible Discipline Hearing	50-100

13. Possession of cell phone or other electronic device during state testing	Confiscate item, discipline hearing, possible alternative school placement	100
14. 2nd Fight in the school year (Aggressor)	OSS Police May Be Called	50-100
15. Buying non-prescription or prescription drugs on campus.	3 Days OSS Parents Contacted and Must Meet with the Administration for Student to Return to School -Police Will Be Called	50-100
16. Use or possession of any substance that is portrayed as an illegal substance	Police Will Be Called OSS	50-100
17. Initiation or Hazing in any sport or activity	Removal From Activity Police May Be Called	50-100
18. Defacing school property, computer software, hardware damage	Restoration of Property	50-100
19. Fighting at school or school activities	Possible OSS - Police May Be Notified and student may be Removed by Law Enforcement. Parents called.	50-100
20. Bullying, Harassment, intimidation or threatening students	Possible OSS Police May Be Called Threat Assessment Conducted	50-100
21. Any unauthorized video made on school campus or at school sponsored activity	Possible OSS Police May Be Called	30-100
22. Use or Possession of Tobacco Products including nicotine containing products such as Vapes, E-cigs, etc.		50-100
23. Inappropriate Physical Contact	Possible OSS	30
24. Leaving campus without authorization or skipping classes including aiding others in leaving campus	Possible OSS	20
25. Disrespect, insubordination or open defiance of school personnel, including aiding others in misbehavior - Refusal to obey	Possible OSS	20-100
26. Classroom Disruption, Campus Disruption	Possible OSS	20
27. Refusal to identify yourself properly when requested by staff	Possible OSS	15
28. Violation of School Internet/Lab Policy	Internet privileges revoked.	20
29. Student Parking Lot Violation including but not limited to: a) entry without permission/parking permit; b) speeding; c) careless driving; d) disturbing peace (excessive noise); e)no loitering in the parking lot before, during, or after school	Possible OSS	20
30. Forgery	Possible OSS	20

31. Cell Phone (including all other electronic devices) Violation	Confiscated item will be locked in the Principal's office for one month for the first offense and for one full calendar year for the second offense, at which time the parent/guardian may pick up the item	10
32. Profanity, vulgarity (including gestures) and possession of pornography	Possible OSS	10
33. Uniform Violation	Parent Notified	10
34. Out of Area, Loitering		10
35. Body Piercing		10
36. Improper Use or Possession of any Legal Medication	Possible OSS	10
37. Improper behavior at any school activity	Possible OSS	10
38. Public Display of Affection		10
39. Out of class without pass		5
40. Lack of class materials (book, pencil, paper, etc.)		5
41. Four tardies and each subsequent tardy per semester.	Lunch detention or Break detention	5
42. Cheating	0 (Zero) On Test - Parent/Guardian Conference	

Notes

1. OSS (Out of School Suspension)
2. Individual teachers maintain the right to revoke privileges as a punishment.
3. Accumulation of 50 demerits will require a behavior plan meeting with a parent, counselor, and administrator.
4. Accumulation of 100 demerits will require a discipline committee hearing.
5. Any major violation can result in police notification.

MIDDLE SCHOOL OF POPLARVILLE

Welcome to Middle School of Poplarville (MSP)! We are incredibly excited to begin a new year. As we embark on this journey through middle school, we pledge to you, our students and parents, to provide engaging, meaningful, and rigorous work in our classrooms, combined with a plethora of special events and activities, along with extracurricular clubs and athletic teams to encourage our Hornets to be involved and stay connected.

The mission of MSP is "Making Success Possible". Daily, we strive to help every child reach his/her potential, but we can't do it alone. Please know that we highly value home/school communication here at MSP. Communication is vital, and it plays an integral role in each student's success.

We are looking forward to a positive and productive year together. We extend a special yearlong invitation to our families to join us at school activities and events whenever possible. We want, we need, and we value your involvement and support in your child's education. Your active participation is key to the success of your child during his/her middle school years.

Again, we welcome you to Hornet Nation and to our wonderful school. It is, indeed, a place where we make success possible each day for every student!

Principal and MSP Family



Information for Parents

Parent Communication

To increase communication between home and school, MSP utilizes a variety of communication tools:

- Poplarville School District website at www.poplarville schools.org
- Communication including group text, individual text, and/or phone calls through SchoolStatus
- Notes, flyers, and newsletters
- Planners which are provided for each student

If you are in doubt about something or have a question, please call the office at 601-795-1350.

Middle School Classes and Electives

Students at the Middle School of Poplarville will take the following core classes:

6th Grade	**7th Grade**	**8th Grade**
Math	Math	Math*
Science	Mississippi Studies*/Health*	Science
ELA (Eng. Language Arts)	ELA	ELA
Social Studies	Cyber Foundations*	World History*
Learning Strategies	Science	Career Explorations*

6th Grade Electives	**7th and 8th Grade Electives**
Beginner Band	Beginner Band/Performance Band/Advanced Band*
Gifted	Choir*
Choir	Physical Ed*
Physical Ed	Music Appreciation*
	Keyboard*
	Photography*

*These classes can earn credit towards graduation and are calculated in high school grade point average (GPA).

The administration of the Middle School of Poplarville will make schedule changes under the following circumstances:

1. Upon teacher recommendation
2. Class Size
3. When it is deemed to be in the best academic interest of the student.

Dances

MSP dances are a fundraiser. Dances are held in the MSP cafeteria from 6:30 pm-8:30 pm on designated Friday nights. Students in 6th-8th grades, who are MSP students, may attend. Students must be present the day of a dance in order to attend the dance. Students with 100 demerits, on probation, in alternative school, or have attended alternative school in the academic year are not eligible to attend dances. Uniform dress is not expected, but school appropriate dress is required.

Dress Code for MSP Dances

Appropriate dress is required.
NO low cut blouses
NO short skirts without leggings underneath
NO midriffs showing
NO baggy or sagging pants
NO spaghetti straps without a sleeve shirt covering it
NO pajama pants
NO short shorts

Awards Day

Awards Day is a highlight at the end of the school year. This is the time when our students are rewarded for their accomplishments. Students must wear uniforms for Awards Day. Parents and friends are welcome to attend these events unless otherwise announced by school administration.

Perfect Attendance
Students must be present for the entire class, every day to receive a "Perfect Attendance Award." (No Tardies-No Checkouts) Please refer to the District section of this Handbook for additional information regarding *attendance*.

Positive Behavior Program
MSP places an emphasis on recognizing students with good grades, exemplary behavior, and consistent school attendance through its positive behavior programs. Students who meet the following criteria each nine weeks are assigned membership into the Diamond or Platinum club:

- Diamond Club
    - No grade less than an A on report card

- Platinum Club
    - No grade less than a B on report card

Club membership is determined after each 9 weeks.

Students are recognized and rewarded throughout the school year through recognition activities and programs.

Discipline Procedures
Middle School teachers and staff put emphasis and recognition of positive behaviors. We make sure all students understand the school rules and the importance of obeying them. Student misconduct takes up valuable learning time, decreases learning opportunities, and interferes with school safety. MSP faculty, staff and administration understand the importance of having a bully-free campus. All precautions are taken to reduce bullying on campus. Bullying is defined as a **habitually cruel or over-bearing repeated activity with a particular child singled out over and over again.** Bullying happens when individual groups of people continue to hurt, frighten, threaten, or exclude another person on purpose. Bullying can also happen online or electronically. Cyber bullying is when individuals bully each other using the internet, a mobile device, or other cyber technology.

School policy is to establish meaningful rules that focus on respect for other people, for property, and safety. Please be aware of the disciplinary section for the Middle School of Poplarville in this handbook. The procedures of this handbook will be followed for discipline issues. If necessary to maintain order at the school, a parent may be called to pick up a student. Please know there are some violations that **MUST** be reported to the police to help maintain order at the school.

Code of Conduct
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, parents and visitors with dignity and respect.
4. Maintain healthy personal hygiene.
5. Help foster a safe, orderly and educational atmosphere for learning.
6. Respect school and district property and the property of others.
7. Respect and obey the rules of the classroom, school, district, state and nation.

Conferences
If you, the parent, feel a conference is needed for any reason, please do not hesitate to arrange one by contacting the MSP office at 601-795-1350. Always call in advance for an appointment.

Messages at School
Except in the case of emergency, classes will not be interrupted by messages to students from parents/guardians or others. When it is necessary for a child to deviate from his normal routine, a note from the parents should be presented to the office. Telephone messages are NOT accepted at school. *Please make arrangements before the student leaves home if the student is not to ride the bus or is to ride a different bus.* The office phone is a business phone, and students will not be allowed to use it unless deemed as an emergency!

Checkouts
With proper ID, ONLY persons listed in the online registration portal may check students out of school.

Please attempt to schedule necessary appointments after the school day. Students not in attendance for a minimum of 63% of the instructional day will be marked absent. Checkouts will not be permitted after 2:45.

Visitors
All visitors are required to report to the office upon arrival on campus. Any individual with permission to be on campus will receive a pass and the teachers will be notified that the visitor is on campus. The regulation of visitors is for the safety of all students. Visits are allowed at the discretion of administration and must be scheduled.

Non-Educational Items
Students should bring only school-related items to school. Students are not allowed to bring non-educational materials, including but not limited to, toys, fingerboards (tech decks), cards, radios, cell phones, other electronic gadgets, cameras, laser devices, and games to school unless requested by the student's teacher and approved by an administrator as a part of instruction. Students who fail to comply will have their items confiscated. Non-compliance can result in disciplinary actions. The parent will have to come to the school to obtain the item as allowed by the district policies. The school, administrators, faculty and staff are not responsible for lost, stolen, or confiscated items. Please refer to the section on *cell phones, personal possessions and electronic devices policy* for more information on this matter.

Cologne and Body Spray
Due to concerns for the health, safety and welfare of everyone at MSP, students should not bring cologne/body spray to school. The use of these items may cause respiratory problems for others. If confiscated, these items may be kept until the parent comes to get them.

MIDDLE SCHOOL OF POPLARVILLE DISCIPLINE LADDER

LEVEL 3

These behaviors are considered to be the most serious and can usually be classified as criminal acts. Administrative action is required and will result in the involvement of local law enforcement authority. Anytime a student accumulates 100 or more demerits, it will result in possible OSS and a Discipline Hearing. Parents will be notified.

VIOLATION	POSSIBLE CONSEQUENCE	DEMERITS
1. Any act deemed as a Level 3 offense listed on the district discipline plan	Possible OSS Possible Expulsion Discipline Hearing Parent Notified	100
2. Striking, Threatening, or Endangering Any Teacher, Administrator or Staff Member	Threat Assessment Completed Discipline Hearing Police Will Be Called Possible OSS Possible Expulsion	100
3. Use, Sale, Possession, Distribution, or Under the Influence of Illegal Drugs on School Campus, School Property, or at School Activity	Discipline Hearing Police Will Be Called Possible OSS Possible Expulsion	100
4. Use or Possession of Dangerous Objects That Could Be Used as Weapons	Discipline Hearing Police Will Be Called Possible OSS Possible Expulsion Threat Assessment Completed	100
5. More than One Person Involved in an Attack on an Individual	Discipline Hearing Police Will Be Called Possible OSS Possible Expulsion	100
6. Use, Sale, Possession, or Distribution of Prescription drugs on School Campus, School Property, or at School Sponsored Activities.	5 days OSS Discipline Hearing Police will be called	100
7. Use, Sale, or Distribution of Non-prescription drugs on School Campus, School Property, or at School Sponsored Activities.	5 days OSS Discipline Hearing Police Will Be Called	100
8. Possession of Cell Phone or Other Electronic Device During State Testing	Confiscate item Discipline Hearing Possible Alternative School Placement	100
9. Use or Possession of Fireworks or Related materials	Possible Discipline Hearing Possible Expulsion Police may be notified Threat Assessment Completed	Up to 100
10. Initiation or Hazing at School, Sport, or Activity	Police May Be Called Removed From Activity Possible OSS	Up to 100

	Possible Discipline Hearing	
11. Harassment of staff on campus including profanity towards staff	OSS up to 10 Days Police Will Be Called Possible Expulsion Hearing The individual staff member may file a report with the police/sheriff for off-campus harassment.	Up to 100
12. Use, Sale, or Possession of Alcoholic Beverages on School Grounds / School Activity	OSS up to 10 Days Police Will Be Called Possible Expulsion Hearing	50-100
13. 2nd Fight in the School Year (Aggressor)	OSS Police Will Be Called Parents Will Be Called	50-100
14. Buying non-prescription or prescription drugs on campus, any school property, and/or school activity (including but not limited to bus)	3 Days OSS Police will be Called Parents contacted and must meet with the administration for student to return to school	50-100
15. Refusal to Turn in Cell Phone	Possible OSS Possible Discipline Hearing	50-100
16. Assault	3 to 10 Days OSS Police Will Be Called Parents Will Be Called Possible Discipline Hearing	50-100
17. Stealing - The school will not search for banned electronic devices which come up missing	Return of Property or Restitution Possible OSS Possible Discipline Hearing Police Will Be Called	50-100
18. Vandalism	Up to 2 Days OSS Possible Discipline Hearing Police Will Be Called Restoration or replacement of property including software and hardware	50-100
19. Possession of Any Substance That Is Portrayed as an Illegal Substance	Possible OSS Possible Discipline Hearing Police Will Be Called	50-100

*The individual staff member may file a police report for off campus incidents.

LEVEL 2

These behaviors are either (1) of a more serious nature than Level 1 misconduct or (2) Level 1 misconduct that, due to the frequency of the behavior or ineffectiveness of the teacher's action, have been upgraded from Level 1. Misbehavior classified or upgraded to Level 2 requires intervention by the administration.

VIOLATION	POSSIBLE CONSEQUENCE	DEMERITS
1. Harassing, Intimidation, Bullying, or Threatening	Possible Threat Assessment Possible OSS	50-100
2. Sexual Harassment	Possible OSS Parents will be called Police Will Be Called	Up to 50-100
3. Fighting at School or School Activities	Possible OSS Police Will Be Called Parents Will Be Called	50-100
4. Any video made on school campus or at school sponsored activity	Possible OSS Police Will Be Called	30
5. Any inappropriate video made on school campus or at school sponsored activity	Possible OSS Police Will Be Called	50-100
6. Defacing School Property (Cost Money to Repair)	Restoration or Replacement of Property Including Software or Hardware Possible OSS	50-100
7. Skipping School (leaving campus)	Possible OSS Police Will Be Called	30
8. Possession of pornography or inappropriate materials	Possible OSS Police Will Be Called	10-25
9. Inappropriate Physical Contact	Possible OSS	20
10. Selling of tobacco products in any form. Including but not limited to products containing nicotine such as vapes, e-cigs, etc.	Loss of product Police Will Be Called	50-100
11. Possession or Use of tobacco of any form. Products including nicotine containing products such as vapes, e-cigs, etc	Loss of Tobacco product Police Will Be Called	50-100
12. Disrespect, insubordination, or open defiance of school personnel and/or blatant refusal to obey school personnel	Possible OSS	20-100
13. Improper Behavior that Disrupts Classroom Learning - After Steps in Discipline Ladder	Possible OSS	20
14. Verbally Aggressive Behavior	Possible OSS Possible Threat Assessment Police Will Be Called	20

15. Improper Behavior On School Campus, School Property, or at a School Activity	Possible OSS	20
16. Improper Use of Technology	Possible OSS Possible loss of technology credentials issued by PSD	20
17. Improper Use or Possession of Non-prescription drugs	Possible OSS	20
18. Skipping Classes	Possible OSS	20
19. Violation of School Internet Policy	Internet Privileges Revoked	20

LEVEL 1

These behaviors are usually minor infractions that are normally managed by the teacher at the classroom level. However, if a Level 1 behavior is of a continuous nature or if the teacher's actions are unsuccessful in correcting the misconduct, then a Level 1 misbehavior may, at the discretion of the administration, be upgraded to a Level 2 misbehavior.

VIOLATION	POSSIBLE CONSEQUENCE	DEMERITS
1. A student's appearance should not be disruptive in any way, nor should it interfere with the learning process in any manner. A. No piercing other than ears. B. No chain belts. C. No oversized clothes. D. No head coverings. E. No low rider pants. F. No bling-bling. G. No jelly "snap" bracelets. H. No sunglasses. I. No gang, occult or cult related apparel J. No Bandanas K. No drawing on the skin	1st Offense: Parent/Guardian will be called to bring clothing that meets uniform standards Warning 2nd Offense: Parent/Guardian will be called to bring clothing that meets uniform standards Warning 3rd Offense: Refusal to Obey 4th Offense: Possible OSS Additional non-compliance will be treated as a discipline referral OSS 2 days.	10
2. Gambling	Parent/Guardian Contacted	5
3. Possession or use of cell phones and electronic devices (including but not limited to radios, tape players, iPods, beepers, MP3 players, smart watches that can text and call, etc.)	1st Offense: Confiscate for 1 month 2nd Offense: Confiscate for calendar year Parent responsible for picking up electronic device/phone	10

4. Out of Class Without a Pass/out of area	Parent contacted	5
5. Profanity, vulgarity (including gestures)	Parent contacted	10
6. Five Tardies	Parent contacted 1st Offense: Warning 2nd-5th Offense: 1 day of detention	5
7. Cheating	Parent/guardian notified. Students will receive a zero (0) on the test or assignment. Teachers may choose to have students retake and average the retest grade and zero.	
8. Public Display of Affection	Parent contacted	10
9. Forgery	Parent contacted	Up to20
10. Lack of Required Materials	Parent contacted	5

It is important to remember that misbehaviors are classified for management purposes. Any misbehavior can be upgraded and dealt with by school personnel in accordance with the frequency, seriousness, and magnitude of the misconduct. **Administration may impose rules and regulations as deemed necessary for the safety and welfare of the students.**

NOTES

Individual teachers maintain the right to revoke privileges as a punishment.
Accumulation of 100 demerits will require a discipline committee hearing.
Students with 100 demerits and requiring a discipline hearing will not be allowed admittance to extracurricular activities such as sports games, dances, field trips, etc.
Any major violation can result in police notification.

POPLARVILLE UPPER ELEMENTARY

Dear PUE Parents and Guardians,

We are thrilled to welcome you to the 2026-2027 school year at Poplarville Upper Elementary. As the principal, I am honored to be a part of this wonderful school community. Our school is dedicated to creating a safe, supportive, and inclusive environment where every child can thrive.

At Poplarville Upper Elementary, we believe that education is a partnership between the school, families, and the community. Our faculty is dedicated to providing our students with the best possible educational experience, and we are committed to working collaboratively with families to ensure that each child reaches their full potential. We understand that every child is unique and has their own set of strengths and challenges. Our teachers are committed to providing individualized support and encouragement to help each child succeed. We believe that fostering a love of learning and curiosity, can help our students develop the skills they need to succeed in the 21st century.

We also believe in the importance of social-emotional learning and character development. Our school focuses on building positive relationships between students, staff, and families, and we encourage our students to be kind, respectful, and responsible members of the community. We at PUE are excited to work with each of you to create a successful and fulfilling school year for our students. Please do not hesitate to reach out to me or any member of our staff if you have any questions or concerns.

Sincerely,

Judson Necaise
Principal, Poplarville Upper Elementary

School Day

PUE's doors will open at 7:30 a.m. each morning. Students should report directly to the cafeteria to eat breakfast or directly to their homeroom if they choose not to eat. Due to limited space, health, and safety concerns, parents cannot escort their children to the individual classrooms.

Students should not arrive at school before 7:30 a.m. No one is on duty prior to 7:30 a.m. and no one is available to supervise any student prior to that time.

Visitors

All visitors, including parents, must report to the office upon arrival on campus. Any individual with permission to be on campus will receive a pass, and the teacher will be notified that a visitor is on campus. The regulation of visitors is for the safety of all students.

Attendance & Perfect Attendance

Students' attendance at school will significantly impact how students will benefit from the programs offered. Therefore, we urge parents to schedule appointments for students after school hours or on days when students are out of school. *After being absent, a student should bring a note from the parent/guardian or doctor within five (5) days of returning to school.* If a note is not received in the office within five (5) days of an absence, the absence will be unexcused. *Parents can provide up to eight notes to excuse absences without getting a doctor's excuse.* The note should account for each day the student was not at school and should provide an explanation/reason for the absence.

****In order to attend Parents Night Out, students must attend school the day of the event.****

Poplarville Upper Elementary is required by Mississippi Attendance Law to report to the School Attendance Officer when a student reaches his or her 5th, 10th, and 12th unexcused absences, including suspensions, during a school year. Too many absences, whether excused or unexcused, can keep students from achieving academically. Also, reports are required to be made to the Department of Child Protective Services when a student has unexcused absences for five days during a nine-week period.

Because of our reporting requirements and to better provide for the safety of all students, we urge parents to contact the school and report any time their child will be absent from school. Reported absences are not always excused. Excused absences are defined by Mississippi Code 37-13-91.

Please refer to the District section of this Handbook on *absence* and *attendance* for additional information.

Grading Procedures & Make-up Work Policy

Grading Scale & Procedures

Grading Categories

- 15% Homework/Completion Assignments/Participation/Guided Practice/Spelling Test/Vocabulary/Test/Multiplication quizzes, Any Formative Assessments

- 35% Classwork, Summative Assessments
- 50% BMA Tests & I-Ready Diagnostic

Make-up Work Policy:

Any assignments missed due to an absence must be made up five school days of the absence occurring. If a student is out for an extended period of time, the student will have twice the amount of time to complete the work as they missed.

Extra Credit
No extra credit assignments are to be given for any academic class in any form.
Extra credit is any work that is optional for students to do that can only increase their grade.

Messages at School
Classes will not be interrupted to deliver messages to teachers or students. *Students must have a note from a parent or guardian when there is a change in their afternoon routine.* For safety reasons, **telephone messages, emails, or fax** to change a child's routine **are not accepted** at school. **Do not email the classroom teacher or office staff to make changes in student's transportation.** Students will be allowed to use the office phone only if the situation is deemed an emergency. Without an approved note, students will follow their normal afternoon routine. Please refer to the District section of this Handbook for additional information regarding *Messages*.

ActiveParent
Access to grades and attendance is available through ActiveParent for grades K-12. For information about enrolling in the service please contact the school office.

Meal On-Line Application
PSD requires parents to apply for free or reduced meals and to monitor their child's meal account. Meal applications can be submitted via https://www.schoolcafe.com/POPLARVILLESEPSCHLDISTRICTMS. Parents may apply in advance for their child's meals through this app. For more information on the cost of meals and for information regarding applying for free or reduced meals, visit *District Food Service Program* on page 48 of this handbook.

Contact Information
A current address and valid contact number and address must be on file for each student. Please come in and complete a change of address/phone number form as soon as they occur. No changes can be made over the phone, through email, or fax.

Label Belongings
Please label all of your student's belongings. Bookbags, school supplies, coats, sweaters, eyeglasses, and lunchboxes can be easily misplaced. All items found at the school will be turned in to the office and then placed in the lost and found area of the school. Unclaimed items may be donated, if unclaimed.

Bus Riders & Walkers

Bus students and students who walk will be dismissed from class at 2:55 p.m. The students who walk will leave campus before the buses leave campus. *Students must have a note from their parents to change their regular afternoon routine.* For safety reasons, bus students will not be allowed to get off the bus at the High School or the Middle School unless it is their designated stop. PUE students must be picked up at PUE. Once a child is on the bus, he/she cannot be removed from the bus until the bus reaches the child's designated stop. Please refer to the *School Bus Transportation* section of this Handbook for additional information regarding school bus operations rules, regulations, and discipline procedures.

Checkout Policy

Please refer to the District section of this Handbook on *Attendance* and *Checkout Policy* for additional information regarding checkouts. **Checkouts will be permitted until 2:30 p.m.**

Drop Off and Car Rider Procedures

PLEASE REMEMBER WE ARE A SMOKE-FREE CAMPUS

1. **Arrival For Car Riders**

   PUE's doors will open at 7:30 a.m. each morning. Students will be dropped off in the designated area in the back of the school at 7:30 a.m. Students should report directly to the cafeteria to eat breakfast or directly to their homeroom if they choose not to eat. Due to limited space, health, and safety concerns, parents/guardians are not allowed to escort their children to the individual classrooms. Drivers should remain in a single line, then pull forward to allow their passenger(s) to exit the vehicle on the passenger side **in the designated loading/unloading area only**. Encourage your student to exit the vehicle. Every effort is being made to provide for the safety of the students. While driving on school grounds, please be alert and cautious. There is a concentration of vehicles and pedestrians, and we all need to watch out for each other.

2. End of day (Pickup)

- After 2:30 p.m., parents should not pull onto campus until directed by school personnel. The car line will begin once all the buses are loaded, and the car line will start to exit campus once the buses leave or when directed by employee personnel.
- Students who are typically car riders will have colored placards that show your child's name & homeroom. These should be placed on the passenger side front window when being picked up.
- Students will be released and loaded after all buses are off-campus. Parents must stay in their vehicles and pull forward as directed to pick up their students. This will assist in the safety of all students at PUE.
- Any individuals coming on campus to **check out** a student after **2:15 p.m.** need to park in the designated visitor parking area and not block the bus loading area. All students should be

picked up by 3:30 p.m. **If the parent/guardian cannot make it by 3:30 p.m. they should contact the school as soon as possible.**

- If you arrive at PUE's carline after 3:30 p.m., you must pull around to the front of the school and pick up your child.

CHANGES TO ANY AFTERNOON TRANSPORTATION ROUTINE FOR ANY STUDENT

- Students must have a note from their parent/guardian if they need to change their child's afternoon transportation method. **The note must have the child's name, teacher's name, date, address of the destination, parent/guardian phone number, and parent/guardian signature. Parent/Guardian notes should be sent to school in your child's communication folder or you may bring it to the PUE Office in person before *1:30 p.m*.**
- *Notes sent by email, fax, School Status, or requested by phone will NOT be accepted as appropriate methods of making a transportation change.*
- Notes are to be given to the classroom teacher each morning *(Please refer to the District section of this Handbook for additional information regarding messages).*
- Students will not be allowed to be picked up at ANY campus other than Poplarville Upper Elementary.
- Once a child is on the bus, he/she cannot be removed from the bus until the bus reaches the child's designated stop.
- If a student is suspended from his/her regular bus, he/she cannot ride another route's bus.

Hallway/Sidewalk & Line-up Procedures

Students will then follow the instructions and procedures established by their teachers. Students are to walk on the right side, single file, showing respect for others.

Cafeteria Procedures

Breakfast:

Car riders must arrive at school by 7:50 a.m. to eat breakfast. Students are to enter the cafeteria quietly in a single file line. Time is very limited for breakfast. As a result, no talking is allowed while students are eating breakfast.

Lunch:

Students should follow lunchroom rules and procedures established by their teachers. Teachers moderate how much students can talk and what is an acceptable volume in the cafeteria. Teachers may elect to eat lunch outside with their class, or in their classroom, with their students, at their discretion with administrator approval.

Bathroom Procedures

Students will conduct themselves appropriately and show respect for school property and fellow students by being quiet, orderly, and neat. Students will follow classroom routines and procedures established by their teachers.

P.E. & Recess

- It is recommended that students wear athletic-style shoes for P.E. and recess.
- Recess is required by the Mississippi Department of Education. During the fall and winter, students should be dressed appropriately for outside recess. In order for students to participate in recess and P.E. class, all hoodies and jackets must be taken off when the outdoor temperature is above 75 degrees.

Parent Communication

Requests for a conference in person or by phone must be made at least twenty-four hours in advance of the meeting. PUE encourages parents to maintain regular communication between home and school. We encourage parent, student, teacher, and administrator conferences as needed to keep everyone informed and working together. Teachers have responsibilities before, during, and after school that may prevent them from being able to conduct a conference when a parent drops by the school. As a result, teacher conferences in person or by phone have to be scheduled in advance. PUE faculty will respond to calls, text messages, and emails within twenty-four hours of receiving them unless the faculty member is absent from work.

Parent and teacher conferences may be scheduled through School Status or parents can call the school to request a conference. Conferences can be held in person or by phone through School Status. Teachers are required to post two grades per week in each subject in their grade book, which is viewable to parents through ActiveParent. School Status should be used as the primary means of communication between home and school.

Tutoring

Parents will be notified when special tutoring programs are available. Information will be sent home with students.

Retention

Per the Literacy Based Promotions Act of 2013, ***ANY*** student in third grade who makes below Level 3 on the 3rd Grade Reading Assessment (The Gate) ***will not*** be promoted to 4th Grade unless the student meets the good cause exemption. All students, grades 3-5, will be required to meet the mandatory district requirements for promotion. In order to be promoted to the next grade, students must have a final average of 65 in ELA & Math.

School Parties

The only parties approved for the PUE School will be the day before the Christmas holidays begin and the last day of the school year. Food items must be store-bought. *Check with the teacher about food allergies in the class.* Please contact the homeroom teacher before sending birthday snacks.

Gifts at School

NO GIFTS WILL BE ACCEPTED FOR STUDENTS AT PUE.

The delivery of gifts at school, including but not limited to balloons, flowers, or stuffed animals, will not be accepted by school personnel for delivery to students on any day. Please refer to the District Handbook section concerning *gifts*.

Toys at School (Non-Educational Items)
Any toys, cards, or other non-educational items brought to school will be held until the end of the school year. The items will not be sent home via the students. Parents will have to pick them up from the PUE campus.

Makeup, Perfume, & Cologne
Due to concerns for the health, safety, and well-being of everyone at PUE, students should not wear perfume or cologne to school. Students should not bring make-up, perfume, cologne or body spray to school. When confiscated, these items will be kept until the end of the school year. Parents will have to come to the school to obtain the items.

Student Conduct
PUE student expectations and procedures are provided to ensure that every student knows what is expected. Student misconduct disrupts the teaching and learning process. Our school policy establishes meaningful positive rules which focus on "being kind, caring, respectful, and being present" every day (if possible).

Code of Conduct
Students are expected to abide by the following:

1. Follow the directions of your teacher.
2. Do not do anything that interrupts instruction.
3. Do not touch anyone else or anything that does not belong to you.
4. Be truthful & respectful.
5. Do not discuss, joke, or make any statements regarding violent acts, or make any threatening comments or gestures.

Threats & Self-Harm
Student safety is of the utmost importance. Any form of threat or aggression, harassment against other students whether verbal or physical, made towards others or oneself, will not be tolerated and will result in disciplinary action. A Threat Assessment will be conducted by trained personnel to assist with the determination of disciplinary action and level of threat. This assessment may result in a Functional Behavioral Assessment or an outside assessment. Parents/Guardians will be notified of results and additional action that should be taken.

Discipline Hearings:
Any student with consistent and/or severe misbehavior will be subject to a *school discipline committee hearing*. At the hearing, parents and the student will be given an opportunity to address the committee about the discipline issue and their concerns. The committee will consist of three to five teachers/administrators.

Discipline Policy & Procedures

Students will follow the instructions and procedures established by their teachers. Teachers maintain the right to revoke or alter privileges as a consequence of inappropriate level one behavior.

Examples:

Activity Detention

Walking laps at recess or recess detention

Classroom Discipline Ladder Example:

Confined to each class & resets at the start of each new week

1. Name on the board - Warning.
2. One check mark - copy multiplication facts.
    a. Established at start of school.
    b. Determined by each grade level.
3. Two or three check marks - copy multiplication facts table and/or activity detention.
    a. Established at start of school & determined by each grade level.
    b. Parents must be notified via School Status when activity detention is given by the teacher before the end of the day.
    c. Activity detention can be used if a student is off task and not completing his work w/out any check marks given.

4. Four Checkmarks (Third Grade) Three Checkmarks (Fourth & Fifth Grade)

- Office referral and will result in at least one of the following:

- Placed in behavior modification class the rest of the day.
- Assigned behavior modification the next day during that class period.
- Assigned full day of behavior modification class.

Level One Offenses

These behaviors are usually minor infractions that the teacher normally manages at the classroom level. However, if a Level 1 behavior continues and/or the teacher's actions are unsuccessful in correcting the behavior, a Level 1 behavior may, at the teacher's discretion, be upgraded to a Level 2 behavior. Our expectations are for all students to follow the *Code of Conduct* as outlined in this Handbook.

When a student exhibits inappropriate behavior, teachers will address the student. They may notify parents of inappropriate behavior, depending on the severity. If the inappropriate behavior continues, the student will receive consequences that may include, but will not be limited to, loss of activity class, writing lines, etc. Teachers must contact parents once this occurs by the end of the day if the inappropriate behavior persists the day of or within five days of the original incident. In that case, the teacher may increase the initial punishment or, depending on the severity and frequency, the teacher may upgrade it to a Level 2 offense. *Any child who receives one Level 1 offense will be ineligible to attend the upcoming Parents Night Out.*

Some Examples of Level 1 Offenses In The Classroom Setting Include:

- talking without permission/arguing back
- leaving his/her seat without permission
- throwing objects
- suggestive language
- teasing others
- off-task/cheating
- lying
- sleeping in class
- not completing classwork

Uniform Dress Code

Please review the *Poplarville School District Uniform Policy K-12* on pages 21-24.
It is important for all students to adhere to the dress code. Consequences for non-compliance are as follows:

1st violation - warning
Multiple violations may result in activity detention, recess detention, or in school behavior modification.

Level Two Offenses

These behaviors are either (1) of a more serious nature than level one offenses or (2) Level 1 offenses that, due to the frequency of the behavior or ineffectiveness of the action taken, have been upgraded from Level 1. Inappropriate behavior classified or upgraded to Level 2 requires intervention by an administrator. Students exhibiting Level 2 behavior shall be referred to the office by school personnel for administrative action. Level 2 behaviors may be upgraded to Level 3 behaviors due to the frequency or severity of the behavior. If your child is placed in Intervention Class, an administrator will contact you before the end of the business day. *Any child who receives one Level Two offense will be ineligible to attend the next Parents Night Out.*

Some Examples of Level Two Offenses in the Classroom

- reaching the highest classroom discipline ladder.
- blatant defiance
- disrespect
- profanity
- disrupting the instructional process
- threatening or self-harm statements (no matter the context)
- hitting or pushing another student
- removing items from the teacher's desk
- stealing

- inappropriate physical contact or violent act
- out of area

Consequences/Steps for Level Two Offenses

Step 1

- possible administrative warning: an administrator will attempt to contact parent/guardian before the end of day
- intervention class for the remainder of the day
- intervention class for one day
- parent contact

Step 2

- intervention class up to two days
- parent contact

Step 3

- intervention class for three days or OSS up to three days
- parent conference
- discipline committee meeting

A referral to the Teacher Support Team may be made after multiple Level 2 disciplinary referrals

Level Two Example Violations & Consequences

VIOLATION	POSSIBLE CONSEQUENCE
1. Continuous or willful disobedience of school or class rules	Step 1-3 with possible upgrade to Level 3 Ineligible to attend Parents Night Out
2. Disrespect, insubordination or open defiance of school personnel	Step 1-3 with possible upgrade to Level 3 Ineligible to attend Parents Night Out
3. Dishonesty in any form, including false testimony, stealing, possession of stolen items, forgery, cheating.	Step 1-3 with possible upgrade to Level 3 Possible notification of Police Ineligible to attend Parents Night Out
4. Defacing or damaging school property-vandalism	Step 1-3 with possible upgrade to Level 3 Possible restitution Possible notification of Police Ineligible to attend Parents Night Out
5. Harassment, intimidation, threat or bullying, either physical or cyber	Step 1-3 with possible upgrade to Level 3 Threat Assessment Conducted Ineligible to attend Parents Night Out
6. Improper behavior in the classroom, on school campus or at a school sponsored activity	Step 1-3 with possible upgrade to Level 3 Ineligible to attend Parents Night Out
7. Inappropriate language, acts, gestures, or symbols including insults and slighting remarks	Step 1-3 with possible upgrade to Level 3 Ineligible to attend Parents Night Out
8. Inappropriate physical contact	Step 1-3 with possible upgrade to Level 3 Ineligible to attend Parents Night Out
9. Excessive horseplay or verbally aggressive behavior	Step 1-3 with possible upgrade to Level 3 Possible Threat Assessment Conducted

	Ineligible to attend Parents Night Out
10. Physical Assault on, or fight with, student	Step 1-3 with possible upgrade to Level 3 Threat Assessment Conducted Ineligible to attend Parents Night Out
11. Possession of inappropriate materials	Step 1-3 with possible upgrade to Level 3 Ineligible to attend Parents Night Out
12. Use, distribution, or possession of fireworks or related materials	Step 1-3 with possible upgrade to Level 3 Ineligible to attend Parents Night Out
13. Use, distribution or possession of nicotine in any form including nicotine containing products such as Vapes, E-cigs, etc.	Step 1-3 with possible upgrade to Level 3 Loss of item Ineligible to attend Parents Night Out
14. Improper use or possession of medicine	Step 1-3 with possible upgrade to Level 3 Ineligible to attend Parents Night Out
15. Use and possession of non-educational items including but not limited to toys, cards, electronic devices, cell phones, (including but not limited to radios, tape players, iPods, MP3 players, smart watches that can text and call, etc.), etc.	Step 1-3 with possible upgrade to Level 3 Items Confiscated: ● 1st Offense: Confiscate for 30 days. ● 2nd Offense: Confiscate for a calendar year. ● Parents are responsible for picking up electronic devices/cell phones. Poplarville School District Policy will be followed Ineligible to attend Parents Night Out
16. Possession of cell phone or other electronic device during state testing	Item Confiscated: ● 1st Offense: Confiscate for 30 days. ● 2nd Offense: Confiscate for a calendar year. ● Parents are responsible for picking up electronic devices/cell phones. Step 4-6 Ineligible to attend Parents Night Out
17. Inappropriate Use of School Technology	Step 1-3 with possible upgrade to Level 3 Ineligible to attend Parents Night Out
18. Dress Code Violation	1st violation - warning Multiple violations may result in activity detention, recess detention, or in-school behavior modification.

Level 3 Offenses

These behaviors are considered the most serious and can usually be classified as criminal acts. Administrative action is required and and possibly involvement of law enforcement. Please refer to the Poplarville School District Discipline Plan in this Handbook.

Consequences/Steps for Level 3 Offenses are:

Step 4

1. 1 to 5 days Out-of-School Suspension (OSS)
2. reported to MDE

3. possible Threat Assessment completed
4. phone or in-person school conference with parent/guardian

Step 5
1. up to 10 days Out-of-School Suspension (OSS)
2. reported to MDE
3. possible *Threat Assessment* completed
4. re-entry meeting with parents/guardians

Step 6
1. up to 10 days of OSS
2. reported to MDE
3. possible *Threat Assessment* conducted
5. discipline hearing required
6. recommendation expulsion w/services

Level 3 Violations & Consequences

VIOLATION	POSSIBLE CONSEQUENCES
1. Striking, Threatening, or Endangering any school personnel	Step 4-6 Threat Assessment Conducted Possible Police Contact Ineligilbe to attend Parents Night Out
2. Harassment of staff on campus (Staff member may file a police report for off campus harassment)	Step 4-6 Threat Assessment Conducted Possible Police Contact Ineligilbe to attend Parents Night Out
3. Use, distribution or possession of dangerous objects	Step 4-6 Threat Assessment Conducted Possible Police Contact Ineligilbe to attend Parents Night Out
4. Use, distribution or possession of drugs or drug paraphernalia	Step 4-6 Threat Assessment Conducted Possible Police Contact Ineligilbe to attend Parents Night Out
5. Use, distribution or possession of non-prescription or prescription drugs	Step 4-6 Threat Assessment Conducted Possible Police Contact Ineligilbe to attend Parents Night Out
6. Use, distribution or possession of alcohol or alcohol related products	Step 4-6 Threat Assessment Conducted Possible Police Contact Ineligilbe to attend Parents Night Out
7. Use, distribution or possession of weapons	Step 6 Threat Assessment Conducted Police Contact

	Ineligilbe to attend Parents Night Out
8. Second Physical Assault or Fight	Step 4-6 Threat Assessment Conducted Police Contact Ineligilbe to attend Parents Night Out

End Of The Year Awards

All A Honor Roll - Students who receive all A's on their report card at the end of each semester will be recognized at the end of the year awards.

A & B Honor Roll - Students who receive all A's & B's on their report card at the end of each semester will be recognized at the end of the year awards.

96% Club - Students whose attendance is above 96% (no more than two excused or unexcused absences) each nine weeks will receive a citizenship award for each term. The cut off for perfect attendance at the end of the year is the day that students take their last state test.

Teacher Awards - Each teacher will select two students to receive a citizenship and leadership award out of all the students they teach.

Leadership Awards - Characteristics determining selection are, but not limited to, positive influence responsibility, initiative, and resiliency.

Citizenship Awards - Characteristics determining selection are, but not limited to, respectful, kind, good manners, cooperation throughout the school year.

Star Student: Characteristics include the combined traits of leadership, citizenship, and academic performance.

Perfect Attendance - Defined as a student with zero absences and zero instances of arriving late or checking out early.

POPLARVILLE LOWER ELEMENTARY

Welcome to Poplarville Lower Elementary School. The faculty and staff join me in saying how proud we are to have you as part of our school family. The teachers in charge of your child's educational endeavors have planned for each child to reach their potential and provide a learning stretch.

Parents are of vital importance in the success of a child's education. Research shows that active parental involvement is critical to success in the classroom. Always show interest and take time to ask about their day and assignments. Check bookbags for notes and graded papers; please send back any papers that need to be returned. Please feel free to contact the office with questions and concerns. It is important that your child see the school and you working together. Please push for your child's best and never settle for mediocrity. Students need to be responsible for homework, books, book bags, jackets/sweaters/hats/gloves, and notes from the teacher or you; however, we hold you responsible to be on time, abide by drop off and pick up procedures, and have your child ready to learn.

Attendance is perhaps the main component of student success. We do understand sickness and family emergencies. However, when a child misses instruction, it can never be fully recovered. By you checking your student's progress on a regular basis, we can assure a better opportunity for success.

It is only through us working together that we will help students grow physically and intellectually day by day. Our staff is dedicated to ensuring that your child will receive the necessary skills that will help prepare him or her for success from one grade to the next.

This year will be a wonderful year, and it excites the staff and me to be a part of lessons that will be remembered throughout life. I often express to my faculty that I feel like I have the best job in the world and indeed I do! Thank you for trusting us with your prized possession as we strive to impact this world in a positive way!

Sonya Garrett, Principal
and your PLE Family

POPLARVILLE LOWER ELEMENTARY

****Please read the handbook carefully. There are changes to several items from the previous year.

The Principal's Office at Poplarville Lower Elementary is in the front two-story building facing Julia Street. The address is 804 South Julia Street, Suite A, Poplarville, MS 39470. The phone number is 601-795-4736.

See the General Section for <u>BELL SCHEDULES</u>.

<u>BREAKFAST:</u>

- Students who are IN the cafeteria by 7:55 am will have the choice of a hot breakfast or a quick grab breakfast. Students who arrive IN the cafeteria after 7:55 am will get a quick grab breakfast. Breakfast will no longer be served after 8:05.
  NOTE: Car Riders who are planning on eating breakfast at school should be dropped off by 7:45 to have time to get to the classroom, drop off their belongings, and get IN the cafeteria for breakfast.
- All students should be in the classroom at 8:00. Classroom instruction begins at that time. We want to express a thank you for your help in this matter.

<u>MORNING DROP OFF</u>

- CARS will enter from Julia St. (the road behind Hancock Bank) and then take a right at the 4-way onto Church St.. *Cars shall not enter the car line via Main St. directly onto Church St.*
- ONLY SCHOOL BUSES will be turning off of Main Street onto Church St.. Buses will be turning left at the 4-way, and then utilizing the bus drop-off area in front of PLE.
- At 7:30 AM, school personnel will begin accepting students. School personnel are not on duty until 7:30 a.m. Students should not let themselves out of the car. Students should remain in the vehicle until a PLE employee opens the passenger door. Failure to abide by this procedure, *with you leaving your child unattended*, will result in a report to the proper authorities.
- BEFORE entering the turnaround and getting to the drop-off area… STUDENTS, Unbuckle your seatbelt!, Grab your STUFF!, Say a quick goodbye!, Be ready to exit the vehicle!
- While in the car line, minimize big gaps between automobiles. Once stopping at the PLE awning for your child to exit, pull close to the vehicle in front of you.
- Students must be prepared to exit the car quickly on the passenger side of the vehicle.
- If you plan to walk your child to the building, you will park in the grassy lot nearest the cafeteria and follow the sidewalk to the front student entrance. *(Please do NOT use PLE's Parking Lot to do this, as it requires crossing in front of cars and buses.)*
- If a child refuses to exit the vehicle in the car line, the parent must pull into the school parking lot and walk the student to the building.
- Traffic should remain in a single line. DO NOT PASS!
- Car Riders who are planning on eating breakfast at school should be dropped off by 7:45 to have time to get to the classroom, drop off their belongings, and get IN the cafeteria for breakfast.
- Traffic should remain in a single line. **<u>DO NOT PASS! DO NOT PARK AND LEAVE YOUR VEHICLE ON THE STREET. BE COURTEOUS OF OTHER DRIVERS. DRIVE SLOWLY AND WATCH FOR PEDESTRIANS.</u>** ***Remember that the car line takes priority and is expected to be***

allowed to keep moving. PEDESTRIANS are instructed to WAIT until the car line clears before crossing!

- **IF SCHOOL PERSONNEL ARE NO LONGER ON DUTY ON THE ~~FRONT~~ SIDEWALK, AN ADULT MUST COME TO THE OFFICE TO SIGN THE STUDENT IN.**
- In order to minimize disruption and to protect instructional opportunities, parents and visitors are not allowed to accompany students to class during morning arrival time. Duty teachers will be available to escort students to their appropriate class if needed.

STUDENT PICKUP

- All students are issued a single "Car Rider Sign."
  Green tags are for pre-K;
  Yellow tags are for K & 1st Grade;
  Blue tags are for 2nd Grade.
- In order for your child to be picked up in the car line, the PLE Car Rider Sign MUST be adhered to your passenger visor and visible to staff members. This is an expectation for the ENTIRE school year.
- Additional Car Rider Signs are available for purchase in the PLE office for $3 each.
- If you do not have a PLE Car Rider Sign, you will be asked to park in PLE's Parking Lot to come to the office to provide a picture ID in order to pick up a student. The person getting the student must be on the student's checkout list. This is for the safety of your child.
- Carline dismissal will begin at approximately 3:05 pm or upon the release of the buses.
- Kindergarten & 1st Grades' pick-up traffic will line up on Julia St. in front of the Methodist Church and will turn right on Church St. to the pickup location. Please refrain from blocking drive-ways and 4-way stops along the way.
- 2nd Grade will line up on Doyle St. and will turn left on Julia St..
- If a parent decides to walk up to the school instead of driving through the pickup line to pick up a student, the student will be released after CARLINE HAS BEEN COMPLETED or at an administrator's discretion.

LATE PICK-UPS

- Parents are required to pick up children before 3:25 p.m. Teachers are off the clock at 3:25 p.m. A child who is picked up late can get anxious, and teachers who have worked a full day need to be able to count on leaving their job promptly.
- **IF UPON ARRIVAL, PLE'S CAR LINE IS OVER, AN ADULT MUST COME TO THE OFFICE TO RETRIEVE THE CHILD.**

CONTACT INFORMATION

- A current and valid contact number and address must be on file for each student. Any change of address or phone number must be reported to the office immediately. Parents should come to the school in person in order to change any information.
- Oftentimes, the school must contact parents to come to the school (due to sickness, behavior and discipline concerns, required meetings, etc.). If school personnel are unable to make contact with a parent, a report will be made to proper authorities.

COMMUNICATION

Districtwide messages, schoolwide messages, and messages shared with an entire class are frequently sent out through School Status. Sharing information in this manner reduces the use of copy paper and other costs. These messages go to the primary contact of the student -

another reason that phone numbers must remain updated in our system. If you believe you are not receiving messages, contact your child's teacher to ensure that the proper contact and number are "starred."

PLE SCHOOL CALENDAR

Please visit PLE's Calendar on the district website often! https://poplarvilleschools.org/ple/ You will find all school-related functions and special events (and copies of the flyers advertising these things) here. When you are having a hard time remembering what is going on and when, our school calendar is a great way to keep up!

CAMPUS VISITORS

1. **All visitors** must be pre-approved by administration.
2. Refer to the general section for more information regarding **School Visitation/Conferences**.
3. All visitors are required to report to the PLE Office before gaining access to the school grounds. Visitors will find the buildings secure during school hours. Access will only be obtained by checking in through the office and receiving a Visitor's Pass.
4. All visitors will be asked to provide a picture ID upon entering the building. Visitors may also be asked to leave their keys in the office while on campus. They can be retrieved upon return of Visitor's Pass.
5. Visitors to the campus should be advised that his/her visit may be recorded by a surveillance camera.
6. The PLE cafeteria is not open to guests due to limited seating.

MESSAGES AND/OR TRANSPORTATION CHANGES

1. **Please see "Messages to Students from Parents/Guardians and Others" in the front section of this handbook.**
2. Students must have a note from parents if they need to change their child's afternoon transportation method. **The note must have the teacher's name, bus number(s), and address of drop-off, parent contact phone number, and parent signature. Parent notes should be sent to school in your child's communication folder or you may bring it to the PLE Office IN PERSON *BEFORE 1:30*.**
3. EMAILS, SCHOOL STATUS MESSAGES, FAXES, or PHONE CALLS will **NOT** be accepted as appropriate methods of making a transportation change. Students will not be allowed to be picked up at **ANY** campus other than Poplarville Lower Elementary. ***Example:*** *A PLE student may not ride the bus to meet a sibling at one of the other schools.*
4. Once a child is on the bus, he/she cannot be removed from the bus until the bus reaches the child's designated stop.
5. If a student is suspended from his/her regular bus, he/she cannot ride another route's bus.

PERFECT ATTENDANCE

Perfect attendance shall be defined and observed as no absences, no tardies, and no early checkouts from school. Exceptions shall be school bus tardies and school-sponsored field trips.

ATTENDANCE

1. Attendance at school is an important factor in success at school.
2. Tardiness and early checkouts are also addressed due to disruption to the learning process that they both cause.

A student has five school days from the date of the absence(s) to bring in a "Parent Note" to have the absence(s) excused. The note must contain:

- **Written date of note**
- **Written date(s) of absence**
- **Reason of absence**
- **Parent/guardian contact phone number**
- **Parent signature**

**Please see the general section of the handbook titled "Attendance" for other important information. *Provided there is a list of excuses recognized by law.*

****Reminder:* **Mississippi students must be in school 63% of the student's instructional day to be counted present.**

TARDIES

1. School begins at 8:00 a.m. **A student is considered tardy after 8:05.**
2. **Parents must accompany students to the office and sign their child in.**
3. If adults are not on duty in front of the school, you must walk your student into the office and sign them in.
4. Arriving On Time for School makes sure that your child doesn't miss out on instruction and the important learning activities that happen early in the day.

CHECKOUTS

1. Students are not permitted to leave their designated area during school hours without permission. Any student leaving the campus during school hours must be checked out through the PLE office.
2. **No student will be called to the office to check out until the parent arrives.**
3. Students will only be allowed to leave school with individuals the parent has listed as a contact for the student. The information is provided by the parent in the online registration process. Parents should list anyone who may be checking his/her child out from field trips, PLE's Book Parade, Grand Event, School Programs and Awards Day. Checkouts take place with the classroom teacher. All checkouts require the presentation of an ID or Driver's License.
4. **Restrictions regarding parents and custody issues must be supported with legal documents placed on file in the principal's office.**
5. **THERE WILL BE NO CHECKOUTS AFTER 2:30 P.M.**

GRADING

	GRADE LEVEL	ELA & Math
PLE	Kindergarten, 1st Grade & 2nd Grade	Weekly Assessments 50% Unit Assessments and CAs 40% Fluency 10%

MISSING OF INSTRUCTIONAL TIME

We ask for your cooperation in protecting instructional time at our school. We encourage your attendance at various events and activities at school; however, we ask that you do not take students out of class until the end of the school day. The student is missing valuable instructional time that cannot be made up. Checking out of school early, as well as, arriving at school late severely impacts the classroom's instructional program and each child's progress.

MAKING UP TESTS

It is very important that students are here for assessments/tests. Be aware that when a student is making up his/her test, it is often impossible to provide the same testing environment that the student would have had on the scheduled test day. Please be advised that there may be a delay before a suitable time becomes available for a student to make up a missed test due to absence.

Students who have been absent for weekly tests may not receive "graded papers" along with the rest of the class.

GRADES FOR Kindergarten, 1 & 2

For students in Kindergarten, 1st and 2nd grade, he/she demonstrates mastery with a 65 or higher in both English-Language Arts and Math on the report card in order to be promoted. *In Kindergarten, students should successfully master both first semester and second semester ELA standards to ensure they have the foundational literacy skills needed to be successful in first grade.*

HOMEWORK EXPECTATIONS

Homework will be provided to enhance student learning. It gives students extra practice towards the mastery of grade-level skills and provides students the opportunity to "study" for their weekly assessments. After a long school day, please limit homework to no more than 30 minutes.

PARENT ACCESS TO STUDENT INFORMATION

Access to daily grades, attendance, and discipline is available through ActiveParent for grades K-12. For information on enrolling in the service, please contact the school office.

SCHOOL LUNCHES

The district is requiring ALL HOUSEHOLDS to complete a meal application for the upcoming school year. Meal applications are to be submitted online at www.schoolcafe.com… specifically https://www.schoolcafe.com/POPLARVILLESEPSCHLDISTRICTMS. Paper applications are available as well.

Parents can use https://www.schoolcafe.com/POPLARVILLESEPSCHLDISTRICTMS to pay in advance and monitor their child's lunch account. Parents using this app receive a low balance notification prior to the student running out of money. For more info on the Cost of Meals and for information regarding applying for free and reduced meals, visit the general section of this handbook titled "DISTRICT FOOD SERVICE PROGRAM. "

LABEL BELONGINGS

1. All parents are asked to label all their child's belongings so that items can be returned when found.
2. Unclaimed items are kept at school in a storage area until the end of the semester.
3. Items that have not been claimed by the end of the semester will be donated to a non-profit agency.

PARENT/TEACHER CONFERENCES

Poplarville Lower Elementary encourages regular communication between home and school. Parents are encouraged to discuss areas of concern with the child's teacher.

If at any time parents desire to have a conference with the school, please notify the teacher through School Status. Parents may also send a note to the teacher requesting a conference. By following this procedure, conferences may be arranged at a time that will be mutually acceptable to both parent and teacher. No conferences will be held during instructional periods. Conferences must be scheduled in advance.

Conferences should be held between the child's parent or legal guardian and the school. Extra children should not be in attendance.

The principal's office is available to schedule conferences for parents/guardians who need to discuss an immediate concern regarding their child. All efforts will be made to accommodate time and dates.

FIELD TRIPS

**Please see the general section of the handbook titled "Field Trips" for other important information.

1. **Field trips are a special time for *our* students.** When parents are given the option to attend, siblings should *not* accompany them.
2. Siblings or extra children should not be in attendance of school field trips.
3. Lunches for field trips can be purchased through the school cafeteria at the regular price for the student. Field trip lunches will be sack lunches at your child's normal lunch rate.
4. Students who have Level 2 or Level 3 discipline infractions or excessive absences may not be allowed to take field trips.

HEALTH

If a student has been diagnosed as having a chronic health problem such as asthma, diabetes, food allergies, etc. please make sure to send a written statement from a doctor to notify the school nurse.

If a student has an illness that will put them at risk in daily routine, a note should be sent to the teacher and/or nurse.

Any health problem that will prevent a student from participating in Physical Education must be addressed in a note to the principal.

**Please see the general section of the handbook titled "Health Policies" for other important information.

WATER BOTTLES

Students are encouraged to bring and use their own reusable water bottles throughout the school day. To maintain cleanliness and avoid spills, water bottles should contain ***only plain water*** - no flavored drinks, juices, or other beverages are permitted.

Other beverages, such as juice and flavored drinks, may be packed in students' lunchboxes and are permitted to be consumed ***only in the cafeteria during lunch.***

DELIVERIES OF FOOD & BEVERAGES

1. Any food item which parents wish to bring to school should have prior permission from the teacher.
2. **Food items and beverages for students should be provided by the parent in individualized serving sizes. Full cakes, including cookie cakes, are not permitted UNLESS they have already been pre-cut into individual servings for the entire class. Teachers do not have utensils for cutting nor paper products for serving… nor the time to do so. Items that do not follow these guidelines will be turned away at the front office and will not be delivered to the classroom.**
3. **Food items and beverages should contain an ingredient list and nutrition label.**
4. Students in the classroom with food allergies or illnesses such as diabetes should have snacks on hand with the teacher. These items should be provided by the parent of the student with the allergy or illness.
5. Any food delivered by a parent for a class activity ***must be delivered by 11:00 a.m. to the school office.***
6. Items will be delivered to the classroom by office personnel.
7. Students should not bring breakfast items to school, whether by bus or car. Only breakfast from the PLE cafeteria will be permitted on campus.

PARTIES

1. School parties are limited to the classroom students.
2. "NO SOCIAL **PARTY INVITATIONS**" should be given out to students in classes at school unless there are invitations for ALL students in the classroom. Students may not understand that everyone cannot be invited. Students that do not get an invitation feel left out.

GIFTS AT SCHOOL

NO GIFTS WILL BE ACCEPTED FOR STUDENTS AT PLE. The delivery of gifts at school, including but not limited to, balloons and flowers, shall not be accepted by school personnel for delivery to students on any day.

STUDENT BEHAVIOR EXPECTATIONS AND PROCEDURES

The Poplarville Lower Elementary teachers and staff make every effort to ensure that our students are provided an excellent educational environment. The PLE Motto emphasizes the importance of being Ready, Responsible, and Respectful. Student misconduct disrupts the teaching and learning process. Student expectations and procedures are provided to ensure that every student knows what is expected.

Our school policy is to establish meaningful rules which focus on respect for others and their property, and responsibility for one's own actions.

1. **Line up**

   At recess, or other large group times, when signaled, students are to walk to their designated area where they are to line up without talking or horseplay. Students are then to follow the instructions of the teacher.

2. **Hallway/Sidewalk**
   Students are to walk on the right side, single file, showing respect for others.
3. **Bathroom Procedures**
   Students are to conduct themselves appropriately showing respect for school property and fellow students by being quiet, orderly, and neat. Hands should be washed and exit the restroom in an orderly manner.

TOYS AT SCHOOL

1. Students should bring only school-related items to school.
2. Students are not allowed to bring non-educational materials, including but not limited to, toys, fidget toys, cards, electronic gadgets, cell phones, cameras, laser devices, and games to school unless requested by the student's teacher and approved by an administrator as a part of instruction.
3. Students who fail to comply will have their items confiscated. **The parent will have to come to the school to obtain the item as allowed by the district policies.**
4. The school, administrators, faculty, and staff are not responsible for lost, stolen, or confiscated items. **Please see the general section of the handbook titled "Personal Possessions" and/or "Electronic Devices" for other important information.

BACKPACKS AND SHOES WITH WHEELS

1. Because of safety concerns, shoes and book bags on wheels are not allowed.
2. Book bags with wheels will not fit in the cubbies in the classrooms

DRESS CODE

It is our desire that our school emphasizes a pleasant environment with high expectations in all areas. This includes the appearance of our students. We expect our students to be in compliance with the uniform dress code. The dress code is described in the General School Rules section of this handbook. Violation of the uniform dress code could result in the consequences listed under the dress code section of the handbook.

There will be designated dress-up days for PLE students. The exact dates will be provided during the school year. Students are expected to follow the provided instructions regarding dress-up days while still abiding by the district dress code (no holes in pants, no tank tops, etc.). To help parents prepare, we are listing them for convenience.

- Every Tuesday - a PLE Tuesday T-Shirt
- Spirit Week (Designated to celebrate Homecoming)
- 50s Day (Fiftieth Day of School), and 100s Day (Hundredth Day of School)
- Red Ribbon Week
- Thanksgiving
- Christmas
- Valentine's Day
- Mardi Gras
- St. Patrick's Day
- Dr. Seuss Day
- Field Day
- Grand Event Day

- Christmas and/or Spring Picture Day (*Only for those taking Pictures with the School Photographer*.)
- Awards Day

As a fundraiser, PLE sells themed shirts every school year. These may be worn on T-shirt Tuesdays with uniform bottoms.

No high heel shoes.

PURSES/MAKEUP/COLOGNE/EXCESSIVE JEWELRY

Students at the Lower Elementary should not bring purses, makeup, and/or cologne to school. Items may be confiscated. School administrators, faculty, and staff are not responsible for loss of confiscated items.

DISCIPLINE PLAN

The Lower Elementary has adopted a Discipline Plan of Action in accordance with the MS Code that contains basic rules, rewards, and consequences for the students and expectations for parents and staff.

The entire staff at Poplarville Lower Elementary has the goal of establishing an atmosphere throughout the school in which children will feel safe, secure, happy, and in addition, have a maximum opportunity to learn.

We are confident that you will support us in ensuring a learning environment that is not disrupted by poor student behavior; therefore, your child's teacher will maintain regular communication with you about your child's behavior. Please make sure that your contact information stays up to date and check your child's backpack daily for notes or other information.

Poplarville Lower
Discipline Plan

The following procedure will be used in administering consequences for violation of school rules/regulations, depending on the nature and severity of the offense.

A student may be recommended for placement in ISS, or other approved alternative placement any time the administration feels the student's actions warrant such.

In-School Suspension (ISS) consists of restricted campus access, a review of handbook policies, and the student's classroom assignments for the duration of placement. It may be used at the administrator's discretion.

Students who have Level 2 or Level 3 discipline infractions may not be allowed to attend or participate in designated school activities including field trips.

Written discipline reports will be sent home with the child indicating the nature of the offense and the disciplinary action taken. Discipline notices are to be signed by a parent and returned to the teacher/administrator within two days after having been issued. If there is no parent response, the school will consider that the parent understands the actions and consequences.

PLE will use "short" and "long" disciplinary forms. A "short" form is for minor infractions and is handled within the classroom by the classroom teacher. Parents will receive a copy of the form to sign and return. A "long" form is used for continuous minor infractions or major infractions and is handled by an administrator. The administrator will attempt contact via phone and the parent will receive a copy of the form to sign and return.

LEVEL 1 OFFENSES

These behaviors are usually minor infractions that are normally managed by the teacher at the classroom level. However, if a Level 1 behavior is of a continuous, major nature or if the teacher's actions are unsuccessful in correcting the behavior then a Level 1 behavior may, at the teacher's discretion, be upgraded to a Level 2 behavior. Our expectations are for all of our students to follow the Code of Conduct as outlined in this Handbook.

Upon the occurrence of inappropriate behavior, teachers will conference with students and notify parents of inappropriate behavior. If the inappropriate behavior continues, the student will receive consequences that may include, but will not be limited to; partial loss of recess, loss of special activities, classroom restrictions, etc. and the parent will be contacted. If this does not correct the inappropriate behavior, a referral to the administration may occur.

LEVEL 2 OFFENSES

These behaviors are either (1) of a more serious nature than Level 1 behavior or (2) Level 1 behaviors that, due to the frequency of the behavior or ineffectiveness of the action, have been upgraded from Level 1. Inappropriate behavior classified or upgraded to Level 2 requires intervention by an administrator. Students exhibiting Level 2 behavior shall be referred to the office by school personnel for administrative action. Level 2 behaviors may be upgraded to Level 3 behaviors due to the frequency or severity of the behavior.

Consequences/steps for inappropriate behaviors are:

<u>Step 1</u>	1.	ISS 1 day (if available)
	2.	Parent Contact
<u>Step 2</u>	1.	ISS 2 days (if available)
	2.	Parent Contact
	3.	TST Referral/Process
<u>Step 3</u>	1.	ISS 3 days (if available)
	2.	Parent Conference
	3.	School Discipline Committee Meeting

VIOLATION	POSSIBLE CONSEQUENCE
1. Continuous or willful disobedience of school or class rules	Step 1-3 with possible upgrade to Level 3
2. Disrespect, insubordination or open defiance of school personnel	Step 1-3 with possible upgrade to Level 3
3. Dishonesty in any form, including false testimony, stealing, possession of stolen items, forgery, cheating.	Step 1-3 with possible upgrade to Level 3 Possible notification of Police
4. Defacing or damaging school property-vandalism	Step 1-3 with possible upgrade to Level 3 Possible restitution Possible notification of Police
5. Harassment, intimidation, threat or bullying	Step 1-3 with possible upgrade to Level 3 Threat Assessment Conducted
6. Improper behavior in the classroom, on school campus or at a school sponsored activity	Step 1-3 with possible upgrade to Level 3
7. Inappropriate language, acts, gestures, or symbols including insults and sighting remarks	Step 1-3 with possible upgrade to Level 3
8. Inappropriate physical contact	Step 1-3 with possible upgrade to Level 3
9. Excessive horseplay or verbally aggressive behavior	Step 1-3 with possible upgrade to Level 3 Possible Threat Assessment Conducted
10. Physical Assault on, or fight with, student	Step 1-3 with possible upgrade to Level 3 Threat Assessment Conducted
11. Possession of inappropriate materials	Step 1-3 with possible upgrade to Level 3
12. Use, distribution, or possession of fireworks or related materials	Step 1-3 with possible upgrade to Level 3
13. Use, distribution or possession of tobacco in any form including nicotine containing products such as Vapes, E-cigs, etc.	Step 1-3 with possible upgrade to Level 3 Loss of tobacco
14. Improper use or possession of medicine	Step 1-3 with possible upgrade to Level 3
15. Use and possession of non-educational items including but not limited to toys, cards, electronic devices, cell phones, etc.	Step 1-3 with possible upgrade to Level 3 Items Confiscated Poplarville School District Policy will be followed
16. Inappropriate use of school technology	Step 1-3 with possible upgrade to Level 3

LEVEL 3 OFFENSES

These behaviors are considered the most serious and can usually be classified as criminal acts. Administrative action is required and will usually result in the involvement of local law enforcement authority. Please refer to the Poplarville School District Discipline Plan in this handbook.

Consequences/steps for inappropriate behaviors are:

Step 4
1. 1 to 3 days Out-of-School Suspension (OSS)
2. Possible *Threat Assessment* completed
3. Mandatory at school conference with student, parent and administrator.

Step 5
1. Up to 10 days OSS
2. Possible *Threat Assessment* completed
3. Mandatory at school conference with student, parent and administrator.

Step 6
1. Recommendation for expulsion or alternative placement.

VIOLATION	POSSIBLE CONSEQUENCES
17. Striking, Threatening, or Endangering any school personnel	Step 4-6 Threat Assessment Conducted Possible Police Contact
18. Striking, Threatening, or Endangering any school personnel	Step 4-6 Threat Assessment Conducted Possible Police Contact
19. Harassment of staff on campus (Staff member may file a police report for off campus harassment)	Step 4-6 Threat Assessment Conducted Possible Police Contact
20. Use, distribution or possession of dangerous objects	Step 4-6 Threat Assessment Conducted Possible Police Contact
21. Use, distribution or possession of drugs or drug paraphernalia	Step 4-6 Threat Assessment Conducted Possible Police Contact
22. Use, distribution or possession of non-prescription or prescription drugs	Step 4-6 Threat Assessment Conducted Possible Police Contact
23. Use, distribution or possession of alcohol or alcohol related products	Step 4-6 Threat Assessment Conducted Possible Police Contact
24. Use, distribution or possession of weapons	Step 4-6 Threat Assessment Conducted Possible Police Contact
25. Second Physical Assault or Fight	Step 4-6 Threat Assessment Conducted Possible Police Contact

Any form of threat or aggression, whether verbal, electronic or physical, will not be tolerated. The Threat Assessment may be used to assist with the determination of disciplinary action. This assessment may result in a Functional Behavioral Assessment or an outside assessment.

Any student with consistent and/or severe misbehavior will be subject to a School Discipline Committee Hearing that the parent will be required to attend.

The Poplarville School District Policies will be used to determine consequences of inappropriate behaviors. Please review the Poplarville School District Discipline section of the handbook.

Please refer to the Dress Code section of the Handbook for policies and consequences.

POPLARVILLE SCHOOL DISTRICT

302 South Julia Street
Poplarville, MS 39470
(601) 795-8477

Jonathan Will, Superintendent

Notification of Asbestos Reinspections

TO: Parents and Staff of Poplarville School District

FROM: Jonathan Will, Superintendent

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), in the fall of 1988 we performed inspections of each of our school buildings for asbestos-containing building materials. The inspection findings and asbestos management plans have been on file in each school administrative office since that time.

The EPA requires us to perform reinspections of the asbestos materials every three years. Accredited asbestos inspectors performed these reinspections. An accredited management planner reviewed the results of the reinspections and recommended actions we should take to safely manage each asbestos material in our buildings.

The results of the reinspection are on file in the management plan in the school's administrative office. Everyone is welcome to view these any time during normal school hours (M-F, 8:00 a.m. - 4:30 p.m.). The Asbestos Program Manager, Scott Necaise, is available to answer any questions you may have about asbestos in our buildings at (601) 795-4728.

Refer to the Athletic Calendar for all Athletic Schedules.

Athletic Ticket Prices

2026-2027 Athletic Ticket Prices. All Athletic tickets will be purchased virtually through Gofan.com. Gofan charges a $1.00 fee for all tickets which is paid by the consumer.

High School Football …….. $7.00

Middle School Football ……. $6.00

JV/9th Grade Football…….……$6.00

High School Basketball ……. $7.00

Middle School Basketball ……. $6.00

High School Baseball ……. $7.00

Middle School Baseball ……..… $6.00

Softball …… $7.00

High School Soccer…….. $7.00

JV/Middle School Soccer……. $6.00

Athletic Season Passes

Senior Passes are available to anyone over the age of 65. The pass is $50 dollars and can be used at any sporting event at Poplarville Schools during the 2026-27 school year with the exception of playoff games.

Student Passes are available to any Poplarville School District student grades 9-12. The pass is $50 dollars and can be used at any sporting event at Poplarville Schools during the 2026-27 school year with the exception of playoff games.

POPLARVILLE SCHOOL DISTRICT

REQUEST FOR EXCUSED ABSENCE

(REQUEST MUST BE COMPLETED IN ENTIRETY TO BE CONSIDERED)

DATE NOTE WRITTEN: _____ **STUDENT NAME:_____**

SCHOOL: ☐**PHS** ☐ **MSP** ☐**PUE** ☐**PLE**

DATE OF ABSENCE(S): _____

PLEASE EXPLAIN ABSENCE(S) BELOW, ATTACH ANY MEDICAL/SUPPORTING DOCUMENTATION

SIGNED BY: _____

RELATIONSHIP TO STUDENT: _____

PHONE NUMBER: _____

MUST BE SUBMITTED WITHIN 5 SCHOOL DAYS FROM THE DATE OF RETURN TO SCHOOL. ALL REQUESTS ARE SUBJECT TO LIMITATIONS/DEFINITIONS AS OUTLINED IN STUDENT/PARENT HANDBOOK

STUDENT/PARENT HANDBOOK VERIFICATION STATEMENT

PLEASE DETACH THIS PAGE FROM THE HANDBOOK AND RETURN IT TO THE SCHOOL BY JULY 31, 2026.

I/We have received and read the policies set forth in the Poplarville School District Student Handbook for the 2026-2027 school year. I/We also understand that I/we have the right and opportunity to contact the school principal of the assigned school for clarification of any section or policy statement contained therein. Further, I/we understand that students will receive instruction on the contents of this handbook.

Date: _____

Student's Signature: _____

Student's Printed Name: _____

Grade: _____

Home Room Teacher: _____

Parent/Guardian Signature: _____

Parent/Guardian Printed Name: _____

Complies with state law {MS Code 37-11-55}

Please scan the QR Code or visit
www.poplarvilleschools.org/handbook

NOTICE:

Possible changes to the Student Handbook could occur during the course of the school year due to action of the Poplarville School Board of Education, the MS Department of Education or MS High School Athletic Association. If any changes should occur, those policies will be added to this handbook, they will be posted on the school website and a written notification will be sent home with your child. If you would like a hard copy of the Student Handbook, please request through the front office.