

Petal School District
Elementary School
Student/Parent Handbook
2026-2027



Petal Primary School
Grades PK-2

Petal Elementary School
Grades 3-4

Petal Upper Elementary School
Grades 5-6

FOREWORD

The purpose of this handbook is to familiarize students, teachers and parents with the regulations and organization of the Petal School District.

We hope that this handbook will contribute to a better understanding and appreciation of our educational program. All parents/guardians will be asked to digitally verify they are familiar with its content and a copy of the handbook will be available on the school website.

PETAL SCHOOL DISTRICT MISSION AND CORE VALUES

The mission of the Petal School District is to empower all students with the attitudes, knowledge, and life-long learning skills essential to thrive as responsible citizens in an ever-changing global society.

In February 1999, a group of Petal School District employees met with community members to begin development of a strategic plan for the next five years. This team of dedicated members identified a list of core values inherent in our schools. From these core values they formed the mission to guide the schools in preparing our students for the future as well as objectives for that mission. Over two hundred school and community members then worked in committees to create action plans to achieve our five strategies. Implementation of the first action plans began during the 2000-2001 school year. Each year the Strategic Planning Team meets to assess what has been accomplished during the year, reflect on lessons learned through the process, consider unanticipated circumstances, and adjust the plan and strategies if necessary. An update report is distributed to parents and the community each year.

Core Values of the Petal School District

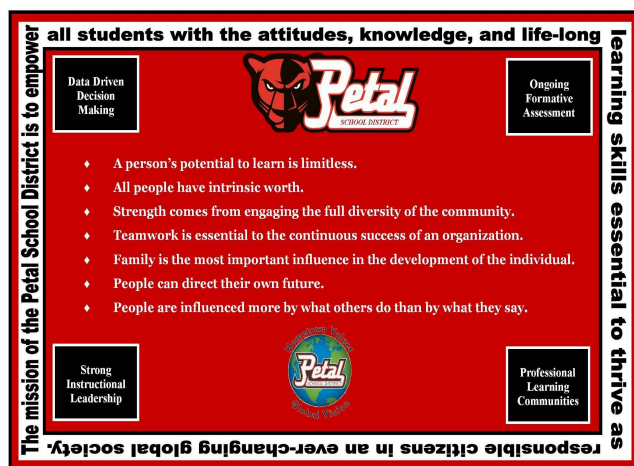
We believe that:

- A person's potential to learn is limitless.
- All people have intrinsic worth.
- Strength comes from engaging the full diversity of the community.
- Teamwork is essential to the continuous success of an organization.
- Family is the most important influence in the development of the individual.
- People can direct their own future.
- People are influenced more by what others do than by what they say.

Cornerstones of the Petal School District

We believe that student achievement grows through:

- Professional Learning Communities
- Data Driven Decision Making
- Ongoing Formative Assessment
- Strong Instructional Leadership



PETAL SCHOOL DISTRICT

P.O. Drawer 523
Petal, MS 39465
(601) 545-3002
Fax: (601) 584-4700
Child Nutrition: (601) 545-3020
Transportation Department: (601) 583-4320

ADMINISTRATION

Dr. Matthew Dillon, Superintendent
Dr. Rob Knight, Assistant Superintendent
Dr. Kelli Brown, Director of Accountability and Federal Programs
Jennifer Carr, Director of Human Resources
Katie Charleville, Director of Special Services
Kristi Fimiano, Chief Financial Officer
Danny Dillistone, Director of Child Nutrition
Zach Blackwell, Maintenance Administrator
Zach Blackwell & Seth McDonald, Co Directors of Transportation

BOARD OF TRUSTEES

Jerry DeFatta, Jr., Chairman
Dr. Jana Causey, Vice Chairman
Lacey Bolling, Board Member
Chris Rhodes, Board Member
Brian Robertson, Board Member

The Petal School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, or age in the admission to and provision of educational programs, activities, and services or employment opportunities and benefits.

The policy of the board of trustees forbids discrimination against any employee or applicant for employment on the basis of sex. The board of trustees will not tolerate sexual harassment activity by any of its employees. This policy similarly applies to non-employee volunteers who work subject to the control of school authorities, and to students enrolled in Petal School District. Any parent, employee, or student who has knowledge of such discrimination or who has experienced sexual harassment or discrimination should contact: Kelli Brown, Title IX Coordinator, kelli.brown@petalschools.com, (601)545-3002, 115 East Central Ave.

The Petal School District is a tobacco free environment. The use of tobacco on campus is not allowed.

PETAL SCHOOL DISTRICT

ACADEMIC CALENDAR 2026-27

JULY 2026							
S	M	T	W	T	F	S	July 4: Independence Day
			1	2	3	4	July 13-17: PD Days
5	6	7	8	9	10	11	20-21: First Day of School/Staggered Start
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

AUGUST 2026							
S	M	T	W	T	F	S	Aug. 20: Progress Reports
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

SEPTEMBER 2026							
S	M	T	W	T	F	S	Sept. 7: Labor Day
		1	2	3	4	5	Sept. 21-25: Fall Break
6	7	8	9	10	11	12	Sept. 28- Oct. 2: Petal + Intersession
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

OCTOBER 2026							
S	M	T	W	T	F	S	Oct. 5: PD Day
				1	2	3	Oct. 13: Report Cards
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

NOVEMBER 2026							
S	M	T	W	T	F	S	Nov. 12: Progress Reports
1	2	3	4	5	6	7	Nov. 23-27: Thanksgiving Break
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						

DECEMBER 2026							
S	M	T	W	T	F	S	Dec. 18: Early Release Day (60%)
		1	2	3	4	5	Dec. 21- Jan 1: Christmas Break
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

JANUARY 2027							
S	M	T	W	T	F	S	Jan. 1: New Years Day
					1	2	Jan. 4: PD Day
3	4	5	6	7	8	9	Jan. 5: Students Return
10	11	12	13	14	15	16	Jan. 12: Report Cards
17	18	19	20	21	22	23	Jan. 18: MLK Holiday
24/31	25	26	27	28	29	30	

FEBRUARY 2027							
S	M	T	W	T	F	S	Feb. 4: Progress Reports
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21/28	22	23	24	25	26	27	

MARCH 2027							
S	M	T	W	T	F	S	March 8-12: Spring Break
	1	2	3	4	5	6	March 15-19: Petal + Intersession
7	8	9	10	11	12	13	March 26: Good Friday
14	15	16	17	18	19	20	March 30: Report Card
21	22	23	24	25	26	27	
28	29	30	31				

APRIL 2027							
S	M	T	W	T	F	S	April 22: Progress Reports
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

MAY 2027							
S	M	T	W	T	F	S	May 14: Graduation Day
						1	May 15: Alternate Graduation Day
2	3	4	5	6	7	8	May 16: Alternate Graduation Day
9	10	11	12	13	14	15	May 21: Early Release Day (60%)/ Last Day of School
16	17	18	19	20	21	22	Report Cards Mailed
23	24	25	26	27	28	29	May 31: Memorial Day
30	31						

JUNE 2027							
S	M	T	W	T	F	S	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

TOTAL STUDENT DAYS		TOTAL TEACHER DAYS	
1st Nine Weeks	44	1st Nine Weeks	49
2nd Nine Weeks	49	2nd Nine Weeks	50
1st Semester	93	1st Semester	99
3rd Nine Weeks	43	3rd Nine Weeks	44
4th Nine Weeks	44	4th Nine Weeks	44
2nd Semester	87	2nd Semester	88
Total for the Year	180	Total for the Year	187



Board Approved: March 13, 2025

Holiday/School Closed
Professional Development Day
First/Last Day of School
Petal + Intersession Weeks
Early Release Days (60%)
Progress Report Days
Report Card Days
Graduation
Graduation Inclement Weather Backups

SCHOOL CONTACT INFORMATION

PETAL PRIMARY SCHOOL

60 Herrington Road

Petal, MS 39465

(601)554-7244

Fax: (601)554-7246

Cafeteria: (601)554-7245

ADMINISTRATION

Emily Branch, Principal

Sara Fortenberry, Assistant Principal

Bryan Giles, Assistant Principal

Wyn Mims, School Transition Coordinator

Melissa Hensarling, Counselor

Jeannine Galloway, Cafeteria Manager

PETAL ELEMENTARY SCHOOL

116 Herrington Road

Petal, MS 39465

(601)582-7454

Fax: (601)584-9400

Cafeteria: (601)582-7458

ADMINISTRATION

Dr. Luke Daniels, Principal

Ashlee Montgomery, Assistant Principal

Regan Estess, Counselor

Mandy Dye, Cafeteria Manager

PETAL UPPER ELEMENTARY SCHOOL

400 Hillcrest Loop

Petal, MS 39465

(601)584-7660

Fax: (601)545-1720

Cafeteria: (601)583-4707

ADMINISTRATION

Jennifer Goldman, Principal

Staci Camp, Assistant Principal

Christen Bowman, Counselor

Melissa Simpson, Cafeteria Manager

A MESSAGE TO STUDENTS FROM THE ADMINISTRATION AND FACULTY

The administration and faculty welcome you to the 2026-2027 school year! We hope you had an enjoyable summer.

During the next nine months, you will be offered an opportunity to continue your intellectual, social, and physical development. We wish to help you in this very important part of your life and want you to be successful!

The information in this handbook is provided to help everyone understand the expectations and procedures necessary to make our school an enjoyable and productive place to learn and grow. We expect you to:

1. Make good choices in all you do each day. Accept responsibility for your choices and consider there are consequences, both good and bad, for all choices you make.
2. Make a difference by leaving things better than you found them. Influence people around you in a positive manner, and always take care of school property.
3. Always give your best effort in your class work and homework.

We have an exciting year ahead of us! If we can be of assistance in any way, please let us know.

INSTRUCTIONAL DAY

PETAL PRIMARY

7:00	Drop Off Begins
7:35	School Day Starts
Approximate Time Spent in Each Academic Area order may change based upon individual class schedule	
125 Min	Instructional Block (ELA/Social Studies)
125 Min	Instructional Block (Math/Science)
20 Min	Recess
25 Min	Lunch
50 Min	Activity

PETAL ELEMENTARY

7:00	Drop Off Begins
7:35	School Day Starts
Approximate Time Spent in Each Academic Area order may change based upon individual class schedule	
145 Min	Instructional Block 1 (ELA or Math/Science)
145 Min	Instructional Block 2 (ELA or Math/Science)
15 Min	Recess
25 Min	Lunch
80 Min	Activity (+20 min recess)
2:30	Dismissal Begins

PETAL UPPER ELEMENTARY

7:00	Drop Off Begins
7:35	1st period Starts
8:22	2nd period starts
9:09	3rd period starts
9:56	4th period starts
10:15	Lunch begins
10:43	5th period starts
12:12	6th period starts
12:59	7th period starts
1:46	8th period starts
2:28	Dismissal Begins

VISITORS

The Raptor visitor management system is a web-based software application that has been developed for the purpose of aiding in tracking visitors to schools. **Raptor** utilizes available public databases to help control campus security by checking all visitors against national sexual offender databases. It will allow schools to produce visitor badges and monitor volunteer hours.

Our goal is to make our campuses as safe as possible for our students.

The following procedures will apply to all visitors in the Petal School District.

Visitor Management Procedures

1. **The visitor must produce photo identification.** This can be a state ID, driver's license, military ID, U.S. Passport card, or Mexican consulate card. **The identification will be scanned through the Raptor system.**
2. **School officials verify scan results and the nature of the visit.** If the result is negative the visitor will be allowed the appropriate access and receive a visitor badge that is printed with their picture. Their identification will be held until they return to the office to exit and assure they are properly checked out of the Raptor system.
3. **If Positive Match for Sex Offender is confirmed, a silent alarm will be sent.** The School Resource Officer and school administration will be alerted of a possible sex offender at the school. The school official conducting the visitor check will ask the visitor to have a seat until school administration speaks to them. If the visitor asks for his/her ID back and asks to leave, the schools will comply with this request.

If a campus is conducting a special event, visitors entering the school may not have to go through the Raptor scan procedure. A special procedure will be in place for this type of event.

For the safety of our students, all parents and visitors are expected to honor the signs posted on the entrance doors and check in at the office. Parents and visitors who request to go to a classroom must sign in at the office and obtain a pass before entering a classroom. Teachers have been instructed not to allow anyone without a pass access to their classroom. Visitors to the campus are advised that the visit may be recorded by a surveillance camera.

Visitors are not allowed on the playground.

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. In the event that a parent or visitor needs to speak to a teacher, a message may be left in the office, and the teacher will make contact at an appropriate time. If there is an urgent concern, the parent may request to speak to the principal.

VOLUNTEERS

There is an organized program for parent/community volunteers to assist in the school. Participation is encouraged and needed. All volunteers must attend an annual training session offered by the schools. Volunteers should be dressed appropriately so that his or her appearance does not distract from the school environment. In all instances, the appropriateness or inappropriateness of dress will be determined by school administrators.

ADMINISTRATOR AVAILABILITY

The time a principal spends in the classrooms is one of the key indicators for a successful school. The principal or assistant principal may not always be available due to classroom observations unless an appointment has been scheduled.

PETAL SCHOOL DISTRICT CHAIN OF COMMAND

The Petal School District provides a process for the resolving of complaints and grievances. The Board realizes that there may be conditions in the school system that need improvements and that students should have some means to effectively express their concerns which will be considered and handled with fairness. Students' complaints and grievances shall be resolved through orderly processes and at the lowest possible level. However, the Board shall provide channels for eventual hearing, should circumstances dictate. A detailed description of the process for handling complaints and grievances can be found in section JCAA of the School Board Policy Manual. Copies of this manual can be found on the Petal School District website.

All complaints and requests from staff, students, and/or members of the public should be addressed to the appropriate person involved in the order listed below. If a resolution cannot be reached, the request/complaint should then move to the next level.

1. Teacher/Coach-via School Status or district email
2. Principal/Director
3. District Office Administrator
4. Superintendent
5. School Board

STUDENT APPEARANCE

Students are expected to present a clean, neat and well-groomed appearance at school. It is the responsibility of parents and guardians to ensure their child is properly attired for school. The administration reserves the right to make the final decision concerning the appropriateness of clothing and overall appearance at school.

DRESS CODE (K-6)

Recognizing first impressions are important and people are generally more at ease and function better when dressed appropriately, the following guidelines for dress have been established. The emphasis is upon cleanliness and neatness. Students could be restricted from attending classes if

their attire or appearance is deemed inappropriate by the administrator. In such cases, parents may be contacted to address the issues related to attire or appearance. If the parent/guardian cannot be reached, the student could be removed from regular classes and be assigned to an alternative location until such time as the issue is resolved. The student may be placed on the appropriate step of the discipline ladder.

The school's administration reserves the right to make any decision necessary for the best interest of the students and which will protect the image of the school and community. Exceptions to the dress code may be made for school sponsored days such as Read Across America, Hat Day, Red Ribbon Week and other days as designated by the administration.

This dress code outlines the only acceptable form of attire approved to be worn by students in this district. Every component of the student attire should be appropriate in length and/or size. Appropriate is defined as that which properly covers the body and which is in good taste.

DRESS CODE (K-6)

POLO/BUTTON-UP SHIRTS

- Solid: Petal red, white, black, or gray
- All visible emblems, trademarks, and/or logos must be white, red, gray, or black
- All shirts must have sleeves
- Must be buttoned high enough so that no cleavage can be seen.
- Shirts/tops must touch the waist of pants/skirts at all times (i.e. when in movement, when arms are extended or raised, and when in seated position, etc.)

PETAL SPIRIT T-SHIRTS (must have a Petal school logo/design printed)

- Petal school logo/design with Petal red, white, black, or gray
- Designs/print must be white, Petal red, gray or black
- V-neck or crew neck
- All shirts must have sleeves
- Collar must be high enough so that no cleavage can be seen
- Shirts/tops must touch the waist of pants/skirts/shorts at all times (i.e. when in movement, when arms are extended or raised, and when in seated position, etc.)

PULLOVERS, SWEATSHIRTS/ HOODIES, & SWEATERS; RAIN- & LIGHTWEIGHT JACKETS

- Petal red, white, black, or gray
- All visible emblems, trademarks, and/or logos must be white, black, red, or gray and be position neutral
- Hoods are not to be worn inside the building

BOTTOMS

- Solid colors: Khaki (tan), Navy, Gray, Black
- Must be worn securely around waist
- No athletic shorts, leggings as pants, sweatpants, blue jeans/denim, or other bottoms deemed inappropriate by administration
- Length—no shorter than students' fingertips with arms fully extended by their sides for the full, bottom seam
- Leggings, if worn underneath a skirt, must be solid white, black, navy or gray

DRESSES/JUMPERS

- Solid: Petal red, black, gray, khaki, navy
- Length—no shorter than students' fingertips with arms fully extended

by their sides for the full, bottom seam

WINTER COATS

- Coats must be removed when student enters the building
- No trench coat style

SHOES/ACCESSORIES

- Proper shoes must be worn at all times (i.e. no slippers, lights, wheels, sounds, or other interactive features)
- No head coverings wider than two inches, ex. hoods, bandanas, hats, caps, visors, do-rags, or skull caps
- No disruptive or distracting hair styles or accessories
- Piercings are limited to the ears
- No inappropriate tattoos (weapons, drugs, alcohol related, etc.)
- Accessories should be position neutral and should not pose a safety hazard

In all instances, the appropriateness or inappropriateness of school dress will be determined by school administrators.

Incentive dress days may occur. On these days, students should adhere to dress code length requirements and other expectations for the described attire

PERSONAL BELONGINGS

All personal belongings such as coats, sweaters and book-bags should be labeled with the child's name. Students should not bring any valuable personal items. The student assumes responsibility for ensuring the item is not lost, damaged, or stolen.

Cell phones, smart watches, or any other electronic devices are prohibited during the school day. The Petal School District, its faculty, and staff are not responsible for any damaged, missing, or stolen electronic device. If a student has a device and it is damaged or stolen, schools will not utilize administrative time to investigate the incident nor will the district or school take any financial responsibility for the device. If a student brings a prohibited item to school, the device may be confiscated by the teacher and/or principal. A parent/guardian must come to the school to retrieve any confiscated items. Any item not retrieved by parents by the end of the school year could be discarded. Disciplinary action may be taken at the discretion of the administrator.

GRADES

GRADING SYSTEM

During the nine weeks term, tests and other means are used by teachers to measure the progress students have made in various subjects. The grades given at the end of each nine weeks indicate the kind of work a student is doing. Assessments will count for 65% of the term grade. Progress Checks or daily grades will count for 35% of the term grade.

GRADE SCALE

A	90 to 100
B	80 to 89
C	70 to 79
D	65 to 69
F	64 and below = <i>failure</i>

HONOR ROLL

Honor roll is determined by the end of term grades a student has earned. The Superintendent's Honor Roll is awarded to students earning all A's for the final average of the term in each subject. The Principal's Honor Roll is awarded to students earning A's and/or B's for the final average of the term in each subject.

PARENT CONFERENCES, REPORT CARDS and PROGRESS REPORTS

One of the best ways to learn about a child's progress is by talking with the teacher. A parent-teacher conference early in the year helps to set the plan for the child's school year. Parents/guardians should not wait until problems develop. Parents/guardians should call the school office, contact the teacher via School Status or district email, or send a note to make arrangements for a conference.

Parent/guardian- teacher conferences are encouraged. The purpose of parent-teacher conferences is to foster communication between the school and parents/guardians relative to the student's development. In the event a parent/guardian desires to meet with his/her child's teacher(s), the following procedure should be followed:

1. Parents/guardians should contact the school to set up a time convenient for both parties.
2. Parents/guardians should state the nature and purpose of the conference at the time the appointment is made. This will ensure the teacher has appropriate information needed to answer parent/guardian concerns.
3. Parent/guardian- teacher conferences are confidential and should address the individual needs of the student.

Report cards for the first, second, and third terms will be sent home with students. Report cards for the fourth nine weeks will be mailed. Progress reports will be sent home the fifth week of each grading period.

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

HOMEWORK

Students must develop good study habits and organizational skills in order to be academically successful. Homework is assigned for the purpose of reinforcing what has been taught at school. Special projects may require additional time. Contact your child's teacher if you have questions regarding your child's daily assignments.

STUDENT RETENTION

The faculty and staff of PPS, PES, and PUES work diligently to ensure the success of all students. However, there may be instances when a student needs to be retained for academic reasons. If this is the case, the parents will be notified of retention in a timely manner.

Retention may occur for a kindergarten student after there is (1) a recommendation from the teacher; (2) approval of the principal; and (3) a conference that ends with agreement from the parent that the child may be retained in kindergarten.

Retention may occur for a student in first through sixth grade after there is (1) documented evidence of lack of academic success (*failure of an academic course-see grading scale above*); (2) a recommendation from the teacher; (3) approval of the principal; and (4) a conference with the parent outlining the reasons the student will be retained. The final decision to retain a student will be made by the principal, teacher, and Teacher Support Team.

TESTING

The results of tests are used to identify student weaknesses and needs, as well as to determine the school's area of weakness. When these needs are identified, plans can be made to meet the needs of the students and the school. The school prohibits the possession and/or use of any electronic communication device, including cell phones and personal digital assistance devices during the administration of scheduled statewide tests.

In order to meet college and career readiness benchmarks, Petal School District students are required to take tests deemed necessary by the state and/or district. Examples, not inclusive, are NWEA, STAR, STAR Early Literacy, unit tests, nine weeks tests, state assessments, etc. Some assessments are paper/pencil and others are computer based.

DYSLEXIA SCREENING

All compulsory school age children will be screened for Dyslexia during the spring of kindergarten and the fall of first grade and other appropriate times as deemed necessary. If a student fails the screener, the parent or legal guardian will be notified of the results of the screener. A parent or legal guardian of a student who fails the dyslexia screener may exercise the option to have an evaluation administered by any licensed professional.

LITERACY BASED PROMOTION ACT

In compliance with the “Literacy Based Promotion Act,” it is the intent of this school district to improve the reading skills of Kindergarten - Third Grade students so that every student completing the Third Grade is able to read at or above grade level.

This district shall comply with all requirements of the Act, including, but not limited to:

3rd Grade Reading Summative Assessment – Beginning in the 2018-2019 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 above the lowest two (2) achievement levels 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.

Social Promotion – A student may not be assigned a grade level based solely on age or any other factor that constitutes social promotion.

Public School Requirements

If a K - 3 student has been identified with a substantial deficit in reading, the teacher will immediately, and with each quarterly progress report, notify parents or legal guardians of the following in writing:

- Determination of a substantial deficit in reading;
- Description of student services and supports presently provided;
- Description of proposed supplemental instruction and support to remediate the student’s deficit areas;
- Strategies for parents to use to help students at home; and,
- Notification that student will not be promoted to 4th grade if reading deficiency cannot be remediated by the end of 3rd grade

The school will provide intensive reading instruction and immediate intervention to each K - 3 student who exhibits a substantial deficiency in reading at any time.

The intensive reading instruction and intervention must be documented for each student Grades K-3 in an individual reading plan, including, at a minimum, the following:

- A. The student’s specific, diagnosed reading skill deficiencies as determined (or identified) by diagnostic assessment data;
- B. The goals and benchmarks for growth;
- C. How progress will be monitored and evaluated;
- D. The type of additional instruction services and interventions the student will receive;
- E. The research-based reading instructional programming the teacher will use to provide reading instruction, addressing the areas of phonemic awareness, phonics, fluency, vocabulary and comprehension;
- F. The strategies the student’s parent is encouraged to use in assisting the student to achieve reading competency; and,

- G. Any additional services the teacher deems available and appropriate to accelerate the student's reading skill development.

Good Cause Exemptions

A 3rd grade student who fails to meet the academic requirements for promotion to the 4th grade may be promoted for good cause:

- A. Limited English Proficient students who have had less than two (2) years of instruction in English Language Learner program;
- B. Students with disabilities whose Individualized Education Program (IEP) indicates that participation in the statewide accountability assessment program is not appropriate, as authorized under state law;
- C. Students with a disability who participate in the state annual accountability assessment and who have an IEP or Section 504 plan that reflects that the student has received intense remediation in reading for two (2) years but still demonstrates a deficiency in reading or was previously retained in Kindergarten or First, Second or Third grade;
- D. Students who demonstrate an acceptable level of reading proficiency on an alternative assessment approved by the State Board of Education; and
- E. Students who have received intensive intervention for two (2) or more years but still demonstrate a deficiency in reading, and who previously were retained in Kindergarten or First, Second or Third Grade for a total of two (2) years and have not met exceptional education criteria.

SCHOOL ORGANIZATIONS

PARENT-TEACHER ORGANIZATIONS

Close cooperation between home and school is fostered by the parent-teacher groups at each school. Parents and teachers are encouraged to join these organizations and to attend meetings.

SCHOOL ADVISORY COUNCIL

The Petal School District Plan provides for an advisory council at the district level and at each school level. These councils are composed of parents, students, teachers, support staff, at-large community representatives, and administrators. The purpose of the council is to provide input into the decision making process. Anyone interested in serving on one of these councils may contact one of the schools or the district central office for an application.

SCHOOL COUNSELING SERVICES

The school counselor is available to help students have a successful year. The counselor works with parents, students and teachers to provide services aimed at helping children learn and develop to their highest potential. Some of the services in the school counseling program are: groups to help students interact with others, individual sessions to help students adjust to school, classroom lessons to promote social, career, and educational development and conferences with the parents to help them learn about their child's progress in school.

Students may request to see the counselor, or they may be referred by teachers or parents.

MULTI-TIERED SYSTEM OF SUPPORT

A three-tier model of instruction was designed by the Mississippi Department of Education to meet the needs of every student. The model consists of three tiers of instruction.

Tier 1: Quality classroom instruction based on the Mississippi College and Career Ready Standards and the MS Curriculum Frameworks

Tier 2: Focused supplemental instruction

Tier 3: Intensive interventions specifically designed to meet the individual needs of students

The model is designed to proactively identify students who may be struggling and provide them with the necessary support-throughout their years of schooling. Teachers use progress monitoring information to determine if students are making adequate progress through the year. If strategies at Tiers 1 and 2 are unsuccessful, students must be referred to the Teacher Support Team (TST). The Teacher Support Team is the problem-solving unit responsible for interventions developed at Tier 3. In addition to failure to make adequate progress following Tiers 1 and 2, students will also automatically be referred to the TST for interventions if they have failed two grades, had excessive absences during the prior school year, or have been suspended or expelled for more than twenty school days in the current school year.

CHILD FIND

Child Find is a process required by the Individuals with Disabilities Education Act (IDEA) to identify, locate, and evaluate all children from birth through 21 years of age who may have disabilities and may need early intervention or special education services. It is an ongoing process of public awareness activities and evaluations to ensure children with special needs can receive the help they need to succeed as early as possible.

Anyone concerned about a child's speech, learning, behavior, or development can make a Child Find request. A multidisciplinary evaluation team will meet with the family within 14 days to decide if an evaluation is needed. If so, written permission from the child's parent is required before an evaluation is conducted.

A multidisciplinary evaluation will involve a series of observations and tests with the child and interviews with caregivers conducted by two or more specialists such as a speech language pathologist, psychometrist, or a special educator. A written summary of this evaluation will be provided to the family and a meeting will be held to determine if the child needs special services.

For more information, contact the Petal School District Director of Special Services at (601)582-4247.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities are offered in the Petal Schools, which are designed to appeal to the interest of as many students as possible. Any student interested in an extracurricular activity should contact the sponsor of that activity.

Students shall not be promoted or retained solely for the purpose of extracurricular participation.

All students are expected to abide by the conduct guidelines in the PSD Elementary Handbook during their extracurricular activities.

In addition, specific team rules may be set forth by the coach/director of each sport/activity. These rules and the penalties for breaking them will be given to the students by the coach/director at the first parent/athlete meeting of that sport/activity.

ATTENDANCE AT EXTRACURRICULAR ACTIVITIES

All students and children, eighth grade and under, must be accompanied by an adult who is 21 or older. Students will not be allowed to enter or purchase a ticket if a supervising adult is not present. A parent will be called to come pick up students who are not accompanied by an adult. Students who cause a disruption at an extracurricular event will be required to remain with a supervising adult for the entirety of the event and/or be asked to leave the event. Some behaviors may result in disciplinary action at the student's assigned school.

DISTRICT CHILD NUTRITION PROGRAM

The ultimate goal of the child nutrition program is to provide nutritious meals to all students daily at an economical price. Free and reduced meal programs are provided for eligible students. The Family Free and Reduced Price Meal Application is utilized in the Petal School District and only one form per family is required to be completed each year. Additional information regarding these programs may be obtained at the Child Nutrition Office at 601-545-3020.

Breakfast and lunch are available at all cafeterias. A variety of menu items are offered daily to encourage students to make healthy choices. The regulation which allows students to choose less than all of the food offered is known as "offered vs. served". A minimum of three (3) food components at breakfast and lunch must be selected by students.

Advanced payments for breakfast and lunch meals may be made for the week, month or year. The Petal School District offers automated pre-payments of meal accounts via the telephone or Internet. Parents may log onto MyPaymentsPlus for FREE or telephone 1-866-615-6503. Free registration gives you 24/7 access to:

- Student cafeteria balances and purchase history
- Prepayments for breakfast/lunch, with auto-pay capability
- Low balance e-mail reminder
- Other fees and activities

Payment for meals cannot be combined with other school expenses. Payments are accepted for meals and extra sale items sold in the cafeteria. Parents may prepay for breakfast, lunch and extra sale items by the week, month or year. Returned checks are referred to a collection agency which

specializes in check recovery. Inquiries regarding student account balances shall be made to the cafeteria manager. Refunds from advanced payments for students who withdraw from school will be made if a written request is submitted to the Child Nutrition Office by June 1. It is the parent's responsibility to track the child's nutrition account. Account balances, positive or negative, roll over at the end of each school year.

Elementary students have limited charging privileges. They are allowed to charge for the day and repay the loan the following day. Students are not allowed to charge any supplemental sale items (ice cream, juice, etc.). Parents will be contacted, if necessary, when the student borrows money excessively. If the balance reaches \$15, students may not be allowed to participate in any school activities (field trips, incentives, field day, etc.) until the balance is clear or arrangements are made with the child nutrition director.

Regulations governing the federal breakfast and lunch program permit substitutions for children with special needs. A statement from a recognized medical authority supporting the student's need and prescribed substitution shall be submitted to the child nutrition manager.

State, federal and local competitive guidelines include:

- A. Prohibits the sale or delivery on campus of any food including snacks for one (1) hour prior to or during the regular school meal schedule. This includes sales by clubs or organizations on campus.
- B. With the exception of water and milk products, a student may purchase individual components of the meal only if the full meal is being purchased.
- C. Students who bring lunch from home may purchase water and milk products only. (This includes ice cream.)
- D. Students may not bring carbonated beverages in original containers into the cafeteria.

CHILD NUTRITION PROGRAM MEAL RATES

		Reduced Rate	Full Pay
Breakfast:	Student	\$0.30	2.00
	Adult		2.25
Lunch:	Student	\$0.40	3.00
	Adult		3.75

STUDENT HEALTH

Any student who poses a threat to the health or safety of the school community because he/she has a serious communicable disease, may be removed from school by the principal, on the approval of the superintendent, until such time the student no longer poses a threat to the general health of other students.

Students should not return to school before the return date on the doctor's excuse. Students with fever should not return to school until they have been fever free at least 24 hours without the use of fever reducing medications. If a student is sent home with a fever by the school nurse, the nurse will provide the attendance excuse with the first return date to the school's attendance clerk. Students who are symptomatic will be required to wear a mask until they are picked up by a parent or leave the building. The superintendent may require masks for all students and staff if local health trends dictate the need. School personnel will follow the Mississippi Department of Health and CDC recommendations for returning to school.

PETAL HEALTH CLINIC

The Petal School District has partnered with Southeast Mississippi Rural Health Initiative (SEMRHI) to provide students of the district with affordable and convenient health care. The Petal Health Clinic is located on Stadium Drive and can be used by any student currently enrolled. The clinic is staffed by a SEMRHI nurse practitioner and nurse and is open 7:30 am - 4:00 pm year round. While Medicaid, CHIP, and private insurance will be billed, there is no out-of-pocket cost for any student. Students must complete a SEMRHI registration form and health history once a year. To contact the clinic you may phone (601)450-2144 or fax (601)450-2145.

SEMRHI conducts yearly health and dental screenings on each child with parent permission. Questions about these screenings or student enrollment in the program should be directed to the Petal Health Clinic.

BED BUGS

In general, schools are not conducive to bed bug infestations. Bed bugs prefer an environment where they can hide during the day and come out at night to feed on a sleeping host. Because bed bugs can travel in belongings, school employees are trained to identify bed bugs and the signs of bed bugs in the classroom and the student's items. Staff will notify the school nurse and/or an administrator of suspected bed bug introduction and the designated procedures for dealing with bedbugs will be followed. If bed bugs are found or students are experiencing skin conditions that might be associated with bed bug bites, parents of the affected student(s) will be notified. After an inspection of the affected school area, it may be necessary to investigate the student's home setting. Parents will be provided with information about bed bugs as a means to assist with the prevention and management of bed bugs in their home. The student may not be allowed to bring personal items from home until proof of treatment is obtained.

HEAD LICE

The Forrest County Health Department will be notified when a child has a third occurrence of head lice. Repeated occurrences should be considered neglect and may be reported to the Forrest County Department of Human Services. Parents will be required to come for their child if live bugs are found. The student will not be allowed to attend school until proof of treatment is obtained. School wide head lice checks will be conducted periodically.

MEDICATION PROCEDURES

1. Administration of medication is foremost the responsibility of the parent/guardian. All medications that can be given outside of school hours without serious effects must be given before or after school.
2. The FIRST dose of any medication must be given at home in case there is an allergic reaction.
3. School personnel/nurses are not responsible for giving missed or late home doses of medication.
4. All medication that the student is receiving in the school setting will be recorded on the student's medication record.
5. **Prescription and non-prescription** medication will be administered only if:
 - a. The appropriate school medication administration form is completed including doctor's signature, parent/guardian signature, child's name, name of medication, amount of medication needed, route of administration and time of administration.
 - b. **Any prescription medication that is ordered only once or twice daily must be given at home and will not be administered at school unless the school receives a letter from the physician explaining why the medication must be given at school instead of home.**
 - c. Prescription medication must be in the original pharmacy container with the label that includes the student's name, physician name, name of medication, strength, dosage, time interval and route.
 - d. Over-the-counter medications (Tylenol, Advil, cough drops, etc.) must be in an unexpired original container and all manufacturers' labeling must be clearly legible. All over-the-counter medications must be supplied by the parent/legal guardian. The school **WILL NOT** supply any medications. **PLEASE NOTE: All medications to be given at school require a physician's signature on the school form: NO EXCEPTIONS!**
 - e. The information on the medical form and on the medication bottle must be the same.
6. Medication will **NOT** be accepted in household containers, envelopes or bags.
7. Medication will not be provided by the nurse or the teacher from any personal supply.
8. A new medication form must be completed and signed for each medication or change of medication order. A new form with doctor's orders and signature must be signed at the beginning of each school year even if the medication is continued from one year to the next.
9. Grades PK-8 students' medications, both prescription and non-prescription, must be brought to school by an adult. All medications and paperwork will be reviewed by the school nurse prior to administration of medication. Grades 9-12 students' medications, both prescription and non-prescription, must be brought to school by an adult with the exception of students who will be carrying a single, daily dose of prescribed or over-the-counter medications. High school students who need to bring prescription medications to school must have the medication in the current prescription container with the student's name and dosage on the container. The container should only contain the dosage needed for that day. High school students bringing over-the-counter medication to school must have the medication in the original container. Students are not to give any type of over-the-counter or prescription medication to another student. All medications and paperwork will be reviewed by the school nurse prior to administration of any medications.
10. Medications cannot be transported on the school bus by PK-8 students. High School Students may bring a single, daily dose in the original packaging.

11. No Petal School District employee/agent of the school will be responsible for administering any medication on field trips or school sponsored events.
12. The proper disposal of unused medications is important, and it is the responsibility of the parent to obtain all unused medication from the school when it is discontinued, the school year ends or the student transfers to another district. All medication left in the school under these conditions will be disposed of by the school nurse or delegate.
13. Students may keep diabetic medications with them at all times if given permission from the parent/guardian, physician, school nurse and the school receives all appropriate forms from the parent and physician.
14. Students may keep their prescribed emergency medications with them at all times, however the parent/guardian must meet the following requirements:
 - a. Provide written authorization for self-administration to the school.
 - b. Provide a written statement from the student's health care provider that the student has a diagnosed medical condition and has been instructed in self-administration of the prescribed medications. The statement should also contain: 1.) the name and purpose of the medication; 2.) the prescribed dosage; 3.) the time or times the medications are to be regularly administered and under what special circumstances the medications are to be administered; 4.) the length of time for which the medications are prescribed.

The Petal School District and its employees and agents shall incur no liability as a result of any injury sustained by the student from the self-administration of emergency medications. Upon fulfilling the requirements of this section, a student may possess and use emergency medications when at school, at a school-sponsored activity, under the supervision of school personnel or before and after normal school activities while on school properties including school-sponsored child care or after-school programs.

15. The district does not allow the use of medical cannabis while on district property.

REQUIRED IMMUNIZATIONS

In order for children to enter school, they must have the required immunizations and obtain the necessary "Certificate of Immunization Compliance (Form 121)". Students entering seventh grade must also have the required Tdap booster vaccine.

For information on required vaccinations for school entry and recommended vaccinations for all ages, visit the Mississippi Department of Health website at www.healthyMS.com or call 1-866-458-4948.

ATTENDANCE POLICY

The Mississippi State Legislature has established the Office of Compulsory School Attendance Enforcement within the State Department of Education (effective July 1, 1998). This office is responsible for the administration of a statewide system of enforcement of the Mississippi Compulsory School Attendance Law.

The “Compulsory-School-Age Child” is any child who has attained or will attain the age of six (6) years on or before September 1 of the calendar year and who has not yet attained the age of seventeen (17) on or before September 1 of the calendar year.

A compulsory-school-age child who is absent more than 33% of the instructional day must be considered absent the entire day.

A compulsory-school-age child with documented participation in an activity authorized by the State Board of Education shall be considered present for purposes of determining and reporting attendance for average daily attendance.

When absences do occur, school personnel will classify the absence as excused or unexcused. Each of the following will constitute a valid excuse for absences of a school age student enrolled in school, provided evidence of the excuse is provided to school personnel.

1. Authorized school activities
2. Illness or injury of the student, and any absence after the third consecutive day must be documented by a doctor’s excuse
3. Isolation of the student by health officials
4. Death or serious illness of a member of the immediate family of the student
5. Medical or dental appointments
6. Proceedings of a court when the student is a party to the action or is under subpoena
7. Educational opportunities such as travel with the prior approval of the principal
8. Other emergency or unusual conditions subject to the approval of the principal

Excused absences are granted once validated. A note, email, or fax from parents/guardians, a medical or dental excuse, or court documentation should be received within five days of the student returning to school if the absence is to be excused. Students who receive an excused absence will not be penalized in grading, providing they make up the work missed. This work must be made up immediately upon returning to school after receiving the excused absences. The amount of time for make-up work will be equal to the number of days of excused absences plus one additional day.

An unexcused absence is an absence during a school day that is not due to a valid excuse. When a student accumulates five (5) unexcused absences, a report will be made to the Attendance Officer. An out-of-school suspension is considered an unexcused absence. When the child has twelve (12) unexcused absences, the law provides that charges of “Educational Child Neglect” may be brought against the parent/guardian. Potential punishment for Educational Child Neglect is a fine of up to \$1,000 and/or one (1) year in jail.

After a student has exceeded five (5) absences each semester, he/she must present a doctor’s excuse or court documentation for each additional day.

The school recognizes that regular attendance is important if students are to attain the maximum benefit from the educational process and develop good work habits that carry over into their adult lives. Parents and students are expected to abide by the Compulsory School Attendance Law. In order to support the child’s academic success, the Teacher Support Team of the school will monitor students with excessive absences. This team, with the parent, will develop a plan for encouraging

and rewarding consistent school attendance. Students with excessive absences may not be eligible to attend field trips or participate in other school sponsored activities.

KINDERGARTEN ATTENDANCE LAW

The provisions of the Mississippi Compulsory School Attendance Law are fully applicable to kindergarten-age children who have enrolled in full day public school kindergarten. The parent shall not be allowed to unenroll the child from the program, and such child shall be deemed a compulsory-school-age child.

TARDY AND CHECK-OUT PROCEDURES

School attendance on a daily basis is critical to a child's academic success. Arrival at school on time and staying the entire school day is crucial to the learning process, especially at the elementary school level. Since students are engaged in learning activities the entire school day, parents are strongly encouraged to refrain from bringing a child late to school and from checking a student out of school.

Students are tardy after 7:35. Students are required to be at school when the first bell rings. Any student arriving after this time will receive an unexcused tardy. **Any student arriving at school after the tardy bell MUST be escorted into the school by a parent/guardian to obtain permission to enter class.** If a student is late for school because of a doctor or dentist appointment, the student must provide the attendance clerk with a doctor's excuse when the student is signed in to school. Bus students arriving late to school due to district transportation problems will not be considered tardy.

Any student withdrawn from class before the school's dismissal time will receive an unexcused check-out. If a student is withdrawn for a doctor or dentist appointment, the student must provide the attendance clerk with a doctor's excuse upon returning to school the NEXT DAY. Any student who plans to check out of school before the end of the school day must have a parent or guardian come to the office and sign the check out log. Any student who is checked out of school per the nurse's request will be excused and the check out log will be used as this student's excuse. A check out resulting from a school sponsored event will be excused. Parents or guardians who need to check students out early must do so **before 2:00 p.m at PUES/PES and before 1:30 p.m at PPS.** Persons checking out a student must be listed on the authorization list provided by the parent/guardian and must present a valid picture ID.

MAKE-UP WORK

The student will be allowed to make up work following an approved absence by contacting the teacher of the class in which the work was missed. The teacher will determine when and how work shall be made up by the student.

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 tardiness and school sponsored field trips.

STUDENT RESPONSIBILITIES

The objectives of discipline within our schools may be considered threefold:

1. To establish and maintain favorable conditions free from distraction and misbehavior
2. To establish and maintain respect for authority within the school
3. To develop attitudes, habits, and skills required for self-discipline and good citizenship

We recognize that for learning to take place we must maintain conditions conducive to learning.

All students are to conduct themselves appropriately at all school-sponsored activities. Failure to do so could result in the student losing his/her privilege to attend such functions and could result in disciplinary action.

The responsibility for a student's behavior rests with the parents or legal guardian and the individual student. The principal has the authority to administer any disciplinary action approved by the Petal School Board necessary to ensure the safety and well being of all students. The administration will take whatever steps necessary to enforce the policies of the Petal School District to include, if necessary, the involvement of the appropriate law enforcement or juvenile authorities.

The discipline philosophy of the Petal School District supports the teachers' right to teach and the students' right to learn. Behavior which stops the teacher from teaching and/or any student from learning will not be tolerated. We recognize that effective discipline requires the shared responsibility of parents, students, and school personnel.

School officials have authority to discipline a student for misconduct:

- In the school
- On the road to and from school
- At any school related activity or event
- Or on property other than school property at a school related event

Authority exists when the superintendent or principal determines that such misconduct renders the student's presence in the classroom a disruption to the educational environment or a detriment to the best interest and welfare of the students and teacher of such class as a whole.

Parents are notified of a suspension by telephone and/or by letter. If a parent is not contacted by phone, a letter with the information is given to the student. If it is considered in his/her best interest or the general welfare of the other students, a student can be suspended immediately.

SCHOOL CREEDS

As a community of learners, students and faculty deserve an environment conducive to learning and teaching. The school creed of each school conveys the expectations for student behavior.

Petal Primary School Creed I am Petal Primary. I will respect myself and others. I will do what is right. I will be the best that I can be. I am Petal Primary.	Petal Elementary School Creed I am Petal Elementary. I will respect myself and others. I will do what is right. I will be the best that I can be. I am Petal Elementary.	Petal Upper Elem School Creed I am Petal Upper Elementary, I will respect myself and others, I will do what is right, I will be the best I can be, I will make a difference.
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When parents, teachers, and students work together toward a common goal, it helps students have a positive educational experience. Appropriate discipline supports the whole educational process and is the key to good citizenship and proper consideration and respect for others. The administration and teachers urge both parents and students to partner with us to ensure an orderly, respectful, and productive environment for everyone.

BEHAVIORS THAT WILL BE REFERRED TO THE PRINCIPAL'S OFFICE

The list above is not all-inclusive. Proper law enforcement agencies, juvenile authorities and social agencies will be involved as necessary. If a student is suspended from school, he/she may be required to receive an assessment or services by a professional counselor or agency before being readmitted to school.

CHEATING

Cheating of any kind will be treated as a serious offense. The first time a student is caught cheating, the teacher will contact the student's parent/guardian, and the student could be given a zero for the assignment on which the student cheated. Any additional offense could result in a zero for the assignment and an office referral from the teacher.

STEPS BEHAVIOR

- 1-4 Violation of hands off policy
Electronic Device Violation
Horse playing
Instigate/participate in verbal or push/shove confrontation
Possession, distribution, or sharing of obscene literature
Leaving classroom without permission
Vandalism
Throwing Objects
Failure To Complete Assignment
No Class Materials
Failure to report to detention
- 1-5 Classroom or Campus Disruption
Dress Code Violation
Leaving school without permission or failure to report to class
Acts that are detrimental to decency, decorum, or order
- 1-7 Disrespect
Defiance
Continued Defiance
Profanity or vulgarity, including gestures
Harassing, intimidation or threatening other students, faculty, staff
Forge/deceive/misrepresent the truth/lying
Improper use of the Internet/Network
Hazing - Physical or mental abuse
Public display of affection
Cheating
Possess Prohibited Substance
Other misbehavior as designated by administration
Truancy

STEPS BEHAVIOR

- 2-7 Repeated violation of school rules
Possession/distribution/transfer/use of fireworks
Use/attempted use/possession/transfer of dangerous object/weapon
Steals, appropriates or converts to own use property of another w/restitution required
Defacing/destruction of school property w/restitution required
Stalking
Sexual harassment
ISS Misbehavior
Theft
Trespassing
- 3-7 Unauthorized use/sale/possession/transfer of non/prescription drug
Possession/use/transfer of tobacco, e-cigarettes or paraphernalia
Physical violence on student/employee
Instigate/participate in fight
Extortion
Robbery
Poisoning
- 4-7 Sexual misconduct
Sexual battery
Assault
Bomb threat
- 5-7 Use, sale, transfer, or possession of alcohol, drugs, narcotics, or illegal drugs or paraphernalia
Rape
Possession/transfer of firearm
Use/attempt use of firearm

SCHOOL PROPERTY DAMAGE

CARE OF SCHOOL PROPERTY/VANDALISM

The condition of the walls of the buildings, the furniture in the classrooms, auditorium, library, gym and cafeteria should be a source of personal pride to each student. Every student should not only refrain from defacing or destroying school property but should make every possible effort to induce fellow students to do likewise. The student should help the custodian by placing all paper and waste in the containers furnished for this purpose. Section 37-11-9 of the Mississippi School Law Bulletin says, "If any pupil shall willfully destroy, cut, deface, damage, or injure any building, equipment or other school property the student shall be liable to suspension or expulsion and the student's parents in *loco parentis* shall be liable for damages." Parents/guardians will be notified in writing of a student's destruction or defacement of school property.

Vandalism

If any student shall willfully destroy, cut, deface, damage or injure any school building, equipment or other school property the student may be subject to suspension or expulsion and the student's parents, legal guardians or custodians may be liable for all damages.

Liability for Damages

The District may institute legal proceedings against and recover damages provided by law from parents of minor students who maliciously and willfully damage or destroy school property. The discipline plan of each school shall contain a statement of parental responsibilities in this regard as required by the Discipline Plan.

USE/POSSESSION OF DRUGS OR WEAPONS

No student attending school or any school-sponsored activity shall be in possession of or under the influence of any compound or substance that can be taken orally, intravenously, or inhaled (including, but not limited to, alcohol, drugs, narcotics, tobacco, e-cigarettes, and/or any paraphernalia). It is unlawful to bring any weapon on any educational property or any school sponsored activity. A student knowingly in possession of a weapon and/or any imitation weapon may be recommended for expulsion, the weapon seized, and the matter referred to the appropriate law enforcement authority.

TECHNOLOGY VIOLATIONS

Students may not take pictures or film other students, faculty or staff on school grounds, on the buses, or at school activities or post videos or pictures of other students, faculty or staff on the internet without administrative approval.

HARASSMENT/BULLYING

The faculty and staff are committed to a safe educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation or bullying. Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that:

- Physically harms a student or staff or damages the student's or staff's property; or
- Has the effect of substantially interfering with a student's education; or
- Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes violations of this policy.

Any student who feels that he/she has been a target of harassment or bullying or any parent who feels his/her child has been a target of harassment or bullying in school; on school property; or while participating in a school sanctioned activity should report the incident promptly, orally, or in writing, to a school staff member, preferably the principal. All complaints will be investigated by the principal or his/her designee. Depending on the nature of the offense, disciplinary action ranging from counseling to suspension or expulsion may be taken consistent with school discipline policies. An allegation of harassment or bullying and the results of the investigation shall be kept confidential to the extent reasonably possible under the investigation process. Witnesses and those interviewed shall be informed of the confidential nature of the issues and the investigation, and shall be informed that it will be a violation of this policy to disclose the allegation or the nature of the investigation to others and will be subject to disciplinary action.

School officials recognize the right of every student to take reasonable actions as may be necessary to defend himself or herself from an attack by another student who has evidenced bullying or harassing behaviors. The Petal School District defines "reasonable action" as promptly reporting the behavior to a teacher, principal, counselor, or other school employee when subjected to bullying or other harassing behavior.

BIAS BEHAVIOR

In the event it is found beyond reasonable doubt an offense was committed by reason of the actual or perceived race, color, ancestry, ethnicity, religion, national origin of the victim, consequences will be assigned based on the seriousness of the offense. This policy applies to all students, parents, school employees and visitors while on school grounds and/or school sponsored activities, or while going to and from school.

DISCIPLINE LADDER

When a student is referred to the office, disciplinary action will be taken according to the discipline ladder. Depending on the seriousness of the offenses and previous disciplinary record, a student may enter the ladder at a level higher than step 1 and/or may be referred to appropriate youth services.

It may be necessary to involve the district's police officers when incidents of a more serious nature threaten the safety and well-being of students, faculty members, or visitors and when they are disruptive to the school's environment.

Preventative Conference

Administrators may choose to conference with a child and/or parent about the referral on a first offense.

Step 1

1. Student/Principal Conference
2. Parents notified.
3. Miss five (5) days recess or one (1) elective/activity detention
4. No referral to the office for fifteen (15) school days will remove a student from the discipline ladder.

Step 2

1. Student/Principal Conference
2. Parents notified
3. One day in-school reassignment (ISR), or miss recess for ten (10) days, or three (3) days elective/activity detention
4. No referral to the office for twenty (20) school days will remove a student from the discipline ladder.

Step 3

1. Student/Principal Conference
2. Parents notified
3. Two days in-school reassignment (ISR) or one-day home suspension (OSS)
4. Mandatory at school conference with the principal or assistant principal or counselor, parent, and student before the child will be admitted back in school after serving OSS
5. No referral to the office for twenty-five (25) school days will remove a student from the discipline ladder.

Step 4

1. Student/Principal Conference
2. Parents notified
3. Three days in-school reassignment (ISR) or two days home suspension (OSS) or a combination of ISR and OSS for three days

4. Principal referral to Teacher Support Team
5. Mandatory at school conference with the principal or assistant principal, parent, and student before the child will be admitted back in school after serving OSS
6. No referral to the office for thirty (30) school days will remove a student from the discipline ladder

Step 5

1. Student/Principal Conference
2. Parents notified
3. Four to seven days home suspension (OSS) or a combination of home suspension and in-school reassignment (ISR) equal to four to nine days
4. Mandatory at school conference with the principal or assistant principal, parent, and student before the child will be admitted back in school after serving OSS
5. No referral to the office for forty-five (45) school days will move a student from step 5 to step 4 on the discipline ladder

Step 6

1. Student/Parent Conference
2. Parents notified
3. Four to nine days home suspension (OSS)
4. Student may be recommended for expulsion or reassignment
5. Mandatory at school conference with the principal or assistant principal, parent, and student before the child will be admitted back in school after serving OSS
6. No referral to the office for forty-five (45) school days will move a student from step 6 to step 5 on the discipline ladder.
7. No participation in or attendance at any school district activity for the 45 day period.

A student's chronic defiant behavior, or the seriousness of the offenses as determined by the school's administration, may make it necessary to assign the student to Step 7 as described below.

Step 7

1. Student/Parent/Principal Conference
2. Nine days home suspension (OSS)
3. Recommendation for expulsion or reassignment
4. No participation in any school district activity or event for the duration of the alternate placement or expulsion period.

INTERVIEWS AND SEARCHES BY SCHOOL OFFICIALS

Students in the district have the right to privacy and security against arbitrary invasion of their personal property by school officials. However, the school must maintain an atmosphere conducive to the pursuit of its educational goals, including a limited right to search students' personal belongings when it is in the best interest of the overall welfare of other students or is necessary to preserve the good order and discipline of the school.

Searches may be conducted with reasonable cause by not less than two members of the professional staff. Parents/Guardians will be notified following any student search. Any student who commits an unlawful act on school grounds, within 500 feet of school grounds, at a school sponsored or school related activity, is subject to having charges filed against him/her by the school district with the proper law enforcement officials.

School administrators and teachers have the right to interview students regarding their conduct and/or the conduct of others. In regard to students' alleged actions, except where the alleged action would constitute a criminal offense, the right against self-incrimination does not exist.

REASONABLE SUSPICION TESTING

Petal School District may require any student to submit to a drug and/or alcohol test at the expense of the parent/guardian if there is reasonable suspicion that the student has or is using prohibited drugs and/or alcohol. Reasonable suspicion must be based on specific contemporaneous physical, behavioral, or performance indicators of probable drug and/or alcohol use which can be articulated. The requirement of a drug and/or alcohol test is within the discretion of the Petal School District and is not a prerequisite to the administration of punishment under this policy.

THREAT ASSESSMENT

Student safety is of the utmost importance. Students who threaten to harm themselves or others may be referred for a threat assessment. This procedure 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 involved in the threat assessment procedure. If a student has been determined to be a perceived threat to himself or others, he/she may be referred to a mental health provider for a free assessment. If the parent refuses to allow the free assessment, a referral to Child Protective Services may be submitted.

DISCIPLINARY CONFERENCES

1. A parent/legal guardian of a compulsory-school-age child enrolled in the Petal School District may be requested to appear at school by the school attendance officer or an appropriate school official for a disciplinary conference regarding acts of the student.
2. A parent/legal guardian of a compulsory-school-age child enrolled in the Petal School District who refuses or willfully fails to attend a disciplinary conference may be summoned by the Superintendent or the school attendance officer and may be required to attend a discipline conference.
3. **A parent/legal guardian of a compulsory-school-age child enrolled in the Petal School District who refuses or willfully fails to attend a discipline conference shall be guilty of a misdemeanor and upon conviction, shall be fined not to exceed two hundred fifty dollars (\$250.00).**

RECESS/ACTIVITY DETENTION

Recess or elective/activity detention may be assigned to students for inappropriate behaviors at school. Recess detention may be assigned by a teacher or principal. When detention is assigned by

the teacher for minor inappropriate behaviors, a contact will be made with the parent. Failure to report to a teacher-assigned detention may result in an office referral for the students from the detention monitor. Elective/activity detention will be assigned by a principal or assistant principal for misbehaviors that have placed a student on the school discipline ladder. Failure to report to a principal-assigned detention will result in one day of in-school reassignment (ISR) for every day of detention that is missed.

Students assigned to recess detention on Steps 1 and 2 may receive an assignment to a pride project. A pride project may include picking up trash on the campus or some similar assignment during the recess to help improve the appearance of the school or campus.

Detention will be handled according to the following procedures:

1. Elective/activity detention shall be held during one of the students scheduled electives.
2. All detentions shall be served at the time assigned.
3. Students will be required to bring an assignment to detention. The assignment could be homework or something appropriate to read.
4. Absences due to personal illness, serious illness in the family, death in the family, or special permission obtained in advance from the principal, shall be excused.
5. All excused absences from detention shall be made up as soon as possible following the excused absence.
6. On the date the detention is assigned, the principal, assistant principal, will make an effort to contact the parents or guardian by phone or by letter to notify them that their child is being given detention.

IN-SCHOOL REASSIGNMENT & OUT-OF-SCHOOL SUSPENSION (ISR/OSS)

In-School Reassignment (ISR) may be assigned by a principal or assistant principal for inappropriate student behavior. If this occurs, the student's assignments for the day will be sent to the ISR monitor for the student to complete. Additional written work may also be assigned by the ISR monitor.

Students may be suspended by the principal or assistant principal in circumstances that would permit harm to another student or staff member. A student's assignment to OSS is based on the severity of the offense and/or the student's position on the discipline ladder.

Students assigned to ISR or OSS may not be allowed to participate in field trips or other special activities. Sixth grade students placed on the discipline ladder may be excluded from certain organizations at Petal Middle School such as Student Council, Junior Beta Club, etc.

BEHAVIORAL INTERVENTIONS FOR STUDENTS WITH REPEAT REFERRALS

1. Pride Groups - Students may be referred by the Principal, Assistant Principal, Counselor, Teacher and/or Detention Teacher. Supervision provided by a lead custodian or as part of a duty position for a teacher assistant. List of "Pride Projects" developed by the discipline committee to include projects such as: weeding flower beds, cafeteria clean-up, cleaning bathroom walls, sweeping sidewalks, or picking up litter.

2. Small Group Counseling Opportunities - Small group counseling is required in the area of anger management and social skills for students with specified discipline referrals (repeat offenders, fighting, etc.). Students may be referred by principals, counselors, teachers and/or parents. Notice will be sent to parents along with a copy of discipline referral.
3. Mentoring - Students referred by Principal, Assistant Principal, Counselor, Teacher and/or Detention Teacher are assigned a mentor with whom they will practice behavior modification techniques.
4. Referral to Teacher Support Team – Students may be referred to the Teacher Support Team for a Functional Behavior Assessment to determine the cause of the inappropriate behavior.
5. Change of Placement – In the event of continuous disruptive behavior, students may be moved to an alternative placement.

RESTRAINT AND SECLUSION

The Petal School District supports a positive approach to behavior that uses proactive strategies to create a safe school climate. It is recognized that situations may arise wherein students are displaying physically violent behavior or are deemed to be a danger to themselves or others. The use of excessive force or cruel and unusual punishment regarding student management is prohibited. Restraint and seclusion shall not be used as a punitive measure. Only school personnel trained in the use of restraint and seclusion shall be used to observe and monitor these students. Physical restraint is considered to be an emergency response after all other verbal and non-verbal de-escalation measures have failed in effectiveness. Proper documentation must be completed with each incidence of restraint, including notification to parents. Parents will be notified verbally or in writing on the day of the restraint or seclusion or no later than 48 hours following the incident. Questions regarding the use of restraint and seclusion may be directed to Katie Charleville, Director of Special Services.

SUSPEND/EXPEL STUDENTS

The local school board shall have authority to suspend, to expel a student, or to change placement to an alternative school or a homebound program for misconduct:

- In the school
- On the road to and from school
- At any school related activity or event
- Or on property other than school property or other than at a school related event

Authority exists when the superintendent or principal determines that such misconduct renders the student's presence in the classroom a disruption to the educational environment or a detriment to the best interest and welfare of the students and teacher of such class as a whole.

ALTERNATIVE FOR SUSPENSION

As an alternative to suspension, a student may remain in school by having a parent/legal guardian, with the consent of the student's teacher(s), attend class with the student for a period of time specifically agreed upon by the reporting teacher(s) and school principal. If the parent/legal guardian 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 Petal School District.

APPEALS

In-school suspension, detention, and suspension of eight days or less from the school or the bus may not be appealed beyond the school principal. Any student's parent or guardian aggrieved by the disciplinary action may request in writing a review of the decision by the principal. Any appeal may be made to a district review committee for a suspension in excess of eight but less than ten days out-of-school.

Expulsion is defined as any denial of school attendance beyond 10 days which may be permanent or which may terminate at the beginning of the next school year provided sufficient rehabilitation can be demonstrated. A hearing before a district discipline review committee is automatic. A complete copy of the district discipline and appeals policy is available for review in each principal's office. Students who are expelled may apply for readmission by contacting the superintendent's office.

SCHOOL AND BUS VIDEO

Student confidentiality regulations prohibit parents from viewing surveillance videos. Parents may request that school personnel review video footage.

TRANSPORTATION DEPARTMENT

Parents and students are reminded that Mississippi law refers to riding a school bus as an "entitlement," which means public school districts are not required to provide transportation for any student who does not meet behavioral expectations.

Students are only permitted to ride their assigned bus. In the event of a transportation change, a student may ride a different bus or board from another school campus only with prior written approval from the principal or assistant principal. Permission will be granted for emergency situations only and must be obtained in advance. **No phone calls are allowed for changes in transportation.** Written notice from parent/guardian is required. The student should bring the written permission from their parent/guardian the day of the change. The note must include the date and the name and address of the transportation change.

In the event of early dismissal because of severe weather, bus drivers must be able to see an adult visible at the home before allowing (K-6) students to exit the bus. If a parent or designee isn't visible at the stop, students may be returned to the campus. It is the responsibility of the parent to see that students who are returned to school are picked up. Students returned after multiple times may have their riding privileges suspended.

Parents and students should understand that **riding the school bus is an extension of the school day, and the bus is considered a classroom on wheels.** In addition to our school discipline policy, the following behaviors are expected of each student who rides a school bus in the Petal School District.

1. Sit where the bus driver assigns you, facing the front at all times, with your bottom on the seat, feet in front of you, remaining seated while the bus is in motion.
2. Keep your hands, elbows, feet, legs, etc. to yourself, following the “hands-off” policy.
3. Talk or speak to others in a respectable manner with an “inside” voice. Shouting, yelling or raising your voice and using vulgar language will be unacceptable.
4. Follow the same rules as at school concerning cell phones, and all other electronic devices.
5. Keep food and drinks in your bags at all times while on the school bus.
6. Take care of school bus property, and report anyone who cuts or tears bus seats or damages property in any other way.
7. A student will bring a band instrument or any large item on the bus only if it will fit in the student’s lap or on the floor between the student’s legs, without hiding the student’s face.
8. Follow the school dress code policy. Keep uniform shirts on, pants up and no hats.
9. Other behaviors that the bus driver feels to be unacceptable will be addressed with the student, and the student is expected to obey the driver when told to correct or discontinue a specific behavior.

SCHOOL BUS DISCIPLINE LADDER

When a student is referred to the office, school personnel may contact parent/guardian and disciplinary action will be taken according to the following prescribed steps/consequences. Based on the severity of the offense the administrator has the authority to place the student on a higher step on the ladder. In regards to an initial bus referral, parents will be notified about the incident.

Step 1

1. Student/Principal Conference and;
2. 1 day off the bus and;
3. 15 day probationary period-after 15 school days will move OFF the Bus Ladder

Step 2

1. Student/Principal Conference and;
2. Up to 2 days off the bus and/or school consequence (PRIDE Project or Recess Detention) and;
3. 20 day probationary period-after 20 school days will move OFF the Bus Ladder

Step 3

1. Student/Parent/Principal and/or Transportation Director Conference and;
2. Up to 5 days off the bus and/or school consequence (PRIDE Project, Recess Detention, or ISR) and;
3. 25 day probationary period-after 25 school days will move OFF the Bus Ladder

Step 4

1. Student/Parent/Principal and/or Transportation Director Conference and;
2. Up to 10 days off the bus and/or school consequence (PRIDE Project or ISR) and;
3. Mandatory at school conference with parent before the child will be admitted back on the bus and;
4. Develop Bus Plan and;
5. 30 day probationary period-after 30 school days will move OFF the Bus ladder

Step 5

1. Student/Parent/Principal and/or Transportation Director Conference and;
2. Up to 30 days off the bus and/or school consequence (PRIDE Project or ISR) and;

3. Mandatory at school conference with parent before the child will be admitted back on the bus and;
4. Review/Develop Bus Plan and;
5. 45 day probationary period-after 45 school days will move to Step 4 on the Bus Ladder

Step 6

1. Student/Parent/Principal and/or Transportation Director Conference and;
2. Up to 45 days off the bus and/or school consequence (PRIDE Project or ISR) and;
3. Mandatory at school conference with parent before the child will be admitted back on the bus and;
4. Review/Develop Bus Plan and;
5. 90 day probationary period-after 90 school days will move to Step 5 on the Bus Ladder

Step 7

1. Student/Parent/Principal and/or Transportation Director Conference and;
2. Removal from bus for remainder of school year

SCHOOL AND BUS VIDEO

Student confidentiality regulations prohibit parents from viewing surveillance videos. Parents may request that school personnel review video footage.

DROP OFF/PICKUP PROCEDURES

It is of the utmost importance the directions of the individuals supervising the drop off/pickup area are followed. Students are to unload and load only where the adults supervising can easily observe them. Parents are asked to take care of notes, lunch money and other items before arriving at school. Please do not block or delay traffic in this area.

Parents are urged to use extreme caution when children unload from vehicles. Dangerous situations exist when students get out of cars with clothing or straps from book-bags getting near doors as they are closed. **Parents should avoid distractions such as cell phones or pets.** Please be sure your child has cleared the vehicle before pulling away. Students must move quickly without running to the loading area at dismissal time, pay attention to the loading supervisors and watch for his/her ride.

PARENTS ARE REQUIRED TO DISPLAY THEIR CHILD'S NAME IN LARGE PRINTED LETTERS INSIDE THE WINDSHIELD OF THEIR VEHICLE THROUGHOUT THE SCHOOL YEAR.

Limousines are not allowed in the pick-up and drop-off line.

PERMISSION SLIPS

For a child's protection, permission slips are required for a child to:

1. Ride with another person.
2. Remain after school for any reason.
3. Participate in a school approved trip.
4. Ride home from a field trip with parents. (Students may ride home with a parent or guardian after receiving written approval from the principal, three days before the trip.)

Students riding buses are expected to ride the bus home unless he/she has written permission to do otherwise. Written permission must be dated, include address for drop off, and be signed by parent or guardian and received in the office no later than 1:30 p.m. **No phone calls are allowed for changes in transportation.**

Parents are asked to instruct students who walk or ride bikes to school to observe all safety rules to and from school.

Students habitually left at school may be referred to the appropriate youth services or assigned a bus suspension.

PETAL PRIMARY SCHOOL

Visitors and families will need to park in the front of the school in a parking lot and come in the lobby to handle any tardies, checkouts or other business. The drop-off and pick-up location for kindergarten students will be on the north end of the building which is the outside entrance to the Kindergarten wing. The drop-off and pick-up location for first grade students will be on the west end of the building which is the front entrance to the lobby. The drop off and pick-up location for second grade will be at the rear entrance of the school located off of Stadium Drive.

Drop-offs will begin at 7:00 a.m. The tardy bell will ring and class will begin at 7:35. Avoid arriving exactly at 7:35 as this will cause both traffic congestion and students to be tardy. Breakfast will be served every morning beginning at 7:00 and ending at 7:30. All students who will be eating breakfast at school must arrive early enough to eat and report to class by 7:30. Drop-off students will not be allowed to go to breakfast after 7:30.

Vehicles must have the school issued PPS Car Rider Tag in order to pick up a student. If a tag is not visible, the driver must come inside, be confirmed as an approved contact, and show a valid ID in order to pick up a student. Parents picking up children may arrive on campus no earlier than **1:30** (before 10:10 for the morning preschool program at PPS). All student carlines will begin at 2:15 p.m. and end at 2:40 p.m.

PETAL ELEMENTARY SCHOOL

The drop off and pick-up location for the third and fourth grade students will be the outside front entrance to your child's grade's hallway. Carline will be accessed from Herrington Road. If you have students in third and fourth grade, please use the third grade drop off and pick-up location.

Drop offs may begin at 7:00 a.m. Class begins at 7:35 a.m. Avoid arriving exactly at 7:35 a.m. as this will cause both traffic congestion and students to be tardy. Breakfast will be served every morning beginning at 7:05 and ending at 7:30. All students who will be eating breakfast at school must arrive early enough to eat and report to class by 7:35. Drop-off students will not be allowed to go to breakfast after 7:30.

Vehicles must have the school issued PES Car Rider Tag in order to pick up a student. If a tag is not visible, the driver must come inside, be confirmed as an approved contact, and show a valid ID in

order to pick up a student. Parents picking up children may arrive on campus no earlier than 2:00 p.m. Pick-up students will be dismissed between 2:30 and 2:55 p.m.

PETAL UPPER ELEMENTARY SCHOOL

The drop off/pickup location for students is on the Ogilvie Street (South) side of the school. All students who arrive at school before 7:35 a.m. by private vehicle or are picked up must do so in this area. The front parking lot will be open to bus and faculty traffic only from 7:00-7:35 a.m. and from 2:15-3:00 p.m.

All other vehicle traffic involving student pickups and drop offs will be done on the Ogilvie Street side of the campus.

The drop off and pickup traffic lanes will be one-way to the West in lanes provided for vehicles on the North side of Ogilvie. The traffic flow on Ogilvie Street will remain two-way. Parents may wish to plan their routes to Petal Upper Elementary School so as to easily align their arrival with the designated pickup/drop off lanes.

For safety reasons and to reduce congestion, parents/guardians are not to drop off students on the corner of 8th & Hillcrest.

Drop offs may begin at 7:00 a.m. Avoid arriving exactly at 7:35 a.m. as this will cause both congestion and students to be tardy. The gate at the loading area will be locked for security reasons at 7:35 a.m.

Students will be dismissed from the pickup area next to Ogilvie Street between 2:30 and 3:00 p.m.

Routes to the school should be planned so as to avoid making U-turns on Ogilvie. Traffic inbound on Highway 42 should take Corinth Road to Ogilvie. Vehicles arriving from North of the school should either consider taking Hillcrest Loop to Collins Road (near the tennis court) and Pecan Terrace to Ogilvie. Traffic arriving from the South should consider taking Cassil Street to Byrd Drive to Ogilvie.

CRISIS MANAGEMENT

The Petal School District recognizes the importance of a safe and secure environment in order to provide the most effective learning situation. The district has taken certain precautions and specific measures to ensure the safety of both students and staff. A crisis management plan has been developed and extends the idea of proactive planning for a major crisis should one occur. It ensures that district officials, working with the community leaders, have discussed and developed an appropriate plan of response which will make use of all available resources.

In case of a crisis situation, the contact person for public information is the Petal School District Superintendent of Education. Public notification of a crisis situation would be given over local radio and television stations. Should early dismissal of students be necessary, parents can pick up their children at the drop off/pickup area on the campus and school buses would run early. Should evacuation of the campus be necessary, students would be evacuated to a predetermined area.

EMERGENCY PREPARATION PROCEDURES – FIRE DRILL

When the drill announcement is heard, all students should walk briskly and orderly toward areas determined by their location at the time of the drill. Fire drills are conducted monthly. The teacher in charge of the class at the time of the drill will remain in charge of the same group until the drill is concluded. The teacher will check to see that all students have left the building safely.

EMERGENCY PREPARATION PROCEDURES – TORNADO DRILL

A severe weather announcement is given. When this is announced, all teachers and students should move immediately to their designated places according to where they may be at the time of the drill. Notice of severe weather comes to schools directly from the Emergency Management District. Students in the hall will sit along the walls with their heads on knees and their hands on top of their heads.

EMERGENCY PROCEDURES – SAFE ROOM

The organization and personnel responsible for operating and maintaining this safe room will be the Petal School District employees. The Safe Room Management Team will consist of school crisis team members, school and district level administrators, and school resource officers. This team is assigned to execute its emergency plan during weather events that occur during school hours or any after school events. The Crisis Team's responsibility will be to instruct safe room occupants where to assemble in the safe room; control the movement of people into the safe room in a timely and orderly manner; to make regular rounds inside of the safe room while in lock down; and contact Health Services, or emergency personnel if needed, for the treatment of injured occupants.

The safe room will not be open to the general public at the time of activation.

EMERGENCY PROCEDURES-THREATENING SITUATIONS LOCKDOWN AND EVACUATION PROCEDURES

An announcement will be made to alert faculty and students to an emergency situation. The procedures in the Petal School District Crisis Management Plan will be followed.

SEVERE WEATHER PROCEDURES

The following procedures will be followed during bad weather:

- Petal School District receives a warning issued by the Emergency Management District.
- Media sources including the school district website (www.petalschools.com) will be notified in the event of early dismissal due to severe weather. All parents are encouraged to listen to the radio or television in case of severe weather. If a severe weather bulletin is issued, students may be detained at school until clearance is received from the Emergency Management District.
- Parents will also be notified by phone through the district's phone messaging system.
- No student will be sent home unless someone has been notified schools will dismiss early.

DELAYED START PROCEDURES

In the event of inclement/severe weather before school begins, the decision to delay the start of school may be enacted by the Petal School District with input from Emergency Management personnel. This option would be in addition to other safety measures including full school day cancellations.

If there is a delayed start time, it will be announced school will start with either a **one or two hour** delay. Students, parents, and teachers should expect beginning times to follow the same schedule as on a normal day, only delayed by the decided amount of time.

If a one hour delayed start is announced, the elementary schools will begin at 8:35.

If a two hour delayed start is announced, the elementary schools will begin at 9:35.

Buses will pick up students at bus stops **one hour later/two hours later** than regularly scheduled pick-up times. Buses will make every effort to be punctual, although traffic and road conditions may increase travel time. Parents dropping off students, students who walk, and students driving to school should arrive **one or two** hours after their regularly scheduled arrival times.

School dismissal times will remain on regular schedules, including bus drop-off times in neighborhoods and parent pick-up times at schools.

All afternoon and evening programs will operate as normally scheduled unless announced otherwise.

FEDERAL PROGRAMS

NOTICE OF TITLE 1 ELIGIBILITY

Petal Primary School, Petal Elementary School, and Petal Upper Elementary School qualify to receive federal funds. These schools are eligible for a School-wide Title 1 Program. Each school may consolidate and use funds under Title 1, together with other federal, state, and local funds, in order to upgrade the entire educational program in schools in which not less than 40% of the children enrolled are from low-income families.

ANNUAL PARENT NOTICE

RIGHT TO REQUEST TEACHER QUALIFICATIONS

Parents have the right to request information regarding the professional qualifications of your child's classroom teacher(s). If this information is requested, the school will provide you with the following as soon as possible:

1. if a teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction;
2. if state licensing requirements have been waived for the teacher on a temporary basis;

3. the type of college degree major of the teacher and the field of discipline for any graduate degree or certificate; and
4. if your child is receiving Title 1 services from paraprofessionals and, if so, his/her qualifications.

Please contact your child's school for this information.

FAMILY ENGAGEMENT POLICY/PLAN

In support of strengthening student academic achievement, Petal 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 LEA's expectations and objectives for meaningful parent and family engagement and describes how the LEA will implement a number of specific parent and family engagement activities, and it is incorporated into the LEA's plan submitted to the Mississippi Department of Education.

The Petal 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.
- 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 parents 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 parents understand.
- If the LEA plan for Title I, Part A, developed under Section 1112 of the ESEA, is not satisfactory to the parents 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 parental involvement and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition in Section 8101(39) of the ESSA:

The term "parental involvement" means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities,

including ensuring -

- (A) that parents play an integral role in assisting their child's learning;
- (B) that parents are encouraged to be actively involved in their child's education at school;
- (C) that parents 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) the carrying out of other activities, such as those described in Section 1116.

The **Petal 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.

- Parent surveys are conducted each spring
- Parents and community members will review and have input on the district parent and family engagement policy and the district comprehensive federal programs application during scheduled planning meetings.
- Parents will be invited to review the district policy, along with the school policy, annually during the Annual Title I Meeting.
- The Parent Involvement Plan will be posted to the district's website for public review and comment.

TECHNICAL ASSISTANCE

The **Petal 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 involvement 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.

- Annual Open House and Annual Title I Meeting
- Monthly administrative meetings
- Professional development opportunities
- Regularly scheduled PTO meetings
- Federal Programs assistance in developing and monitoring school plans
- District oversight and leadership
- Maintain and support with appropriate information and training for parental volunteer opportunities
- Assist in the development of parental leadership through PTOs and other recognized groups
- Identify and publicize promising programs and practices related to parental involvement

ANNUAL EVALUATION

The **Petal 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 parents in activities (with particular attention to parents 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 parental involvement, and to revise, if necessary, its parent and family engagement policies.

- The federal programs director will release parent, family and community surveys each spring. Parents, family, and community will have the opportunity to provide input on school functions and evaluate the implementation of programs.
- The superintendent, federal programs director, Title I school contacts, administrators and teachers, along with parents, family members and community members will be responsible for conducting the evaluation of policy and programs on an annual basis as part of the Title I planning process.
- Parents, family members, and community members will provide feedback on the content and effectiveness of the parental and family engagement policy and school plans through participation in surveys, Open House, Annual Title I Meeting, PTO, and council meetings. The school administration and federal programs director will be responsible for these activities

RESERVATION OF FUNDS

The **Petal 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.

The school district will provide parents and family members opportunity for input on how to spend the 1% parent involvement funds through the annual spring survey, during the annual Title I parent meeting at schools, and at meetings throughout the school year.

COORDINATION OF SERVICES

The **Petal School District** will coordinate and integrate 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 that encourage and support parents in more fully participating in the education of their children by:

- The district supports each school's parent committees (Shared Decision Councils) which are composed of community members. These members provide support and resources to the school and the families.

- The district will work with Head Start and daycares to provide support and resources to parents in aiding them in participating more fully in the education of their children.

BUILDING CAPACITY OF PARENTS

The **Petal School District** will, with the assistance of its Title I schools, build parents' capacity for strong parental involvement by providing materials and training on such topics as literacy training and using technology to help parents work with their children to improve their children's academic achievement. Assistance will also be provided to parents in understanding the following topics:

- The challenging State academic standards;
- The State and local academic assessments including alternate assessments;
- The requirements of Title I, Part A;
- How to monitor their child's progress; and
- How to work with educators.

In addition, the District will support the schools in parental involvement activities with both financial as well as personnel resources to meet the programming identified in school Parent and Family Engagement Plans. Assistance will be provided in areas such as the following:

1. resource materials at parent centers;
2. training opportunities during parent night activities;
3. college and career fairs; and
4. orientation activities.

BUILDING CAPACITY OF SCHOOL STAFF

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

- providing professional development opportunities at the beginning of school and assigned throughout the year;
- sharing relevant resource information with faculty and staff as collected;
- providing information to parents from the district and school in a format, to the extent practicable, and in a language that parents can understand.

ADOPTION

This Petal School District Parent and Family Engagement Policy has been developed jointly and agreed on with parents and family members of children participating in Title I, Part A programs, as evidenced by planning agenda, meeting minutes, and sign-in sheets.

GENERAL POLICIES AND PROCEDURES

DELIVERIES

Students may not receive deliveries at school. This includes, but is not limited to, birthday and Valentine's Day gifts, baskets, balloons, etc. Balloons are not allowed on school buses.

FEES

An activity fee will be assessed at the beginning of school to support instruction.

FOOD AND BEVERAGES AT SCHOOL

All activities requiring food in the classroom will be tied to instructional goals or class incentives.

Any food item which parents wish to bring to school should have prior permission from the teacher. Any food delivered by a parent for a class activity must be delivered before 9:00 a.m. to the school office. Items will be delivered to the classroom by office personnel. **In order to comply with the state nutrition standards, all food brought for classroom activities or snacks brought for the entire class will need to be individually wrapped or enclosed in the manufacturer or commercial bakery wrapper and must include a complete ingredient list.**

Students are allowed to have water in the classroom in a covered container on a daily basis. Other beverages are reserved for special occasions only.

FUNDRAISING

Fundraising should be kept to a minimum in the school. Each club, class, or organization may have only one fundraising per semester. No fundraising will be allowed for the purchase of instructional supplies or equipment. All fundraising project requests must be approved by the principal and the superintendent. Fundraising requests forms are available in the principal's office. All money collected in these activities will be received and deposited in that organization's account in the student activities fund. Money collected or raised belongs to the school club or organization and is not to be expended on any project other than school sponsored programs or activities. No purchases are to be made through the Student Activity Fund without the approval of the principal. Candy sales are not allowed on campus.

HEALTH SCREENING

The school district will annually inform parents in the event it administers any health or physical screenings. The district will also directly notify parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent

surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

1. Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
2. Administration of any protected information survey not funded in whole or in part by ED.
3. Any non-emergency, invasive physical examination or screening as described above.

CHECK VERIFICATION

The Petal School District has entered into an agreement with Envision for the collection of all returned checks issued to all Petal School District locations. The following information is required on all checks: full name, street address, and home phone number. If a check is returned by a bank, it will be automatically forwarded by the Petal School District's bank directly to Envision. After the first presentation of the check Envision will collect the face value of the worthless check plus the state allowed collection fee (currently \$40). Envision may re-present the check to the bank electronically along with applicable collection fees.

FEE WAIVER

Fees may be waived for students who qualify for the free lunch program pursuant to the USDA annual free lunch income eligibility guidelines. The waiver of fees applies to classroom materials and classroom supplies. Fees for extra-curricular activities such as field trips, band, show choir, athletics, etc. are not covered. To request a fee waiver each parent or guardian must complete the Fee Waiver Certification Form within one week of enrollment for a financial hardship (free or reduced) waiver of fees. The information provided in compliance with the financial hardship law shall be kept in the strictest confidence and shall be used solely for the purpose of determining the student's eligibility for the waiver of fees by the school district.

BOOKS

The policy on textbook selection and adoption is as stated in the School Board Policy Manual. Classroom sets of textbooks will be available to be used at the teachers' discretion. Textbooks will be issued by a teacher if an individual student copy is requested by a parent. Any damage to or loss of a book issued to the student must be paid for by the parent/guardian of the student. This damage fee or loss is assessed and collected according to a scale by the school principal.

INSTRUCTIONAL TECHNOLOGY

The Petal School District provides computers for students to use as part of their educational experience. When students are using these devices we ask that they treat them with care and they are not to abuse or damage them. The primary device used is a Chromebook which provides all necessary access and applications to perform the educational tasks assigned to them. While in the student's possession, they are responsible for any damages to the device due to mishandling or abuse.

EDUCATIONAL RESOURCES

Instructional materials, including library books, are selected to implement, enrich, and support the educational program for the student. The main objective is to provide students with a range of educational materials on all levels of difficulty and in a variety of formats, with diversity of appeal, allowing for the presentation of many different points of view. Library books are chosen by the media specialist based on the book's educational significance; literary and or/artistic merit; contribution the subject matter makes to the curriculum and/or to the interests of the students; favorable recommendations based on preview and examination by professional personnel; reputation of the author or publisher; or high degree of potential user appeal. Resources will be selected for their strengths rather than rejected for their weaknesses and shall be appropriate for the subject area and for the age, emotional development, ability level, and social development of the students for whom the materials are selected.

Any resident or employee of the school district may formally challenge books available in the school library or in the classroom on the basis of appropriateness. Persons requesting removal of a book should present their request in writing to the school principal. If the principal is unable to satisfy the complainant during an informal conference, the principal should refer the matter to a Review Committee. This committee will be appointed as needed by the Superintendent. However, no questioned materials shall be removed from the school pending a decision of the Reconsideration Committee.

Recommendations of the American Library Association will be followed for the consideration of selecting or removing resources from the school library.

INSTRUCTIONAL VIDEOS

During the course of the school year, teachers may record lessons being taught in the classroom. Although the recordings may show or involve students, the purpose of the video will be solely instructional. Videos of lessons may be available for students to use for supplemental academic support or used by teachers to model best practices and professional development. Parents with questions or concerns about the use of video recording in the classroom should contact the school principal.

PETAL SCHOOL DISTRICT WELLNESS POLICY

The link between nutrition, physical activity, and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full academic potential, physical and mental growth, and lifelong health and well-being. Healthy eating and physical activity, essential for a healthy weight, are also linked to reduced risk for many chronic diseases, like Type 2 diabetes. Schools have a responsibility to help students learn, establish, and maintain lifelong, healthy eating and activity patterns. Well-planned and effectively implemented school nutrition and fitness programs have been shown to enhance students' overall health, as well as their behavior and academic achievement in school. Staff wellness also is an integral part of a healthy school environment, since school staff can be daily role models for healthy behaviors.

Goal: All students in the Petal School District shall possess the knowledge and skills necessary to make nutritious food choices and enjoyable activity choices for a lifetime. All staff in the Petal School District are encouraged to model healthful eating and physical activity as a valuable part of daily life.

To meet this goal, the Petal School District has adopted a school wellness policy with the commitments to nutrition, physical activity, comprehensive health education, marketing and implementation. The policy is designed to effectively utilize school and community resources and to equitably serve the needs and interests of all students and staff taking into consideration differences in culture.

Any food item which parents wish to bring to school should have prior permission from the teacher. Items will be delivered to the classroom by office personnel. **In order to comply with the state nutrition standards, all food brought for classroom activities will need to be individually wrapped or enclosed in the manufacturer or commercial bakery wrapper and must include a complete ingredient list.**

FIELD TRIPS

Field trips should be of an academic nature to enhance the instructional program. Before a student may participate in a field trip activity, parents/guardians must sign a permission form

All children are required to ride the bus to the field trip with the class unless there is an emergency or a medically related circumstance. Permission is required for the student to ride home with the parent from the trip. **Students may only ride with the legal guardian after receiving written approval from the principal three days before the trip.** The student will only be released to the legal guardian. Field trips are for students enrolled in school only. Chaperones will be asked to supervise groups of children, therefore siblings are not permitted on school sponsored field trips.

Students assigned to ISS or OSS during this school year may not be allowed to participate in field trips or other special activities.

If a student has a cafeteria balance that reaches \$15, students may not be allowed to participate in any school activities (field trips, incentives, field day, etc.) until the balance is clear or arrangements are made with the child nutrition director.

SUPERVISION OF STUDENTS: OFF-CAMPUS ACTIVITY

Students will be supervised by a school employee at all times the school has jurisdiction over such students.

OFF-CAMPUS EDUCATIONAL ACTIVITY

All off-campus student educational activities require the approval of the principal. Accompanying the request for approval must be information specifying those students who are to participate in the activity and the basis for their participation. Out-of-state student activities at locations more than

100 miles from the Petal School District require the advance approval of the Superintendent in the event such out-of-state travel will occur prior to the next regularly scheduled meeting of the Board of Trustees. Parents or guardians must sign the "Parental Consent to Student Educational Activity and Release From Liability" form in advance of the off-campus educational activity.

SCHOOL SAFETY AND SECURITY

For the safety of all parties (students, parents and faculty) and for the security of school property, students and parents are asked not to enter the buildings of the elementary schools before 7:00 a.m. or after 3:30 p.m. without prior appointment.

The following highlights are from the 1994 Mississippi Legislative Session:

- It is unlawful to bring any weapon on any educational property or any school sponsored activity.
- A report shall be made to law enforcement officials when the principal has reasonable belief that an act has occurred on educational property or during a school related activity involving assault resulting in serious physical injury, sexual assault, sexual offense, rape, kidnapping, indecent liberties with a minor, assault involving the use of a weapon or possession of a controlled substance.
- A parent, guardian, or custodian of a compulsory school-age youngster enrolled in a public school shall be responsible for any criminal fines brought against his/her child for unlawful activities occurring on school grounds.
- A parent/guardian is required by law to attend a discipline conference that has been requested by a school official for his/her child.

ENROLLMENT REQUIREMENTS AND PROCEDURES

Students who enroll must have completed the requirements for the previous grade.

Before any student can register to attend school in the Petal School District, the student's parent or legal guardian must prove legal residence within the school district's boundaries. Families whose primary residence is outside of the boundaries are **NOT** eligible to attend Petal Schools. In an effort to ensure that every student attending school in the Petal School District lives full time with a parent/guardian who is actually residing in the district and supporting the schools through their tax dollars, residency requirements have been established.

To establish residency two documents must be presented. One document from each of the lists below must be shown. Documents must be pre-printed with the name and address of the student's parent or guardian and must be presented at the child's school at the time of registration. These are the only documents that will be accepted to establish residency and enroll students in the Petal School District.

All applicants must submit at least one document from each of the following columns:

Column A	Column B
Mortgage Document – current receipt or payment book (entire book with address listed)	Current Electric Bill with name and address (within 30 days)
Lease – with effective dates or with a current receipt	Current Gas Bill with name and address (within 30 days)
Deed	Current Water Bill with name and address (within 30 days)

Custody Information

By law, if parents are separated or divorced, each parent has equal rights to custody of their children UNLESS one parent has a court order indicating they have sole legal custody of their children. The school must have a copy of the court order on file.

Otherwise, either parent may, with proper identification:

- Check children in and out of school
- Request copies of records
- Have contact with their children on campus
- Have contact with their children's teachers

If a family has circumstances that may require these papers to be on file, the parent must bring a copy to the school. A copy of the court order will be kept on file at the school the child attends.

Education for Homeless Children and Youth

Homeless students in the district will have access to the education and other services needed to ensure that an opportunity is available to meet the same academic achievement standards to which all students are held. The district will ensure that homeless students are not stigmatized nor segregated on the basis of their status as homeless. A liaison for students in homeless situations will be designated by the district to carry out duties as required by law.

Transfers from other schools

Enrollment in the Petal School District becomes official after the student has provided the following information and the release of school records from his/her former school.

1. Verification of student residency
2. Certificate of compliance - All students will present verification of up-to-date immunizations with the certificate of compliance (Form 121) issued through the Mississippi Health Department or any local physician.
3. A copy of the student's birth certificate.
4. Withdrawal records from previous school - All students should officially withdraw from their previous school before attempting to enter Petal School District. Copies of withdrawal papers including previous grades are to be submitted prior to enrollment. Any student wishing to

enroll who has been expelled or suspended from his/her former school must have approval from the PSD administration before admittance.

PARENTAL PERMISSION FOR MEDIA RELEASE

While the Petal School District is selective in granting media access on school campuses, the opportunity to share positive information concerning the educational experience of students is often requested by outside agencies – local radio stations, local television stations, educational television, newspapers, and community/state agencies. This often involves videotaping or taking pictures of students in the classroom setting and/or asking students for their opinion or questions about their educational experiences. Petal School District students' names and pictures may be used on the district or school website, the district or school social media pages, or newsletters. Any Petal School District student will be considered for potential participation in such publicity. All information released will be in full compliance with the Family Education Rights and Privacy Act.

Any parent/guardian not granting permission for their child to participate in media events must notify the school principal in writing of that request. No response will indicate that the parent/guardian releases permission to the Petal School District regarding media participation of students.

STUDENT RECORDS

Permanent school records are kept on all students in their respective schools. The school has a designated area in which student records are filed. Teachers are expected to return all student records to that area daily.

Parents/Guardians requesting copies of student information (birth certificate, social security card, etc.) from the school records should request this information in writing and present a current photo ID. Processing this request may take up to one week.

All reviews of student records, challenges to student record contents and release information on student records will be adhered to as provided in the School Board Policy Manual.

Classroom records are files kept by the teachers in the classroom. These records will be destroyed at the end of the year.

All requests for information regarding individual students (questionnaires, recommendation letters, surveys, etc.) made to the schools in other districts, private schools, organizations, clubs, etc. must be approved by the school principal before completion.

The following information is considered directory information and can be released to the public: names of student's parents, class designation, fields of study, honors information, scholarship information, photos/videos, grade classification, and weight and height if a member of an athletic team. The school may disclose directory information to military recruiters upon request, subject to a parent's request not to disclose such information without consent.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS/PERSONALLY IDENTIFIABLE INFORMATION

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

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal/designee a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend their child's or their education record should write the school principal/designee, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational

interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

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

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

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their

authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

NOTICE OF NONDISCRIMINATION

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, organizations holding professional agreements with the Petal School District are hereby notified that this District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment of, or

employment in its programs and activities. Any person having inquiries concerning the District's compliance with the regulations implementing The Americans with Disabilities Act (ADA) or § 504 is directed to contact

Name and Title:	Katie Charleville Director of Special Services
Location:	Petal School District Office of Special Services
Address:	617 South Main Street Petal, MS 39465
Phone Number:	601-582-4247

ASBESTOS SURVEILLANCE

All persons have the option to review the asbestos management plan, which would include documentation of any changes of asbestos containing material in the school. To provide continuing management of the asbestos in our school, all asbestos containing materials (ACM) are inspected every six months by an engineering firm from Jackson, MS. Any changes in the ACM are being recorded in a surveillance report as part of the management plan. The three-year re-inspection of our buildings has been performed as required. A copy of the re-inspection has been filed with the State Department of Education.

A copy of the surveillance and re-inspection reports, along with a copy of the management plan, is located in the principal's office at each school. In addition, a copy of all management plans for the district is maintained in the superintendent's office located at 115 East Central Ave, Petal. Any interested party should feel free to go to any of these locations to review these reports.

ACCESS TO THE INTERNET

Purpose and Scope

Computer technology has advanced to the point where a person operating a common, everyday personal computer, typical of that used in the home or office, now has the capability of accessing and exploring literally thousands of computerized libraries, databases, and other computerized information sources, and connecting with millions of computer users all over the world for purposes of sharing and exchanging information and ideas. This capability is possible simply by connecting with and tapping into an interconnection of computers in a global, information-based computer network referred to as the internet. The types of information available through this network are virtually limitless and cover the spectrum from the kind of information that adds to our body of productive knowledge and which is educationally valuable on one end, to the kind of information that serves our human desires to be entertained and amused and which, in the main, serves no recognized educational purpose at the other. This information may come across the internet in written, graphic or pictorial form and with sound in some instances.

The availability of this technology as a resource, and the convenience it affords to those who depend on accurate information that is readily available, have obvious benefits to everyone. From the standpoint of instruction in the K-12 educational arena, the availability of this technology as a district-proven resource has the potential for tremendous benefits to students and staff in terms of its use as an instructional tool within and outside of the classroom as well as an educational

resource for study, exploration and research. At the same time, however, the availability of this technology in the school environment also presents certain challenges. One major challenge is the ability to restrict district provided access to the internet to only those who facilitate obtaining information for research and instruction in support of and consistent with the educational goals and objectives of the school district. The purpose of this policy is to provide standards and establish guidelines for the acceptable use of this district-provided resource by students and staff within the Petal School District (PSD).

Responsibilities and Board Expectations of Parents, Students and Staff

Use of district-provided access to the internet in PSD will be regarded as a privilege and not a right. Students interested in accessing the internet through the district-provided access must first obtain permission to use the equipment from a PSD instructional staff member such as the student's teacher, support staff members or another member of the school's administrative or teaching staff. It is expected that student access to the internet will be structured in ways which point students to those resources which have been evaluated prior to use. However, parents must recognize and understand that students will be capable of moving beyond the known resources to others that have not been previewed by the staff, and which may not be educationally related or otherwise appropriate in the school environment. The teaching staff will endeavor to monitor access to and use of these resources, but it must remain clearly understood by parents, guardians and the community at large that there can be no absolute assurance that students will restrict their use to only educationally related, school appropriate sources.

All student users of the district-provided internet access are expected to exhibit behavior, while engaged on-line, consistent with the standards established in the PSD policy on student discipline. All users, whether student or staff, who will use the district provided access to the internet and who engage in conduct in violation of the acceptable use standard established by PSD will be subject to having their access privileges suspended and/or revoked consistent with the school's authority and responsibility to maintain discipline in the schools. With the use of district-owned, school based computers, or district owned accounts users shall not have or claim to have any expectation of privacy with regard to the storage of files or information. In that regard, the use of memory and storage in connection with district-provided access to the internet will be treated like school lockers. The professional staff may review all files and messages exchanged on the systems in order to maintain system integrity and ensure that users are acting responsible and consistent with acceptable use standards.

Regarding the acceptable use standards, the following uses of the district-provided internet access or district owned accounts are not permitted:

- a. Transmitting, uploading, downloading or otherwise accessing abusive, hateful, degrading, demeaning, derogatory or defamatory materials, information or communications;
- b. Transmitting, uploading, downloading or otherwise accessing pornographic, obscene, sexually explicit, indecent or vulgar materials, information or communications;
- c. Vandalizing, damaging, disabling or gaining unauthorized access to another person's property files, data or material;
- d. Engaging in commercial or business activity;
- e. Transmitting, uploading or downloading any material in violation of copyright protections;

- f. Engaging in any other activity contrary to any local, state or federal laws, rules or regulations.

Before being permitted use of the system, students, parents, school personnel and other users, will be asked to sign a statement agreeing to abide by the above guidelines. A violation of the above guidelines for acceptable use of internet access will result in disciplinary action including possible loss of internet privileges.

By providing means to access the internet using PSD owned and school based equipment and accounts, it must be clearly understood that PSD makes absolutely no warranties of any kind, express or implied, about the internet. The PSD will not be responsible for any loss occasioned as a result of nature or quality of information stored on external storage devices, hard drives or servers. Further, PSD will not be responsible for any unauthorized, personal expenses or financial obligations incurred as a result of use of the district-provided access to the internet or district owned accounts.

The Superintendent is authorized to develop additional rules and regulations to implement the purpose and intent of this policy.