

Petal School District

Secondary School Student/Parent Handbook 2026-2027



**Petal Middle School
Grades 7-8**

**Petal High School
Grades 9-12**

Table of Contents

<u>FOREWORD</u>	<u>1.16- COURSES OFFERED (** PMS Course w/PHS Credit)</u>
<u>MISSION STATEMENT</u>	<u>1.17 - VALEDICTORIAN AND SALUTATORIAN</u>
<u>CORE VALUES</u>	<u>1.18 - THE ADVANCED PLACEMENT PROGRAM</u>
<u>STRATEGIC OBJECTIVES</u>	<u>1.19 - DUAL ENROLLMENT</u>
<u>EDUCATIONAL OPPORTUNITIES</u>	<u>1.20 - DUAL CREDIT</u>
<u>NOTICE OF NONDISCRIMINATION</u>	<u>1.21 - STUDENT FEES</u>
<u>PETAL SCHOOL DISTRICT</u>	<u>1.22- GRADING SYSTEM AND REPORT TO STUDENTS AND PARENT</u>
<u>DISTRICT ADMINISTRATION</u>	<u>1.23- ADVANCED PLACEMENT AND ACCELERATED/SPECIAL COURSE WEIGHTS</u>
<u>BOARD OF TRUSTEES</u>	<u>1.24 Final GPA, Honors/High Honors Recognition</u>
<u>PHONE NUMBERS</u>	<u>1.25- STUDENT PROGRESS REPORTS</u>
<u>School Colors</u>	<u>1.26- EXEMPTION POLICY (PHS)</u>
<u>School Mascot</u>	<u>1.27- ONLINE COURSES</u>
<u>Alma Mater</u>	<u>1.28- SEAL OF BILITERACY</u>
<u>HIGH SCHOOL BELL SCHEDULE</u>	
<u>PMS BELL SCHEDULE</u>	
<u>SECTION 1 - Academic Services</u>	<u>SECTION 2 - Student Attendance</u>
<u>1.1 - SCHOOL COUNSELORS</u>	<u>2.1 - STATE LAW</u>
<u>PHS PMS</u>	<u>2.2 - EXCUSED ABSENCES</u>
<u>1.2 - SCHOOL SERVICES</u>	<u>2.3- UNEXCUSED ABSENCES</u>
<u>1.3 - PHS CAREER AND TECHNICAL SUPPORT SERVICES</u>	<u>2.4- MAKE-UP WORK FOR ABSENCES</u>
<u>1.4 - CAREER AND TECHNICAL SUPPORT SERVICES PERSONNEL</u>	<u>2.5- ASSIGNMENTS FOR EXTENDED ABSENCES</u>
<u>1.5 - PARENT/GUARDIAN – TEACHER CONFERENCES</u>	<u>2.6- PERFECT ATTENDANCE</u>
<u>1.6 ENTRANCE/CLASSIFICATION</u>	<u>2.7- TARDY POLICY</u>
<u>1.7 - REQUIREMENTS FOR ENTRANCE AND CLASSIFICATION - PETAL MIDDLE SCHOOL</u>	<u>2.8- CHECK-OUT PROCEDURE (PHS)</u>
<u>1.8 - TRANSFERS FROM OTHER SCHOOLS</u>	<u>Petal High School</u>
<u>1.9 - RESIDENCY, CERTIFICATE OF COMPLIANCE</u>	<u>Petal Middle School</u>
<u>1.10 - STUDENT RECORDS</u>	<u>2.9- EXTRACURRICULAR ACTIVITIES AND ABSENCES</u>
<u>1.11- MDE APPROVED DIPLOMA OPTIONS</u>	<u>2.10- TRUANCY (SKIPPING)</u>
<u>1.12 - CREDIT RECOVERY</u>	<u>SECTION 3 - Student Behavior/Discipline</u>
<u>1.13 Early Graduation</u>	<u>3.1- DISCIPLINE</u>
<u>1.14- SENIOR COLLEGE ENTRANCE REQUIREMENTS</u>	<u>3.2- DISCIPLINE LADDER STEPS/CONSEQUENCES</u>
<u>1.15- COLLEGE PREP CURRICULUM</u>	<u>3.3 - BEHAVIORS THAT WILL BE REFERRED TO THE PRINCIPAL'S OFFICE</u>
	<u>3.4 - IN-SCHOOL REASSIGNMENT (ISR)</u>

3.5- USE/POSSESSION OF DRUGS
REASONABLE SUSPICION
TESTING
DRUG AND ALCOHOL TESTING

3.6- DETENTION PROGRAM

3.7- ELECTRONIC DEVICES/CELL
PHONES

3.8- CHEATING

3.9- HABITUALLY DISRUPTIVE
STUDENTS

3.10- DISCIPLINARY CONFERENCES

3.11- STUDENT MAY BE DISCIPLINED
FOR ACTS OR CRIMES OFF CAMPUS

3.12- SUSPEND/RE-ASSIGN/EXPEL

3.13- APPEALS

3.14- POWERS AND DUTIES OF
SCHOOL BOARDS

3.15 - THREATS OF
VIOLENCE/SERIOUS CRIMES ON OR
OFF CAMPUS

3.16- HARASSMENT/BULLYING

3.17- HAZING

3.18- BIAS BEHAVIOR

3.19- USE/POSSESSION OF DRUGS OR
WEAPONS

3.20- INTERVIEWS AND SEARCHES
BY SCHOOL OFFICIAL

3.21- PEER MEDIATION/CONFLICT
MANAGEMENT

3.22- SCHOOL BUS
VIOLATION/DISCIPLINE

3.23- AUTO/PARKING VIOLATIONS
(PHS)

3.24- RESTRAINT AND SECLUSION

3.25- GANG/GROUP ACTIVITY
ASSOCIATION

3.26- DESTRUCTION OF SCHOOL
PROPERTY

SECTION 4 - Student Dress Code

SECTION 5 - Off-Campus Travel By Students

5.1- FIELD TRIPS

5.2- COLLEGE/CAREER DAY
PROCEDURES

5.3- SCHOOL SPONSORED
ACTIVITIES

SECTION 6 - Student Activities

6.1- EXTRACURRICULAR ACTIVITIES

6.2 EXTRACURRICULAR DRUG
SCREENING PROGRAM

6.3 - STUDENT ORGANIZATIONS

6.4 - REQUIREMENTS FOR HOLDING
NON-ACADEMIC CLUB/CLASS
OFFICE

6.5 - STUDENT COUNCIL ELECTIONS

6.6- HOMECOMING

6.7- FUNDRAISING

SECTION 7 - Petal School District Police

7.1- TRESPASS WARNING POLICY

7.2- DAMAGES TO SCHOOL
PROPERTY

7.3- SEXUAL HARASSMENT

SECTION 8 - Emergency Situations

8.1- CRISIS MANAGEMENT

8.2- EMERGENCY FIRE
INSTRUCTIONS

8.3- SEVERE WEATHER PROCEDURES

8.4- TORNADO OR SEVERE WEATHER
ASSIGNMENT

8.5- EMERGENCY PROCEDURES

8.6- DELAYED START PROCEDURES

SECTION 9 - School Nutrition Services

9.1- CAFETERIA

9.2- CHILD NUTRITION PROGRAM
MEAL RATES

9.3- REGULATIONS PERTAINING TO
LUNCH PERIOD

SECTION 10 - General Information

10.1- CERTIFICATE OF ATTENDANCE

10.2- USE OF THE TELEPHONE

10.3- SCHOOL ADVISORY COUNCIL

10.4- VISITOR INFORMATION

10.5- VISITOR MANAGEMENT
PROCEDURES

10.6- STUDENT HEALTH
SERVICE-MEDICATION-JGCD

10.7- COMMUNICABLE DISEASES

10.8- BEDBUGS POLICY

10.9- PREGNANCY

10.10- FLAGS ON CAMPUS

[10.11- TOYS AND GAMES](#)

[10.12- DAILY ANNOUNCEMENTS](#)

[10.13- STUDENT INTERVIEWS](#)

[10.14- NETWORK USAGE](#)

[10.15- TEXTBOOKS](#)

[10.16- BUSES-SCHOOL
TRANSPORTATION](#)

[10.17- CARE OF SCHOOL PROPERTY](#)

[10.18- PETAL SCHOOL DISTRICT
WELLNESS POLICY](#)

[10.19- COMPLAINTS AND
GRIEVANCES](#)

[10.20- PARENTAL PERMISSION FOR
MEDIA RELEASE](#)

[10.21- SEMRHI](#)

[10.22- ASBESTOS SURVEILLANCE OF
ALL SCHOOL BUILDINGS](#)

[10.23- THE FAMILY EDUCATIONAL
RIGHTS AND PRIVACY ACT](#)

[10.24- District: Petal School District](#)

[10.26- INFORMATION REQUESTS](#)

[10.27-Education for Homeless Children
and Youth](#)

[10.28- Returning to School after Illness](#)

[10.29- Instructional Videos](#)

FOREWORD

The purpose of this handbook is to familiarize students, teachers, and parents with the regulations of both Petal Middle School and Petal High School. We hope that this handbook will contribute to a better understanding and appreciation of our educational program. Information found in this handbook has been approved by the Board of Trustees of the Petal School District and constitutes board policy.

MISSION STATEMENT

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

CORE VALUES

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.

STRATEGIC OBJECTIVES

All students will:

- Meet the academic standards established by the Petal School District School Board
- Continually contribute as responsible citizens
- Continually demonstrate progress in setting and achieving goals driven by their personal ambition

EDUCATIONAL OPPORTUNITIES

The Petal School District offers academic and extracurricular opportunities to all persons without discrimination and without regard to sex, race, religion, physical handicapping/disability conditions, color, or national origin.

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: Dr. 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.

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

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.

**Data Driven
Decision
Making**



**Ongoing
Formative
Assessment**

- ◆ 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.

**Strong
Instructional
Leadership**



**Professional
Learning
Communities**

:

PETAL SCHOOL DISTRICT

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

DISTRICT ADMINISTRATION

**Dr. Matthew Dillon, Superintendent
Dr. Robert 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
Dr. Joel Bowman, Director of Activities
Zach Blackwell, Maintenance Administrator
Seth McDonald & Zach Blackwell, Co-Directors of
Transportation**

BOARD OF TRUSTEES

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

PHONE NUMBERS

PHS		PMS	
Office	583-3538 545-1229 fax	Office	584-6301 584-4716 fax
Counselors Office	583-4688 554-7247 fax	Counselors Office	582-0955 584-4716 fax
Career Technical	584-4065 584-4719 fax	Petal Education Center	584-4717
JROTC Building Cafeteria	554-7277 583-8556	Cafeteria	584-6568

:

SCHOOL ADMINISTRATION

Petal High School

Principal
Dr. Tyler Watkins

Assistant Principal
Amanda Garcia

Assistant Principal
Genae Keyes

Assistant Principal
Justin Windham

CTE Supervisor
Jennifer Carr

Petal Middle School

Principal
Ashley Harvey

Assistant Principal
Leah Avenmarg

School Colors

Red and White

School Mascot

Panther

Alma Mater

Our strong band can ne'er be broken
Formed at Petal High
Far surpassing wealth unspoken
Sealed by friendship's tie.

Alma Mater, Alma Mater
Deep graven on each heart,
Shall be found unwav'ring true,
When we from life shall part

High school life at best is passing
Gliding swiftly by;
Then let us pledge in word and deed,
Our love for Petal High

Alma Mater, Alma Mater
Deep graven on each heart,
Shall be found unwav'ring true,
When we from life shall part

PETAL SCHOOL DISTRICT ACADEMIC CALENDAR 2026-27

JULY 2026						
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	31	

AUGUST 2026						
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	31					

SEPTEMBER 2026						
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			

OCTOBER 2026						
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	31

NOVEMBER 2026						
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					

DECEMBER 2026						
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	31		

JANUARY 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
24/31	25	26	27	28	29	30

FEBRUARY 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
21/28	22	23	24	25	26	27

MARCH 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	31			

APRIL 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	

MAY 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	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

:

HIGH SCHOOL BELL SCHEDULE

***No students on campus prior to 8:00 a.m. (0 period students excluded.) All students should be picked up by 4:30 unless participating in a school-sponsored event.**

<u>TIME</u>	<u>PERIOD</u>	<u>MINUTES</u>
7:20-8:08	0 Period	48
8:00-8:25	Breakfast	25
8:25-8:30	Pass to first block	5
8:30-10:06	First Block	96
10:06-10:12	Pass	6
10:12-11:00	2nd Period	48
11:00-11:06	Pass	6
11:06-1:12	3rd Block (Lunch)	126
1:12-1:18	Pass	6
1:18-2:06	4th Period	48
2:06-2:12	Pass	6
2:12-3:00	5th Period	48
3:00-3:06	Pass	6
3:06-3:55	6th Period	49

PMS BELL SCHEDULE

***No Students on campus prior to 8:00 a.m.**

<u>TIME</u>	<u>PERIOD</u>	<u>MINUTES</u>
8:00 - 8:25	Breakfast	(25)
8:30 - 9 :18	1 st period	(48)
9:14 - 9:18	7th Grade Pass	(4)
9:18 - 9:22	8th Grade Pass	(4)
9:22 - 10:10	2 nd period	(48)
10:06 - 10:10	7th Grade Pass	(4)
10:10 - 10:14	8th Grade Pass	(4)
10:14 - 11:02	3 rd period	(48)
10:58 - 11:02	7th Grade Pass	(4)
11:02 - 11:06	8th Grade Pass	(4)
11:06 - 12:22	4 th period & Lunch	(76)
12:18 - 12:22	7th Grade Pass	(4)
12:22 - 12:26	8th Grade Pass	(4)
12:26 - 1:14	5 th period	(48)
1:10 - 1:14	7th Grade Pass	(4)
1:14 - 1:18	8th Grade Pass	(4)
1:18 - 2:06	6 th period	(48)
2:01 - 2:08	7th Grade Pass/Break	(7)
2:08 - 2:15	8th Grade Pass/Break	(7)
2:15 - 3:03	7th period	(48)
2:59 - 3:03	7th Grade Pass	(4)
3:03 - 3:07	8th Grade Pass	(4)
3:07 - 3:55	8th period	(48)

SECTION 1 - Academic Services

1.1 SCHOOL COUNSELORS

PHS

Last name A - G: Emily Calcote
 Last name H - O: Kassidy Villegas
 Last name P - Z: Kambry Longcor
 Records Clerk – Denise Crowe
 Intervention Specialist – Rhonda Peek
 Behavior Counselor-Erin Austin

PMS

School Counselor – Carmin Mizell
 Behavior Counselor - Anita Knott
 Intervention Specialist – Leah Avenmarg

1.2 SCHOOL SERVICES

It is the aim of the counselors to help each pupil profit as much as possible from his/her school program experiences. The guidance and counseling process is based on an understanding of each student gained from his/her school history (record), from the study of his/her individual background, and from the analysis of available test results. Emphasis is placed upon the ability of the student to make wise decisions and solve his/her problems independently in order that he/she may grow and mature, making his/her unique contributions to society in a positive manner.

School counselors shall provide the following comprehensive counseling services:

1. Educational consultations and collaboration with teachers, administrators, parents and community leaders;
2. Identify abilities, interests and special aptitudes by use of standardized tests and other sources of information;
3. Career and education counseling; provide information on career opportunities;
4. Individual and group counseling; conflict resolution;
5. Crisis Intervention and preventive counseling;
6. Referrals to community agencies;
7. Attendance support.

Parents and students desiring a conference can reach out to the student's counselor through phone and/or email.

1.3 PHS CAREER AND TECHNICAL SUPPORT SERVICES

Students taking Career and Technical skills programs may receive support services from the Student Services Coordinators. The services provided may include the following:

- Identification of disadvantaged/disabled students
- Assessing the interests, aptitudes, and abilities of special populations students enrolled in Career and Technical programs;
- Ensuring the special populations students are provided with supplementary services required by law to be successful in Career and Technical programs;
- Providing guidance, counseling, and career development services or referral to assist special populations students to achieve realistic educational and career goals;
- Planning of programs counseling, and support of pregnant teens and single parents in the Petal School District.

1.4 CAREER AND TECHNICAL SUPPORT SERVICES PERSONNEL

1.5 PARENT/GUARDIAN – TEACHER CONFERENCES

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:

8. Parents/guardians should contact the teacher or counselor at the school for an appointment that is convenient to the parent and teacher and does not disrupt the instructional day.
9. Parents/guardians should state the nature and purpose of the conference at the time the appointment is made. This will ensure that the teacher has appropriate information needed to answer parent/guardian concerns.
10. Parent/guardian- teacher conferences are confidential and should address the individual needs of the student. Conferences with groups of parents/guardians with individual teachers do not provide the proper forum for addressing individual needs of students.

1.6 ENTRANCE/CLASSIFICATION

The student must achieve at least a 65 average or above in required courses. The required courses are Math, English, Social Studies, Science.

Grade	Credits Needed
10 th	6
11 th	13
12 th	20

Students must make-up courses failed as soon as possible by attending credit recovery. Students will not be able to take Algebra I, Biology, English II, or U.S. History in summer school without special permission from the principal.

1.7 REQUIREMENTS FOR ENTRANCE AND CLASSIFICATION - PETAL MIDDLE SCHOOL

1. Students who enroll in the 7th grade must have completed the requirements for the 6th grade.
2. Beginning with the 2013-2014 school year, students entering the 7th grade must have received the Tdap vaccination as required by the Mississippi Department of Health.
3. Students must pass Math and Language Arts for the school year in order to be promoted to the next grade.
4. Students failing to pass both History and Science for the school year will be retained.

1.8 TRANSFERS FROM OTHER SCHOOLS

Principals shall be governed by the regulations of the Mississippi Commission for School Accreditation in grade classification of pupils from accredited and non-accredited schools. The school will not accept students from schools or programs (including correspondence, tutorial, or home study) that are not accredited by a state or regional agency without administering standardized achievement tests and/or teacher-made special subject tests to determine: (1) the grade level to which the transfer student should be assigned; or (2) the number and validity of the Carnegie units the secondary transfer student has earned.

As required through the Family Rights and Privacy Act, Federal regulation 99.34 and formulated through regulation 99.5 the Petal School District will forward educational records on request to a school in which a student seeks or intends to enroll.

1.9 RESIDENCY, CERTIFICATE OF COMPLIANCE

New students entering the Petal School District must present the following before a student is allowed to attend class:

1. **VERIFICATION OF STUDENT RESIDENCY-** A student must live with a parent or legal guardian in the Petal School District in order to be enrolled in a Petal school. All students are required to verify his or her residence address as part of the registration process. The parent or legal guardian of a student seeking to enroll must provide the school with at least one of the following items from each group as verification of their address, except that any document with a post office box as an address shall not be accepted:

GROUP 1:

- Mortgage Document-current receipt showing physical address
- Lease - with effective dates or current receipt
- Deed

GROUP 2:

- Electric bill with name and address (within 30 days)
- Gas bill with name and address (within 30 days)
- Water bill with name and address (within 30 days)

2. **CERTIFICATE OF COMPLIANCE-** All students will present verification of up-to-date immunization compliance forms issued through the Mississippi Health Department or any local physician. (MS Codes 37-7 301, 41-43-37):

Beginning with the 1993-94 school year, the Mississippi State Department of Health requires that all children entering an elementary or secondary school for the first time must have proof of two doses of MMR vaccine. The first dose must be on or after the first birthday and the second dose must be at least 30 days later than the first. The only exceptions are (1) children with a documented history of physician-diagnosed measles or serologic evidence of immunity to measles, or (2) children with a valid Certificate of Medical Exception (Form No. 122). A medical exemption may be recommended by the child's physician and must be approved by the local health officer. Valid contraindications to MMR vaccine are rare. Two doses of MMR vaccine are recommended for all other school children. The certificate of Immunization Compliance, (Form No. 122) and the Temporary Compliance form (Form No. 123) are being revised to include the two-dose MMR requirement.

Before entering 7th grade, students are required to have the Tdap vaccination. To enroll and receive a schedule at Petal Middle School, the Certificate of Immunization Compliance (Form No. 121) must be presented.

3. **PROOF OF GUARDIANSHIP-**Legal guardianship shall be verified by a court decree declaring the

:

district resident to be the legal guardian of the student. Any student living with someone other than his/her natural parents must present guardianship papers or proof from an attorney that guardianship papers have been requested. Students of divorced parents must be residing with the parent that has legal custody. Any legal guardianship formed for the purpose of establishing residency for school district attendance purposes shall not be recognized by the Petal School Board.

4. **WITHDRAWAL RECORDS FROM FORMER SCHOOL** –All students should officially withdraw from their previous school before attempting to enter Petal School District. Copies of withdrawal papers 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 administration before admittance.
5. **BIRTH CERTIFICATE**- The student's birth certificate number must be recorded on his/her cumulative folder. Students not in compliance have sixty (60) days to comply with this requirement or be suspended from school until compliance.

Enrollment in PETAL SCHOOL DISTRICT becomes official after students have completed the above and with release of school records from former school.

It shall be the policy of the Petal School District that no minor child may enroll in or attend any school except the school district of his/her residence, unless such child be lawfully transferred from the school district of his/her residence to a school in another school district in accord with the statutes of this state (MS Code 37-7-301, 41-23-37). Transfers will be accepted on an individual, temporary, space available basis.

The superintendent, in his/her discretion, may deny student transfers when said transfers would result in negative financial, legal and/or program consequences of the Petal School District. Further, the superintendent may deny student transfers when in his/her opinion; the transfers will have a negative financial, legal, and/or program effect on the transferring school district. Only students who are in good standing with the transferring school district will be accepted. Students who have experienced disciplinary or academic problems will not be accepted by this district. A student must have an acceptable academic achievement record in the transferring school in order to be eligible for enrollment in a Petal School. Absences accumulated from the former school will be counted in total absences for transfer students to Petal High School.

A transfer student's privilege to continue attendance at a Petal School is contingent upon his/her conduct. Any transfer student who does not conduct himself/herself in an acceptable manner will lose his/her privilege to attend school in the Petal School District.

However, those children whose parent(s) or legal guardian(s) are instructional personnel or certified employees of the Petal School District may at such employee's discretion enroll and attend the school or schools of their parent's or legal guardian's choice regardless of the residence of the child.

Consideration will be given to those special education students with special programming needs who reside in another school district where appropriate programming for those special education students is not available.

In order for a student to be legally transferred from his/her residence to another school district in situations other than the ones described above, the parent or legal guardian must file with the president or secretary of the school board of the school district in which the pupil has been enrolled or is qualified to be enrolled as a student, a petition stating this desire. Both school boards must mutually consent to the transfer and the conditions and provisions of the transfer.

1.10 STUDENT RECORDS

Permanent school records are kept on all students in their respective schools. These records enable maximum information to be gathered as the school endeavors to provide for each student's needs. Upon parental or legal guardian's written request, the permanent record of that parent or guardian's child shall be made available.

Students 18 years of age or older shall be granted opportunities upon written request. No records or record information shall be released to third parties, unless written approval has been given the school by the student's parents/legal guardians of the student who is 18 years of age or older.

When a student transfers from this school system to another, the student's records will be forwarded upon request to the receiving school. If the student has outstanding fees or textbooks, transfer records will be delayed until all accounts have been cleared. The Petal School District is required to verify the actual residence of any student requesting transfer of records. The district will use objective and reliable methods to verify student's addresses for all transfers during the registration and at random throughout the year.

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.

Any student's parents/guardians who do not want this information released must contact the school in writing within the first ten school days after receiving the student/parent handbook. All transcripts requested after graduation are done through a third-party system and fee is due at the time of ordering.

1.11- MDE-APPROVED DIPLOMA OPTIONS

Class of 2022 and Beyond							
Petal High School Graduation Pathways - Traditional Diploma Options							
Traditional Diploma		Career and Technical Endorsement		Academic Endorsement		Distinguished Academic Endorsement	
Graduation Requirements	Required Subjects	Graduation Requirements	Required Subjects	Graduation Requirements	Required Subjects	Graduation Requirements	Required Subjects
4 Credits English	English I, English II	4 Credits English	English I, English II	4 Credits English	English I, English II	4 Credits English	English I, English II
4 Credits Math	Algebra I	4 Credits Math	Algebra I	4 Credits Math	Algebra I + 2 additional math courses above Algebra I	4 Credits Math	Algebra I + 2 additional math courses above Algebra I
3 Credits Science	Biology I	3 Credits Science	Biology I	3 Credits Science	Biology I + 2 additional science courses above Biology I	4 Credits Science	Biology I + 2 additional science courses above Biology I
3.5 Credits Social Studies	MS Studies (1/2), World History (1), US History (1), Economics (1/2), US Government (1/2)	3.5 Credits Social Studies	MS Studies (1/2), World History (1), US History (1), Economics (1/2), US Government (1/2)	3.5 Credits Social Studies	MS Studies (1/2), World History (1), US History (1), Economics (1/2), US Government (1/2)	4 Credits Social Studies	MS Studies (1/2), World History (1), US History (1), Economics (1/2), US Government (1/2)
1/2 Credit PE		1/2 Credit PE		1/2 Credit PE		1/2 Credit PE	
1/2 Credit Health		1/2 Credit Health		1/2 Credit Health		1/2 Credit Health	
1 Credit Art		1 Credit Art		1 Credit Art		1 Credit Art	
1 Credit CCR	Taught either Junior or Senior year OR taught in a 4-course sequence beginning in the 9th grade	1 Credit CCR	Taught either Junior or Senior year	1 Credit CCR	Taught either Junior or Senior year	1 Credit CCR	Taught either Junior or Senior year

1 Credit Technology or Computer Science		1 Credit Technology or Computer Science		1 Credit Technology or Computer Science		1 Credit Technology or Computer Science	
5.5 Credits Electives	4 Credits CTE Electives	Must complete a 4-course sequential program of study to be a completer in CTE	7.5 Electives	Electives must meet the advanced requirements in the IHL CPC	8 Electives	Electives must meet the advanced elective requirements in the IHL CPC	
	3.5 Credits Additional Electives	Electives must meet the advanced elective requirements in the IHL CPC					
Total Credits: 24		Total Credits: 26		Total Credits: 26		Total Credits: 28	
Traditional Diploma Option Notes:		Additional Requirements:		Additional Requirements:		Additional Requirements:	
Student must choose endorsement before entering 9th grade		2.5 Overall GPA		2.5 Overall GPA		3.0 Overall GPA	
For early release, student must have met ACT subscores (17 English; 19 math) or earn a Silver on ACT WorkKeys for the CTE Endorsement		Silver level on ACT WorkKeys		Courses must meet MS IHL CPC Requirements		Courses must meet MS IHL CPC Requirements	
Student who have not met one of the above for early release must meet ALL of the following:				Earn MS IHL & Community College readiness benchmarks (ACT sub scores of 17 English and 19 math) or completion of appropriate college-ready courses in senior year		Earn national college-readiness benchmarks on each subtest established by ACT (sub scores of 18 English and 22 math) or SAT	
* 2.5 GPA		Successfully complete one of the following:		Successfully complete one of the following:		Successfully complete one of the following or a combination of three advanced courses:	
* Passed or met all MAAP assessment requirements for graduation		1. One CTE DC course or the Community College approved CTE articulated dual credit		1. Earn a C or higher in any AP course and take the exam		1. One AP course with a B or higher and take the appropriate AP exam	
* On track to meet all diploma requirements for graduation		2. Complete an industry-based work experience or the Career Pathway Experience		2. Earn a C or higher in a Diploma Program-IB course and take the exams		2. One IB course with a B or higher and take the appropriate exams	
* Concurrently enrolled in Essentials of College Math or Essentials of College Literacy		3. Earn a State Board of Education approved national credential		3. Earn a C or higher in an academic dual enrollment course		3. One dual credit course earning B or higher	

1.12 CREDIT RECOVERY

A credit recovery program is offered for students to gain credit for courses that they have previously failed. Credit recovery is a part of the district Dropout Prevention Program.

Applicable fees will be required.

A summer school program may be at Petal Middle School for students who failed 7th or 8th grade Math or English. 8th grade students who failed Mississippi Studies or Introduction to World Geography may have the opportunity to enter the summer credit recovery program at Petal Middle School with permission by the administration of the middle school principals.

Students in Algebra I, Biology I, English II, and U.S. History will not be allowed to take these courses in summer school outside the Petal School District unless special permission is given by the principal and guidance office.

The following guidelines have been established for credit recovery:

1. Students who have completed and failed a course may enroll in credit recovery to earn a minimum passing grade. Credit recovery cannot be used by a student who has passed the course to improve the students assigned course grade.
2. Counselors and administrators will approve students appropriate for participation in a credit recovery program offered at Petal High School after completing the appropriate application.
3. Course content shall be based on the curriculum guidelines approved by the Mississippi Department of Education.
4. The method of instruction will be determined by the principal based on available resources and can include the use of a teacher delivery system or an online computer-based program. All testing will occur in the presence of designated school personnel.
5. Following MDE's guidelines credit recovery must be completed within a calendar year of failing a course in order to receive credit.

Seniors must successfully complete spring semester courses and receive a grade by the completion of senior exams in order to participate in graduation exercises. Senior grades are final upon completion of final exams. Seniors who have not met graduation requirements must enroll in summer credit recovery to complete graduation requirements.

1.13 EARLY GRADUATION

Students interested in early graduation must reach out to their assigned counselor. Graduating early will likely have implications for college admission, financial aid, class rank and more. Students who pursue early graduation are responsible for understanding all of these implications, and should schedule a meeting with their counselor prior to requesting an application. Students who wish to graduate early must request an early graduation application from their counselor and receive approval from the principal by the deadlines described below.

December graduates - Students who wish to graduate after their seventh semester must submit an early graduation application to their counselor by the course request deadline of their junior year.

Junior graduates - Students who wish to graduate after their sixth semester must submit an early graduation application to their counselor and receive approval from the principal by the course request deadline of their sophomore year.

1.14 SENIOR COLLEGE ENTRANCE REQUIREMENTS

There are four ways to gain admission to a university in Mississippi.

1. Complete the College Prep Curriculum with a minimum of 3.2 GPA and a submitted ACT or SAT score

OR

2. Complete the College Prep Curriculum with a minimum of 2.5 GPA and score at least 16 or higher on the ACT (at least 770 on the SAT) or rank in the upper 50% of your class.

OR

3. Complete the College Prep Curriculum with a minimum 2.0 GPA and score 18 or higher on the ACT (at least 850 on the SAT).

OR

4. Satisfy the NCAA standard for student-athletes who are “full qualifiers under Division 1 guidelines.”

1.15 COLLEGE PREP CURRICULUM

The College Prep Curriculum for students graduating from high school and entering a public institution of higher learning is as follows:

- *English*: 4 Carnegie Units – Compensatory Reading and Compensatory Writing may not be included.
- *Mathematics*: 4 Carnegie Units – Includes Algebra I, Geometry, and Algebra II, and any one Carnegie Unit of comparable rigor and content. (e.g., Advanced Algebra, Trigonometry, Pre-Calculus, Calculus, AP Calculus AB, AP Calculus, BC, Discrete Mathematics, Probability and Statistics, or AP Statistics). Does not include Foundations of Algebra.
- *Science*: 4 Carnegie Units – Includes Biology I, Chemistry I, and any two Carnegie Units of comparable rigor and content. (e.g., Physics, Physical Science, Biology II, Chemistry II, AP Chemistry, Physics II, AP Physics B, AP Physics C – Electricity and Magnetism, and AP Physics C – Mechanics, Botany, Microbiology, or Human Anatomy and Physiology.)
- *Social Studies*: 4 Carnegie Units – Includes World History, U.S. History, Introduction to World Geography, U.S. Government, Economics, and Mississippi Studies. (Credit earned for a State/Local Government course in any other state may stand in lieu of Mississippi Studies.)
- *Arts*: 1 Carnegie Unit – Includes any one Carnegie Unit of visual and performing arts course(s) meeting the requirements for high school graduation.
- *Advanced Electives*: 2 Carnegie Units – Includes any two Carnegie Units of Foreign Language (I and II), Advanced World Geography and a Foreign Language (I) or any combination of English, Mathematics, or lab-based science courses of comparable rigor and content to those required above.
- *Computer Applications*: 1/2 Carnegie Unit – Course should emphasize the computer as a productivity tool. Instruction should include the use of application packages, such as word processing and spreadsheets. The course should also include basic computer terminology and hardware operation.
- *Pre-High School Units*: Algebra I, first-year Foreign Language, or Mississippi Studies taken prior to high school will be accepted for admission, provided course content is the same as the high school course.
- For more information go to www.mississippi.edu/admissions/curriculum.asp

1.16 COURSES OFFERED (** PMS Course w/PHS Credit)

ENGLISH	7th	8th	9th	10th	11th	12th
7th Language Arts	X					
8th Language Arts		X				
English I			X			
World Literature				X		
English II				X		
English III					X	
English III AP					X	
English IV						X
SREB English IV						X
Essential for Literacy						X
English IV AP						X
Dual Credit English IV						X
20th Century Literature					X	X
FINE ARTS	7th	8th	9th	10th	11th	12th
Art	X	X	X	X	X	X
Art II				X	X	X
AP Art					X	X
Art Appreciation			X	X	X	X
Band	X	X	X	X	X	X
Ceramics			X	X	X	X
Music Choral (Chanticleer, Chevalier, Corians)	X	X	X	X	X	X
Music Choral (Show Choir)	X	X	X	X	X	X
Music: General			X	X	X	X
Dual Credit Music Appreciation					X	X
FOREIGN LANGUAGE	7th	8th	9th	10th	11th	12th
French I			X	X	X	X
French II				X	X	X
French III					X	X
Spanish I			X	X	X	X
Spanish II				X	X	X
Spanish III					X	X
GENERAL ELECTIVES	7th	8th	9th	10th	11th	12th
ACT Prep			X	X	X	X
Accounting I					X	X
Debate				X	X	X
Driver Education				X	X	X
Oral Communication			X	X	X	X
Dual Credit Psychology					X	X
Dual Credit Music Appreciation					X	X
Cyber Foundations I	X					
Computer Science & Engineering		X				
Computer Science, AP			X	X	X	X
JROTC			X	X	X	X
Personal Finance			X	X	X	X
AP Seminar (Year 1)					X	
AP Research (Year 2)						X
Health**	X	X	X	X	X	X
Performance Psychology/Sociology			X	X	X	X
Journalism			X	X	X	X

STEM	X	X				
Piano	X	X				
Creative Writing					X	X
PHYSICAL EDUCATION	7th	8th	9th	10th	11th	12th
Physical Education	X	X	X	X	X	X
MATH	7th	8th	9th	10th	11th	12th
7th Math	X					
8th Math**		X				
Foundations of Algebra			X			
Algebra I			X	X	X	
Algebra II				X	X	X
Algebra III (Dual Credit Trigonometry)					X	
Geometry			X	X	X	X
Geometry Advanced				X	X	X
Calculus, AP					X	X
Calculus					X	X
SREB/Essentials for Math						X
Dual Credit College Algebra					X	X
SCIENCE	7th	8th	9th	10th	11th	12th
General Science	X	X				
Biology			X	X		
Biology, AP				X	X	X
Chemistry				X	X	X
Chemistry, AP					X	X
Environmental Science, AP			X	X	X	X
Human Anatomy & Physiology				X	X	X
Marine & Aquatic Science I, II				X	X	X
Physics I					X	X
Physics, AP					X	X
Zoology I, II				X	X	X
Physical Science			X	X	X	X
Dual Credit Principles of Biology					X	X
Forensics I, II					X	X
SOCIAL STUDIES	7th	8th	9th	10th	11th	12th
Mississippi Studies/Geography**		X				
Human Geography, AP						X
US History to 1877	X					
US History – 1877 to Present					X	
US History, AP					X	
US Government/Economics			X			X
US Government & Politics AP			X			
World History				X		
European History, AP				X		
CAREER & TECHNICAL EDUCATION	7th	8th	9th	10th	11th	12th
Business & Marketing I			X	X	X	X
Business & Marketing II				X	X	X
Construction Technology I			X	X	X	X
Construction Technology II				X	X	X
Culinary Arts I				X	X	X
Culinary Arts II					X	X

Digital Media Technology I			X	X	X	X
Digital Media Technology II				X	X	X
Interpersonal Studies/Human Development			X	X	X	X
Health Science I				X	X	X
Health Science II					X	X
Information Technology I			X	X	X	X
Information Technology II				X	X	X
Law & Public Safety I			X	X	X	X
Law & Public Safety II				X	X	X
Polymer Science I				X	X	X
Polymer Science II					X	X
Exploring Computer Science			X			
Teacher Academy I			X	X	X	X
Teacher Academy II				X	X	X
Sports Medicine I				X	X	X
Sports Medicine II					X	X
Work-Based Learning						X
SPECIAL SERVICES	7th	8th	9th	10th	11th	12th
Leisure Recreational/Social Skills I			X			
Jobs Skills Math I			X			
Employment English I			X			
Independent Living I, II			X			
Life Skills Science			X			
Functional Reading I			X			
Interpersonal Skills						
Work Skills, Job Training						
Household Management						
Employment English II				X		
Job Skills Math II				X		
Career Preparation I, II				X		
Government & Community Studies				X		
Social Skills II				X		
Functional Reading II				X		
Social Skills on the Job				X		
Functional Reading III					X	
Employment English III					X	
Leisure Recreation II					X	
Job Skills Math III					X	
Work Experience I					X	
Applied Employment						X
Healthy Living						X
Work Experience II						X
Cooperative Career I					X	
Cooperative Career II						X

1.17 VALEDICTORIAN AND SALUTATORIAN

A valedictorian and salutarian will be named for each graduating class. Numerical average for classes will be used to determine class rank. If there is a tie in numerical average, then the student with the highest numerical average and the highest achieved ACT score will be selected. The salutarian will be selected in the same manner. FEBRUARY ACT SCORE OF THE STUDENT'S SENIOR YEAR WILL BE THE LAST SCORE CONSIDERED IN THE SELECTION OF VALEDICTORIAN & SALUTATORIAN. Only first time grades will be used to determine valedictorian and salutarian honors.

1.18 THE ADVANCED PLACEMENT PROGRAM

Advanced Placement courses offer students the opportunity to participate in college-level work while still in high school. They are available to qualified, academically oriented students in grades nine through twelve. Upon completion of the AP course, students will take the nationally administered examination associated with the course. According to their performance in the examination, they may receive college credit for each examination they take. This makes it possible for a student who is successful in the exam(s) and in the course(s) to enter college with one or more college courses already completed.

Testing for the AP program will be conducted in the spring of each year. AP exam dates are set by the College Board.

1.19 DUAL ENROLLMENT

High school juniors or seniors may take one (1) college course per term provided the course does not interfere with their high school curriculum, and they meet the requirements of the college they are attending. A second course may be taken each term with special permission from the school counselor and approval by the principal. To be dually enrolled, a student must secure a letter of recommendation from their high school counselor.

1.20 DUAL CREDIT

Juniors and seniors will have the opportunity to enroll in several dual credit courses that will be offered. Students can receive a Carnegie Unit and 3 hours college credit by passing these courses. Students must meet the ACT requirements set by the supervising IHL. There is a fee to enroll.

1.21 STUDENT FEES

Operating on the premise that student fees should be charged only if they are absolutely necessary to enhance the educational program, the Petal School Board authorizes each school to charge reasonable fees, but not more than the actual cost. For complete details regarding student fees, refer to the School Board Manual, Section HA (MS Code 37-7-335). The fees for this year are listed below:

Petal High School

General Student Activity Fee	\$ 20.00
Ambassadors	\$40.00
BETA Club Current Members	\$5.00
BETA Club New Members	\$20.00
BETA Club Senior Members	\$25.00
Distributive Education Clubs of America (DECA)	\$20.00

:

Family, Career, and Community Leaders of America (FCCLA)	\$12.00
Graduation Fee (increases after Christmas and again after Spring Break)	\$80.00
Health Occupations Students of America (HOSA)	\$25.00
Interact Club	\$5.00
9th-11th Grades (ACT Fee)	\$25.00
JROTC	\$20.00
Mu Alpha Theta	\$20.00
National Honor Society	\$25.00
National Technical Honor Society (NTHS)	\$35.00
Robotics	\$20.00
Spanish Honor Society (new members)	\$15.00
Spanish Honor Society (current members)	\$5.00
Teacher Academy (Educators Rising)	\$25.00

Petal Middle School

General Student Activity Fee	\$20.00
Band	\$25.00 plus instrument/ polo shirt
Choral	\$25.00 plus outfit

1.22 GRADING SYSTEM AND REPORT TO STUDENTS AND PARENT

During each nine week term, tests and other means are used by teachers to measure the progress students have made in various subjects. The grade given at the end of each nine weeks indicates the quality of work a student is doing. Grades are available on Active Parent and Active Student.

Explanation of Marks:

A	90-100
B	80 to 89
C	70 to 79
D	65-69
F	Grade below 65-Failure

- No passing grade of less than 65 or more than 100 should be recorded on the cumulative folder or report card.
- The school session is divided into two semesters. Each semester is further divided into two nine week terms.
- Grades are posted each nine weeks term.
- Individual grades during a term are combined to create an average for the term. The weight of individual assignments may vary by assignment type (i.e. tests and daily grades).
- The semester and yearly grades are to be determined as follows:
 (a.) The average of the two nine-week grades will be the semester grade. (b.) The yearly average is determined by averaging the two semester grades.

If a student's grading period average falls below 50, it will be recorded as a 50 for each grading period during the first half of the course only. The student's actual average will be recorded each grading period for the second half of the course.

1.23 ADVANCED PLACEMENT AND ACCELERATED/SPECIAL COURSE WEIGHTS

Advanced Placement (AP) and Accelerated/Special Courses are inherently more rigorous and challenging than regular coursework at PHS. Therefore a weighted grading system will be used for these courses. Weighted grading is a system of evaluating academic achievement based on the level of difficulty of the courses taken. The weighted grade points are only used to determine the student's overall grade point average (GPA) while attending Petal Schools. Each grade recorded on a student's record is the grade he or she earned while enrolled in that class. All students are encouraged to pursue these courses and these courses are weighted accordingly:

- Advanced Placement (AP) courses – 1.10
- Accelerated/Special Courses – 1.05

The presence of AP classes and special courses* in the Petal School System is an advantage to students regardless of the grading system, and are awarded grade points as follows:

Letter Grade	AP and Special Courses Numerical Grade	AP and Special Courses Grade Points
A	90-100	5
B	80-89	4
C	70-79	3
D	65-69	2

*Accelerated/Special Courses: Advanced Geometry, Physics I, Genetics & MicroBiology, Algebra III, Accelerated English I & II, Dual Enrollment and Dual Credit courses, Calculus

1.24 FINAL GPA, HONORS/HIGH HONORS RECOGNITION

Final GPA will be the numerical average calculated after the completion of the students' seventh semester of enrollment. This final GPA will be used to determine Honors/High Honors recognition at graduation. Students who earn a final GPA of 90.0 - 94.99 will receive Honors and students who earn a final GPA of 95 and above will receive High Honors.

1.25 STUDENT PROGRESS REPORTS

During the fifth week of each nine-week term, teachers will post each student's progress report.

1.26 EXEMPTION POLICY (PHS)

Senior Final Exam Exemptions (end-of-course)

Seniors who have no unexcused absences for the school year may choose to be exempt from any/all end-of-course exams in courses for which they have achieved at least a 65 academic average.

1.27 ONLINE COURSES

Students may enroll in an online course with the approval of the counselor and principal. Students wishing to take an online course should read this policy carefully and meet with their counselor. Students will only be allowed to enroll in online courses under the following circumstances:

- 1 The student has failed a required course for graduation and wishes to retake the course online.
- 2 The student is short elective credits for graduation and needs to take an online elective course to graduate on time.
- 3 The student wishes to take a course that is not offered at PHS.
- 4 The student wishes to take an additional course to become IHL eligible. This would only be allowed in cases where the student cannot fit this course into his/her schedule during the school day at PHS.
- 5 Subject area tested courses may not be approved for online unless the student has previously passed the End of Course State Test for that course.
- 6 Other unusual circumstances must be presented in writing, and approval is at the discretion of the Principal.

1.28 SEAL OF BILITERACY

The Seal of Biliteracy is a recognition of students who have studied and attained proficiency in two or more languages as evidenced by state and national assessments. The seal will appear on the transcript of the graduating senior as a statement of accomplishment of proficiency in listening, reading, speaking, and writing in English and one or more languages. Petal High School will follow the criteria for recognition established by the Mississippi Department of Education.

1.29 SENIOR EARLY RELEASE

Seniors may qualify for early release during their senior year. In order to qualify students must be on track to graduate with their cohort under their diploma pathway. MDE requires that all seniors who receive early release have already passed all required End of Course Assessments and achieved a 17 on the English and a 19 on the Math section of the ACT. Students' course selection and schedule will determine early release time.

SECTION 2 - Student Attendance

The procedures in this section shall constitute a good-faith effort by the Petal School District to comply with state law, to foster academic growth, and to establish expectations of each student at Petal High School/Petal Middle School to attend classes on a regular basis.

2.1 STATE LAW

The law requires that the superintendent, or his/her designee, report immediately to the local school attendance officer any compulsory school-age child who has not enrolled within 15 calendar days after the first day of the school year. In addition, the superintendent, or his/her designee, will report any child with five unexcused absences to the school attendance officer for appropriate consultation between the officer and parents/guardians. When the child has 12 unexcused absences, the law provides that charges of "Education Child Neglect" may be brought against the parent/guardian. Potential punishment for Education Child Neglect is a fine up to \$1,000 and/or 1 year in jail. The School Attendance Officer is available to assist parents in having the children understand the importance of getting an education through our public school system.

2.2 EXCUSED ABSENCES

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. required religious observance or event
8. educational opportunities such as travel with the prior approval of the principal
9. 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 must be received within five days of the student returning to school if the absence is to be excused. Students who are absent will not be penalized in grading, provided they make up the work missed. This work must be made up immediately upon returning to school after the absence(s). The amount of time for make-up work will be equal to the number of days absent 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.

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 missed.

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 life. Parents and students are expected to abide by the Compulsory School Attendance Law. 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.

2.3 UNEXCUSED ABSENCES

Also according to state law (37-13-91), an "unlawful" absence is an absence for which the student does not have a valid excuse, including days missed because of disciplinary suspension. These absences are also called **UNEXCUSED** absences. If the student does not turn in an excuse on or before the **second** day of the student's return to school, then the absence may be considered **UNEXCUSED**.

The principal has the authority to review absences to determine necessary exceptions.

2.4 MAKE-UP WORK FOR ABSENCES

The student may be allowed to make up work missed following an absence. The make-up work may be done under the following provisions:

1. The student requests make-up assignments from his/her teacher.
2. Once the teacher gives the make-up work to the student, the student has the same number of days plus an additional day to complete and turn in the work as the number of days he/she missed.
3. If a student fails to appear for an appointment for make-up work without being excused by the teacher, he/she has forfeited his right to make up work.

2.5 ASSIGNMENTS FOR EXTENDED ABSENCES

By the second day of absence, a student's parent or guardian should call the PHS Guidance Office (601-583-4688) or the PMS office (601-584-6301) to ensure the student has access to his/her class work. These assignments may be picked up at the office or accessed through an electronic management system.

In cases of chronic, unexcused absences access to electronic management systems (i.e. Canvas) may be denied following review by counselors and/or principals.

2.6 PERFECT ATTENDANCE

Perfect Attendance shall be defined and observed as no absences, no tardiness to school and no early dismissals from school. Exceptions shall be school bus tardiness or school sponsored field trips.

2.7 TARDY POLICY

Petal Middle and Petal High Schools expect students to be on time for each class; therefore, tardies are recorded for students who fail to do so. Students will receive two documented warnings per class for a tardy, and then each tardy after that could result in the student being assigned detention or ISR and placed on the discipline ladder. Tardies will start over each nine (9) weeks.

A student is tardy if arriving at school any time after the tardy bell for first period. Any student who is tardy to school must report to the office to sign in before going to class. Only three excused tardies to school are allowed per term. Each tardy after that could result in the student being assigned detention or ISR and placed on the discipline ladder. Tardies to school will start over each nine (9) weeks.

:

At PMS, a parent/guardian will need to walk the student to the office and sign him/her into school.

2.8 CHECK-OUT PROCEDURE

Students who check out of school early MUST present a note from their parent/guardian to the office **BEFORE 9:00 a.m.** on the day they are requesting early dismissal. Students approved to leave early must sign out in the office before leaving school. Unauthorized check-outs and/or leaving campus without signing out will be treated as leaving school without permission. If it is necessary for a student to leave school early and a note from the parent/guardian was not presented, the student's parent/guardian will be required to come to the school to sign the student out. TELEPHONE CALLS WILL NOT BE ACCEPTED FOR EARLY DISMISSAL OF STUDENTS .

THERE WILL BE NO EARLY DISMISSAL AFTER 3:30 P.M. WITHOUT THE PRIOR APPROVAL OF THE PRINCIPAL.

Petal High School

A parent/guardian can come to the school and complete a Check-out Authorization Form that will authorize someone other than the parent guardian who is 21 years of age or older to check out the student. Excessive check-outs result in loss of instructional time and also disruptions of class.

Petal Middle School

Siblings with a valid license who are 16/17 years of age and listed as an approved checkout person may check out a student with parent approval.

2.9 EXTRACURRICULAR ACTIVITIES AND ABSENCES

No student missing ten or more class periods in a course for which grades and/or credit are issued during the school year may participate in school-sponsored activities or trips unless approved by the principal and athletic/activities director. A student must be in school at least 63% of the school day in order to participate in extracurricular activities during that school day, unless special permission is granted by the principal and athletic/activities director.

2.10 TRUANCY (SKIPPING)

A student is considered truant when he or she is absent without knowledge or consent of parents and/or school officials. A student guilty of truancy will be subject to disciplinary action.

SECTION 3 - Student Behavior/Discipline

3.1 DISCIPLINE

We recognize that for learning to take place we must maintain conditions conducive to learning. Respect for authority is a value to be stressed. All students are to conduct themselves in an appropriate manner at all school-sponsored activities. Failure to do so will result in the student losing his/her privilege to attend such functions.

3.2 DISCIPLINE LADDER STEPS/CONSEQUENCES

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, a **Parental Contact Form** is issued by the bus driver through the transportation department and sent home for a parent to read, sign, and return to the bus driver.

Step 1

- Up to three days of detention or one day of ISR, conference with principal, and/or up to 2 days off the bus
- Removal from ladder if not referred to office for 15 school days

Step 2

- Five days of detention or two days ISR or one day OSS, and/or up to 5 days off the bus
- Removal from ladder if not referred for 20 school days

Step 3

- Three days of ISS or two days OSS or any combination of ISR and OSS equal to 3 days, and/or up to 10 days off the bus
- Removal from ladder if not referred to office for 25 school days

Step 4

- ISR, OSS or any combination of ISR and OSS equal to three to five days and/or up to 20 days off the bus
- Removal from ladder if not referred to office for 30 school days

Step 5

- Any combination of ISR and OSS equal to four to seven days and/or up to 45 days off the bus.
- Moved from Step 5 to Step 4 if not referred to office for 45 school days
- No participation in or attendance at any after school activities for 20 school days

Step 6

- Four to nine days home suspension
- May recommend expulsion/re-assignment
- Placed on probation for 45 school days with no attendance or participation in any school activities for the duration of alternate placement
- Moved to Step 4 for 30 school days if not referred to alternate placement for discipline. If referred to alternate placement for discipline, student will be moved to Step 4 for 30 days upon return to traditional campus.
- Bus violation, student is off the bus for the remainder of the year.

Step 7

- Nine days suspension
- Recommend expulsion
- A student placed on Step 7 will have no attendance or participation in any school activities for the duration of the expulsion.
- A student who returns to campus following expulsion will be placed on Step 4 of the discipline ladder for 30 days.

Administrators reserve the right to assign students to “pride projects” on the school grounds or in any of the buildings. The projects would involve litter control, special cleaning details, or other appropriate consequences for students who abuse the school grounds, buildings or facilities. The “pride projects” may be in addition to or in lieu of the consequences available on the discipline ladder, at the discretion of the administration.

3.3 - BEHAVIORS THAT WILL BE REFERRED TO THE PRINCIPAL'S OFFICE

<u>Behavior</u>	<u>Steps</u>
Excessive tardies	1
Disrespect	1-6
Defiance	1-6
Continued Defiance	1-6
Classroom Disruption	1-7
Campus Disruption	1-7
Dress Code Violation	1-5
Electronic Device Violation	1-7
Profanity, vulgarity, and/or biased language, including gestures	1-4
Horse playing	1-4
Harassing, bullying, or threatening other students, faculty, staff	4-7
Instigate/participate in verbal or push/shove confrontation	1-4
Possession, distribution, or sharing of obscene content	1-7
Leaving classroom without permission	1-4
Leaving school without permission or failure to report to class	1-4
Acts that are detrimental to decency, decorum, or order	1-6
Forge/deceive/misrepresent the truth/lying	1-4
Improper use of the Internet/Network	1-7
Hazing	1-7
Use/sale/possession/transfer of non/prescription drug	3-7
Possession/use/transfer of nicotine, tobacco, e-cigarettes, or paraphernalia	5-7
Public display of affection	1-5
Vandalism and/or destruction of school property	2-7
Repeated violation of school rules	2-7
Possession/distribution/transfer/use of fireworks	2-7
Physical violence on student/employee	5-7
Instigate/participate in fight	6-7
Use/sale/transfer/attempted transfer/possession of alcohol, narcotics, or illegal drugs or paraphernalia	5-7
Use/attempted use/possession/transfer of dangerous object/weapon	4-7
Steals, appropriates or converts to own use property of another w/restitution required	3-6
Defacing/destruction of school property w/restitution required	3-5
Stalking	2-5
Sexual harassment	3-6
Sexual misconduct	4-7
ISR Misbehavior	1-6
Violation of hands-off policy	1-5
Throwing Objects	1-4
Extortion	5-7
Theft	5-7
Robbery	5-7
Possess Prohibited Substance	1-5
Other misbehavior as designated by administration	2-6
Truancy	2-5
Auto/Parking Violation	1-7
Failure to report to detention	1
Poisoning	5-7
Trespassing	1-7

Assault	6-7
Rape	7
Bomb threat	6-7
Possession/transfer of firearm	6-7
Use/attempt use of firearm	7
Student out of area	1-4
Violation of Gang Policy	1-7

This list of infractions that will be referred to the office for disciplinary action is not “all inclusive.” Other infractions may be added as needed. Administration reserves the right to refer students for disciplinary action for other behaviors which disrupt the educational environment of the campus.

3.4 IN-SCHOOL REASSIGNMENT (ISR)

Any student may be placed in ISR, a program designed to keep students working productively at school while being restricted under disciplinary measures. The ISR program is an alternative to out-of-school suspension. Students scheduled to ISR will attend for their full schedule and will be reassigned to make up any missed time. Students who fail to follow ISR procedures or cannot conduct themselves in a proper manner while serving ISR will be re-assigned to ISR or given elevated consequences.

3.5 USE/POSSESSION OF DRUGS

No student attending school or any school-sponsored activity shall be in possession of or under the influence of any compound or substance which can be taken orally, intravenously, or inhaled.

REASONABLE SUSPICION TESTING

The 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. 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.

The following circumstances shall constitute grounds for reasonable suspicion:

1. Direct observation and/or confirmation by a Petal School District employee of drug and/or alcohol use or possession;
2. Abnormal or erratic behavior indicating intoxication;
3. Physical symptoms indicating intoxication including, but not limited to, glassy or bloodshot eyes, slurred speech, loss of balance, poor coordination or reflexes;
4. First-hand information provided by reliable and credible sources of use, possession or intoxication;
5. The presence of the drug or alcohol on the student, detectable by the senses, such as the smell of marijuana or alcohol; or
6. Possession of illegal drugs; prescription drugs for which student does not have a prescription; alcohol containers or drug paraphernalia.

Once reasonable suspicion is found by the administrator, the administrator shall contact the parent/guardian. The student will be immediately removed from school for a drug/alcohol test to be conducted within a five (5) hour block of time if the Petal School District decides to require submission to such a test.

DRUG AND ALCOHOL TESTING

Any student required to be tested under this policy will be accompanied by a Petal School District employee to a laboratory, or such other place qualified for drug/alcohol testing at the parent's/guardian's expense. If

:

circumstances are such that a Petal School District employee cannot accompany this student for testing, the parent/guardian will still be required to have the testing completed. All specimens will be collected under reasonable and sanitary conditions. Individual dignity and privacy will be preserved to the extent practicable. Universally accepted standards for testing, labeling, storage, and transportation of specimens will be strictly followed by the testing facilities. The Medical Review Officer (MRO) will request information regarding prescription and nonprescription drugs and any other information which could lead to a false positive test. A refusal or failure to take a drug and alcohol test under the conditions of reasonable suspicion shall be considered a positive drug and alcohol related offense. This procedure is for the discipline and protection of the students of this school district and their general welfare.

3.6 DETENTION PROGRAM

A detention program has been established for students who misbehave or who violate the school district's discipline or behavioral policies and procedures. The detention program shall be Monday- Friday during school hours.

All detention shall be handled according to the following procedures:

1. All detention shall be served at the time assigned.
2. Absences due to personal illness, serious illness in the family, death in the family, or special permission obtained in advance from the principal, may be reassigned.
3. Failure to report to detention may result in ISR.
4. Students who cannot conduct themselves in a proper manner while serving detention will be re-assigned to detention or given ISR.

3.7 ELECTRONIC DEVICES/CELL PHONES

Parents, if you have an emergency and need to contact your child, please call the office and we will contact your student. Please do not try to contact him/her by cell phone. Students will be provided use of the office phone to call home for emergencies during school hours.

STUDENT EXPECTATIONS (PMS ONLY)

Students are responsible for their devices and assume all risk for loss, damage, or theft.

The use of **cell phones and any other bluetooth-enabled devices is prohibited** from **8:00 AM to 4:30 PM**.

Prohibited Actions & Consequences

- **Filming or photographing** students, faculty, or staff on school grounds or during school activities without administrative approval is strictly prohibited.
- **Posting or sharing** photos or videos of students, faculty, or staff without permission is not allowed.
- **Taking photos or videos** on campus or on the bus is prohibited.
- **Social media posts made outside of school** that disrupt the school environment will result in disciplinary action.
- **Sending, sharing, viewing, or possessing** sexually explicit or offensive content on any electronic device while on campus or the bus is strictly forbidden. This may result in both disciplinary consequences and legal action.

Violation Consequences

- Unauthorized use of an electronic device will result in **confiscation** by a teacher or administrator.

- Disciplinary action will follow the school's **discipline ladder/step system**.
- **Repeated violations** will lead to escalated consequences.
- **Refusing to surrender a device** when requested by school personnel may result in further disciplinary action, including suspension.

(PMS ONLY: Specific consequences will be determined by school administration.)

Parents or student's emergency contact may retrieve electronic devices from a school administrator between 4:00 and 4:30. Any item not picked up by parents by the end of the school year could be discarded.

Any student caught using or in possession of an electronic device during State Testing will have their test invalidated, which means they fail the test and are subject to disciplinary action.

STUDENT EXPECTATIONS (PHS ONLY)

Parents, if you have an emergency and need to contact your child, please call the office and we will contact your son/daughter. Please do not try to contact them by cell phone. Petal schools, its faculty, and staff are **not** responsible for any damaged, missing or stolen cell phones. If a student has a cell phone and it is damaged or stolen, schools **will not** utilize administrative time to investigate the incident nor will the district or schools take any financial responsibility for the cell phone or cell phone charges.

Personal and silent use of electronic devices for texting, listening to music, etc. is permitted only in the common areas before/after school and lunch.

- Students shall not use electronic devices in a manner that poses a threat to academic integrity, disrupts the learning environment, or violates the privacy of others.
- Students may not possess a cell phone or any electronic device during testing, even if the device is turned off or the student is not using it. Violation of this rule may result in the student's score being invalidated and the student facing disciplinary action.
- In the learning environment, phones must be put away for the entire period.
- Wireless earbuds and/ or bluetooth-enabled devices are not allowed. Wired headphones or earbuds may be used with the student's chromebook with teacher permission for instruction and assessments.
- Taking photos or videos on the school campus or on the bus is not allowed.
- Social media posts made outside of school that cause disruption at the school may result in disciplinary action.
- Sending, sharing, viewing, or possessing text messages, emails, or other material depicting sexually explicit or offensive content in electronic form on a cell phone or other electronic device while on the campus, or on the bus is prohibited. In addition to disciplinary consequences including possible loss of phone privilege for the remainder of the year, this is against the law. Students may face criminal charges as well.

Use of an electronic device during a prohibited time will lead to the following consequences:

- First offense: The student will be assigned to submit his/her phone to the front office for a full school day. The phone will be returned to the student at the end of the assigned school day.
- All subsequent offenses: The student will be placed on the discipline ladder.

Students that do not follow electronic device/cell phone guidelines will be prohibited from the use of personal electronic devices. In all instances, the administrator will determine the length of time a student will be prohibited from the use of personal electronic devices.

Students who refuse to give their device to school personnel could result in further disciplinary action which may include suspension.

3.8 CHEATING/PLAGIARISM

If a student is caught cheating, plagiarising or using work generated by Artificial Intelligence (AI) as their own, the student may receive a failing grade for the assignment or assessment and/or discipline consequences. The teacher will notify students' parents.

3.9 HABITUALLY DISRUPTIVE STUDENTS

The term “disruptive behavior” means conduct of a student that is so unruly, disruptive or abusive that it seriously interferes with teacher’s or administrator’s ability to communicate with the students in a classroom, interferes with a student’s ability learn, or interferes with the operation of a school or school-related activity, and which is not covered by other law related to violence or possession of weapons or controlled substances on school property, school vehicles or at school-related activities. Such behaviors include, but are not limited to: foul, profane, obscene, threatening, defiant or abusive language or action toward teachers or other school employees; defiance, ridicule or verbal attack of a teacher; and /or willful, deliberate and overt acts of disobedience of the directions of a teacher. The teacher has the right to remove any student from class. The principal or assistant principal shall determine whether a child meets the definition of “disruptive” or “habitually disruptive.”

1. The term “habitually disruptive” refers to such actions of a student which cause disruption in a classroom on school property or vehicles or a school-related activity on more than two (2) occasions during a school year, and to disruptive behavior that was initiated, willful and overt on the part of the student and which required the attention of school personnel to deal with disruption. However, no student shall be considered to be habitually disruptive before the development and implementation of a behavior modification plan for the student in accordance with the code of student conduct and discipline plans of the school district.
2. Any student who is thirteen (13) years of age or older for whom a behavior modification plan is developed by the school principal, reporting teacher and student’s parent/legal guardian and the student does not comply with the plan shall be deemed habitually disruptive and subject to expulsion on the occurrence of the third act of disruptive behavior during a school year. A principal or central office administrator may request that a functional behavior assessment be conducted for a child who is thirteen (13) years of age or older prior to an expulsion.

3.10 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 disciplinary conference shall be guilty of a misdemeanor and upon conviction, shall be fined not to exceed two hundred fifty dollars (\$250.00).

3.11 STUDENT MAY BE DISCIPLINED FOR ACTS OR CRIMES OFF CAMPUS

The responsibility for a student’s conduct rests with the parents/legal guardian and his/her 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. This administration will take whatever steps necessary to enforce the policies of the Petal School District. Any student arrested for a felony will be suspended and may be recommended for placement in alternative school until the student is cleared of the felony charge.

To suspend or to expel a pupil or to change the placement of a pupil to the school district's alternative school or homebound program for misconduct in the school or on school property, as defined in Section 37-11-29, on the road to and from school, or at any school-related activity or event, or for conduct occurring on property other than school property or other than at a school-related activity or event when such conduct by a pupil, in the determination of the school superintendent or principal, renders that pupil's presence in the classroom a disruption

:

to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole, and to delegate such authority to the appropriate officials of the school district

MISSISSIPPI STATE CODE 37-11- 29 STATES THAT THE PRINCIPAL IS REQUIRED WHEN HE/SHE HAS REASONABLE BELIEF THAT ANY UNLAWFUL ACTIVITY HAS OCCURRED ON EDUCATIONAL PROPERTY OR DURING A SCHOOL RELATED ACTIVITY TO IMMEDIATELY REPORT THE ACT TO THE APPROPRIATE LAW ENFORCEMENT AGENCY. A STUDENT KNOWINGLY IN POSSESSION OF A WEAPON AS DEFINED BY MS CODE 97-37-17 AND/OR ANY IMITATION WEAPON WILL BE RECOMMENDED FOR EXPULSION, THE WEAPON WILL BE SEIZED AND THE MATTER WILL BE REFERRED TO THE APPROPRIATE LAW ENFORCEMENT AUTHORITY.

Any student arrested for a felony will be suspended immediately from all extracurricular participation until the student is cleared of the felony charge. If the student is cleared of the felony or the felony charges are dropped, the student will be reinstated in all extracurricular activities in which he/she is involved. If the felony arrest is upheld by the courts, the student will be removed from all extracurricular activities for a minimum of one (1) calendar year.

3.12 SUSPEND/RE-ASSIGN/EXPEL

The local school board shall have authority to suspend/re-assign/expel a pupil 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 pupil's presence in the classroom a disruption to the educational environment or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole. Cases involving expulsion are subject to review by the Petal School Board, and the student is entitled to a hearing before the board.

A student who has been expelled from Petal High School must apply and be approved for readmission to the regular school program. The application for readmission shall be in a form provided by the superintendent for such purpose.

1. TIME FOR READMISSION APPLICATION

- A. If the expulsion was for a specified period of time, application for readmission should be made at least 2 weeks before the conclusion of the expulsion period.
- B. If the expulsion was for an unspecified period of time, application for readmission may be made at any time after one year from the date of expulsion.
- C. When the student is enrolled in another regular school program or participating in an alternative school or similar program during the expulsion period and at the time of application, application may be made any time after the conclusion of specified expulsion period or after one year from the date of expulsion.

The board may grant readmission or admission upon a documented statement showing that the student has participated in successful rehabilitative efforts including but not limited to progress in an alternative school or similar program. A student returning to Petal School District following an expulsion will be placed on Step 4 for 30 days.

3.13 APPEALS

ISR, detention, and suspension of ten days or less may not be appealed beyond the school principal. Any student's parent or guardian aggrieved by the principal's decision may request in writing a review of the decision by the principal.

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.

3.14 POWERS AND DUTIES OF SCHOOL BOARDS

(37-7-301) The school boards of all school districts shall have the following powers, authority and duties in addition to all others imposed or granted by law, to wit:

- (e) To suspend or to expel a pupil or to change the placement of a pupil to the school district's alternative school or home-bound program for misconduct in the school or on school property, as defined in Section B7-11-29, on the road to and from school, or at any school-related activity or event, or for conduct occurring on property other than school property or other than at a school-related activity or event when such conduct by a pupil, in the determination of the school superintendent or principal, renders that pupil's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole, and to delegate such authority to the appropriate officials of the school district.

3.15 THREATS OF VIOLENCE/SERIOUS CRIMES ON OR OFF CAMPUS

Whenever there is a threat of violence against a student, faculty member, or staff member, extreme caution must be taken to ensure the safety of all concerned. Due to the increased violence in schools, threats of any kind cannot be tolerated or overlooked. If a student threatens another student, teacher, or school staff with bodily harm, immediate disciplinary action will be taken by the school. In addition to the discipline, the parents or guardian will be responsible for seeking outside professional counseling for their child before he/she will be allowed to return to regularly scheduled classes. A written and signed document must be presented to the principal from the counselor of the agency stating the student is not a threat to himself, other students, faculty, or staff prior to readmission to regularly scheduled classes.

The superintendent, or his designee, shall have authority to transfer to an alternative education program any student who has been arrested, arraigned for or convicted of or pleaded guilty or nolo contendere to a serious crime, as defined in this section, which occurred off of school property or away from school related functions. A serious crime for the purpose of this section is an illegal act which indicates the capacity and willingness of the student to injure students and employees with bodily harm, or to threaten to cause bodily harm, or to place students and employees in danger of bodily harm. The superintendent, or his designee, will evaluate the circumstances of the serious crime to determine whether (1) the acts of the student indicate a present and possible danger to the health, safety, and welfare of one or more students or employees and (2) whether the more restrictive, security oriented environment of an alternative education program would serve the educational interests of the student while preserving the safety of students and employees.

The school board shall review the student's placement in any alternative program at the next following regular meeting. Serious crimes shall include, without limitation, and as examples only:

- a) Assault with a deadly weapon
- b) Aggravated assault
- c) Rape
- d) Sexual battery, stalking, or other sexual crime
- e) Armed or strong-armed robbery (or attempted)
- f) Sale or distribution of a controlled substance
- g) Threats against a student or employee of the school district

Any student who is found to be guilty of hate crime related activities, race bias harassment, or hazing related to gender, race, sexual orientation, cultural bias, or socioeconomic bias will be placed on the discipline ladder at Step 5 or higher with possible recommendation of expulsion and/or reassignment to the alternative school.

3.16 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. “Harassment, intimidation or bullying” means any intentional written, verbal, or physical act, when the act:

- Physically harms a student or damages the student’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.

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written (including text messaging and other forms of electronic communications), oral or physical actions. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

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.

Sexual harassment is any unwanted or unwelcome verbal, written, or physical conduct of a sexual nature that interferes with a student’s right to learn or participate in a comfortable and supportive atmosphere. Sexual harassment committed by students of either sex against students or staff of the opposite or same sex constitutes inappropriate conduct.

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.

3.17 HAZING

Hazing is defined as any act that is physically or mentally abusive, degrading, or causes personal indignity to any student, faculty member, or employee. Activity of this nature is inconsistent with the educational process and the mission statement of the Petal School District, and such activities are prohibited at all times. No administrator, faculty member, or any other employee of this school shall encourage, condone, tolerate, or recklessly permit the hazing of any person. No student shall encourage or engage in the hazing of any person. If hazing or planned hazing is discovered by any administrator, faculty member, or employee, he/she will make reasonable attempts to prevent it, including but not limited to, informing involved students of the prohibition against hazing contained in this policy and requiring the students to cease all hazing immediately. ALL hazing incidents shall be reported to the principal immediately.

Anyone who participates, encourages, condones, tolerates, or recklessly permits the hazing of any person may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with Mississippi law. As defined in this policy, “hazing” includes doing any act or coercing another, including the victim, to do any act of initiation into, or affiliation with any organization that causes or creates a substantial risk of causing mental or physical harm to any person. The negligence, consent, or assumption of the risk of any individual subjected to hazing does not lessen the prohibition contained in this policy.

3.18 BIAS BEHAVIOR

In the event it is found beyond reasonable doubt that 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 to and from school.

Further action, as deemed necessary, may be taken under state statutes 99-301 and 99-19-307 of the Mississippi Code.

3.19 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 as defined by MS Code 97-37-17 and/or any imitation weapon may be recommended for expulsion, the weapon seized, and the matter referred to the appropriate law enforcement authority.

3.20 INTERVIEWS AND SEARCHES BY SCHOOL OFFICIAL

Students in the district have the right to privacy and security against arbitrary invasion of their personal property by school officials. However, the Board 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 interest of the overall welfare of other students or is necessary to preserve the good order and discipline of the school.

Backpacks, personal belongings, lockers, and any other items brought onto campus may be opened and searched at any time by school officials. School officials may also search a student’s person, including pockets and outerwear, and may use a handheld metal detector wand when appropriate. Searches may be conducted with reasonable suspicion by not less than two members of the professional staff. Any vehicle on any campus will be subject to search with reasonable suspicion. 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 activity, or a 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.

A Petal School District Police Officer will be on patrol during school hours. Periodically throughout the school year unannounced searches involving a narcotics certified canine will be conducted.

3.21 PEER MEDIATION/CONFLICT MANAGEMENT

The school may require that a student or students participate in a peer mediation/conflict management program in addition to and as a part of disciplinary action.

3.22 SCHOOL BUS VIOLATION/DISCIPLINE

Parents and students are reminded that Mississippi law refers to riding a school bus as an “entitlement”, which means that public school districts are not required to provide transportation for any student who does not meet behavioral expectations. Riding the school bus is an extension of the school day, and the bus is considered a classroom on wheels. The following behaviors are expected of each student who rides a school bus in the Petal School District. Failure to meet these expectations could result in the student’s removal from the bus.

These are the expectations for riding the bus:

- a. 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.
- b. Keep your hands, elbows, feet, legs, etc. to yourself, following the “hands-off” policy.
- c. 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.
- d. Follow the same rules as at school concerning cell phones, and all other electronic devices.
- e. Keep food and drinks in your bags at all times while on the school bus.
- f. Take care of school bus property, and report anyone who cuts or tears bus seats or damages property in any other way.
- g. 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.
- h. Follow the school dress code policy. Keep uniform shirts on, pants up, and no hats.
- i. 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.

Continuous violation of any of the above behavioral expectations will be subject to the bus discipline ladder process as follows. (Special education laws will be applied as needed.)

3.23 AUTO/PARKING VIOLATIONS (PHS)

All individuals who bring a vehicle to school must have a valid driver’s license, proof of insurance, and completed registration form.

1. Students should drive safely and responsibly on school property. Speed limits are posted and all state laws apply.
2. No loud, obscene music or excessive honking while on school property.
3. Any and all passengers must be in a seat inside the cabin of the vehicle. This prohibits students from riding in the back of trucks or trunks.
4. Upon arrival on campus, students will park their vehicles, exit, and leave the parking lot immediately. Students must obtain permission from an administrator to access his/her vehicle during the day, and must be accompanied by an administrator or designee. When the student is dismissed and leaves the school building, the student will go directly to his/her vehicle and leave the school grounds at that time. Failure to abide by these rules shall result in loss of school parking privilege.
5. All students and school personnel must register their vehicle and have proof of insurance in order to park on the campus. Parking decals must be visible at all times and students must park in their assigned parking areas.
6. Students who park on campus without obtaining a parking decal may receive a fine of \$10.00 for each violation.
7. Any vehicle on any campus will be subject to search. Items contained in student vehicles will be considered to be in the possession of the student who registered for the assigned decal and/or the driver. Parking privileges may be suspended by a school principal when contraband is located in a vehicle parked at Petal High School. Examples of contraband are drug paraphernalia, lighters, cigarettes, etc.
8. Vehicles inappropriately parked may be towed away at owner’s expense.
9. Students who violate the tardy policy to school may have the privilege of bringing their vehicles on campus suspended.
10. The parking lot will be monitored by Petal School District Police, school administrators, and assigned school personnel. Any student in violation of the rules governing vehicles on campus will be subject to disciplinary measures according to the Petal High School Discipline Ladder.

- :
11. Misuse of the permit registration decal (i.e., loaning or selling of a permit to another student) will result in a suspension or loss of driving privileges.
 12. Parking permits must be purchased for \$20.00.
 13. Parking privileges may be revoked by school administration or school district police.
 14. Students shall be responsible for locking their vehicles since the school district shall assume no responsibility for any loss or damage.

3.24 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.

3.25 GANG/GROUP ACTIVITY ASSOCIATION

Gangs or groups which initiate, advocate, or promote activities which threaten the safety or well being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. Students who wear, carry, or display gang/group paraphernalia or exhibit behavior or gestures, which symbolize gang membership and/or participating in activities that intimidate or affect the attendance of another person, shall be subject to appropriate action. This behavior includes, but is not limited to the use of hand signals, graffiti on clothes, person, and notebooks, grooming, which by virtue of its color arrangement, trademark, or symbol, implies an affiliation with such a group.

3.26 DESTRUCTION OF SCHOOL PROPERTY

If any student shall willfully destroy, cut, deface, damage or injure any school building, equipment or other school property he/she shall be subject to suspension or expulsion and his/her parents, legal guardians or custodians shall be liable for all 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. [This comes from Policy JCBD]

SECTION 4 - Student Dress Code

If a student is sent to the office for a dress code violation, he/she will be assigned the appropriate discipline. Students may be placed in ISR until a parent or designee can bring appropriate clothing.

POLO/BUTTON-UP SHIRTS

- Solid color: Petal red, white, black, or gray
- All visible emblems, trademarks, and/or logos must be white, red, gray, or black and be position neutral
- 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/shorts at all times (i.e. when in movement, when arms are extended or raised, and when in seated position, etc.)

PETAL SPIRIT T-SHIRTS

- Petal school logo/design with Petal red, white, black or gray
- Designs/print must be white, Petal red, gray or black
- 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

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

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

BOTTOMS

- Solid color: Khaki (tan), Navy, Gray, Black (contains no print, lettering). Any piping must be approved Petal Schools colors.
- Must be worn securely around waist
- No leggings/tights, blue jeans/denim, or pajamas
- Length—no shorter than students' fingertips with arms fully extended by their sides for the full, bottom seam
- Leggings, if worn underneath, must be solid white, black, navy or gray
- No fishnet-style hosiery
- No blue jean/denim, wrap skirts or slits

WINTER COATS

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

ACCESSORIES

- Proper shoes must be worn at all times (i.e. house shoes and soft-sole slippers)
- Head coverings should be no wider than two inches, including hoods, bandanas, hats, caps, visors, do-rags, bonnets, 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.

SECTION 5 - Off-Campus Travel By Students

5.1 FIELD TRIPS

All students wishing to attend a school-sponsored field trip must have the appropriate form signed by his/her parents or guardian. This signed consent form must be on file in the office of the school principal before the student will be allowed to depart on said field trip. School policies will apply on school sponsored trips.

Any student who has exceeded the attendance policy may not be allowed to attend any field trips or participate in any extracurricular activities. No field trips will be approved after March 31 or during term exams and/or state tests, unless special privilege is granted by the principal. Principal reserves the right to exclude a student from a field trip due to attendance, grades, or behavior.

5.2 COLLEGE/CAREER DAY PROCEDURES

Any junior or senior who has not violated the attendance policy is eligible for college days. Juniors are allowed 1 college visit. Seniors are allowed 2 (1 per semester). They must comply with the following procedure in order not to be counted absent:

1. The student's parent/guardian must come to the office and sign the necessary consent form.
2. Students must bring verification of participation from the college or university visited. Students must have an appointment with the college before taking a college day.

Seniors will not be allowed to participate in a school-sponsored college day after May 1 without special permission from the principal. **Failure to comply with this policy will result in an unexcused absence.**

5.3 SCHOOL SPONSORED ACTIVITIES

All students who go on school sponsored trips are to return with respective sponsors and group unless given special permission by the principal. The student's parent or legal guardian must personally go to the sponsor at the end of the game or activity and request permission for their son or daughter to be released to them.

- Special travel arrangements to and from school-sponsored activities must be cleared with the principal prior to the activity.
- A student cannot exceed 10 school-sponsored, excused absences within the school year unless special permission is given by the principal.

SECTION 6 - Student Activities

6.1 EXTRACURRICULAR ACTIVITIES

A diversified program of extracurricular activities is offered in the Petal Schools and it is designed to appeal to the interest of as many students as possible. All students are encouraged to find a place somewhere in the extracurricular programs of the school and should consider themselves a definite and necessary part of these programs. Any student interested in an extracurricular activity needs to contact the sponsor of that activity. Extracurricular activities at PHS are intended for the participation of students in grades 9-12. Participation by students at the lower grade levels will only occur by agreement of the principal and activities director.

Students shall not be promoted or retained solely for the purpose of extracurricular participation. Additionally, any student who meets promotional requirements at the end of the school year but is retained in the same grade shall be ineligible for extracurricular participation one year. A student becomes ineligible academically when their grade point average drops below a 2.0 at the end of a semester.

Sponsors will constantly check with all teachers to determine the eligibility of students to participate in their programs. No student will be permitted to play 9th grade athletics more than one year. All contests will be regulated by the rules of the Mississippi High School Activities Association, Inc. To be eligible for participation in athletics, band, chorus, drill team, forensic competition a student must meet the following minimum requirements at the end of a semester and at the end of the year. The pupil is eligible for the next succeeding semester if:

1. Students maintain a grade point average of at least 2.0 or a C average. This will be measured at the conclusion of the first semester using the semester averages of all the courses the student is taking. Students who do not have a 2.0 or a C average for the first semester will be ineligible for the second semester.
2. At the end of the school year, each student's grade point average for the year will be assessed. This assessment will reflect the average for the entire year using the final grades for each course. If the student does not have a grade point average of at least 2.0 or a C average, he/she will become ineligible for the fall semester.
3. Students may attend summer school, extended school year, take correspondence classes, participate in credit recovery programs and take advantage of other related options to establish a 2.0 or a C average to regain eligibility. Students must complete these programs prior to the first day of the next year or the next semester.

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

OUT-OF-SCHOOL ONE OR MORE SEMESTERS: If a pupil who is eligible for a given semester drops out of school for one or more semesters, he/she is then ineligible until he/she passes all subjects during a semester. A pupil who is eligible for a given semester cannot drop out of school during the semester or remain out of school for one or more semesters and then be eligible for the next semester he attends.

SUMMER SCHOOL CREDITS: An accredited summer school shall be considered as an extension of the second semester of the school session, and credits earned in such a school may be considered in determining the scholarship eligibility of students.

The completion of a full unit, major subject, during a summer school shall be classed as passing one major subject for one unit of credit and not as passing two major subjects for one half unit each. Accredited correspondence courses may be accepted for establishing extracurricular activity eligibility provided the course has been completed and recorded by the opening of school. Only one (1) accredited correspondence course can be counted toward graduation.

6.2 EXTRACURRICULAR DRUG SCREENING PROGRAM

Extracurricular includes all athletic programs, cheerleading, band (all areas), chorus, show choir, forensics (all areas), drama, and any other program or group that represents students involved in competition and/or after-school-related activities.

The administration, coaches, and directors of the Petal School District strongly believe that the use and abuse of drugs (excluding those prescribed by a physician to treat specific medical problems) can:

1. Be detrimental to the physical and mental health of students involved in extracurricular activities,
2. Seriously interfere with the performance of students involved in extracurricular activities,
3. Be extremely dangerous to students and their teammates with regard to the participation in competition or practice,
4. Create an unfair and damaging stigma for those students who do not use and/or abuse drugs.

The Petal School District has a genuine concern for the well-being of each student participating in extracurricular activities. Therefore, a drug-screening program will be implemented in accordance with established board policy. The contracting biomedical laboratory shall be certified by the National Institute of Drugs Abuse (NIDA) and be approved by the school board. The testing shall be done only after consent from the student involved in the activity and the parent/guardian.

Students that are subject to drug testing will be made aware of the drug testing process and the steps/consequences if and when a student tests positive. Every possible precaution will be taken to assure and maintain accuracy and confidentiality of the test results, including the maintenance of a documented chain of specimen custody to ensure the identity and integrity of the sample throughout the collection and testing process.

Purpose:

1. To educate students concerning the dangers and problems associated with drug use/abuse.
2. To prevent drug use/abuse by students of the Petal School District.
3. To identify any student who may be using/abusing drugs and to determine the identity of the drug.
4. To provide opportunities for treatment and counseling for any student who is determined to be using/abusing drugs.
5. To remove the stigma of drug/abuse from those students who do not use/abuse drugs.

Procedures:

1. All students participating in extracurricular activities will be given drug-screening forms to be signed by the student and his/her parent/guardian. Signed drug screening forms must be returned to the coach or director of the activity within one week or the student will not be allowed to practice or compete.

With regard to the selection of students, the following procedures shall be followed:

- a. By September 1st of each school year, the Athletic Dept. will generate a master list of all students who participate in extra/co-curricular activities.
- b. The master list will be placed in alphabetical order on an Excel spreadsheet with each student assigned a number and delivered to the testing facility.
- c. The master list will be updated as students are added or deleted from various rosters.
- d. The Principal and Activity Director will schedule all dates for Drug Screening.
- e. The testing facility will forward a list of thirty (30) randomly selected numbers to the Athletic Department secretary and Principal 24 hours prior to testing. Random selection shall be conducted by the testing facility utilizing an electronic/computer based program.
2. If a student tests positive, the appropriate coach or director will take the following steps:
 - a. The student's parent(s) or legal guardian(s) will be notified.
 - b. The student may be required to attend a drug-counseling program at his/her own expense.
 - c. The student will forfeit interscholastic participation, including in-class and after-school practices and competitions for a minimum of 7 consecutive days. Students can resume participation following a negative drug test conducted at Petal SEMRHI Clinic after a minimum of 7 consecutive days.

NOTE: Students who test positive for drugs will forfeit certain team and individual awards as determined by the

:

coach or the director.

- a. The student will be mandated to participate in the next drug test session.
- b. A second positive test will result in a twenty-eight day suspension from all practices, competitions, and performances.
- c. If the student tests positive after the third test, he/she will be suspended indefinitely.
- d. If a student is suspended, the student has the right to appeal the decision to the Petal School District Board of trustees for that determination. The student shall have the right to have counsel present at the student's own expense.

6.3 STUDENT ORGANIZATIONS

Student clubs and organizations are encouraged; however, such clubs and organizations shall only be organized and operative after the principal has granted approval. Any student interested in developing a student organization that is not currently offered must submit a proposal form by March 30. A student may request a club application form from the school principal. Proposals will be reviewed by administrators, and students will be notified of their proposal response by April 30. Student organization proposals that are accepted during this review will be implemented during the following school year.

No club or organization shall be formed without a sponsor, who shall be a certified staff member of the school. Secret clubs and organizations are not permitted in the schools of the district. Students who form, become members of, or participate in activities involving a non-approved club or organization could be subject to disciplinary action.

Any communication from clubs will be submitted to the office to be posted on the designated student organization bulletin board. Club officers and sponsors will seek approval from administration for guest speakers.

6.4 REQUIREMENTS FOR HOLDING NON-ACADEMIC CLUB/CLASS OFFICE

Students nominated for any office must be approved by the administration. To be elected any position such as class officer or club officer at Petal High School, the candidates must meet the following requirements:

1. They must have attended Petal High School for a minimum of 9 weeks prior to the election.
2. They must be passing in each subject the semester prior to the election, exhibit good qualities of citizenship, and display overall satisfactory conduct as determined by the majority of the students' teachers plus the administration.
3. They must be approved by the individual club membership and sponsor.
4. No student may hold more than two club or class offices and only one of these may be a presidency. Academic clubs will have their own requirements and standards for membership and club office.
5. For students to be eligible for the Mr. or Ms. PHS honor, they must have been full time students at Petal High School during both their junior and senior years.

6.5 STUDENT COUNCIL ELECTIONS

1. The student must turn in a written request to run for Student Council.
2. Candidates for election to the Student Council must have passed all subjects the previous year with no grade lower than a C.
3. The student must be enrolled in PHS/PMS a minimum of nine weeks prior to the election.
4. Students who have been assigned ISR or OSS during the current year may not run for any office.
5. Students who are currently in student council may be removed if they reach Step 3 or above on the discipline ladder.

6.6 PHS HOMECOMING

Homecoming elections are generally held two or three weeks prior to homecoming. All elections will be held on the plurality system. Run-off elections will be held only in the case of a tie. Campaigns are limited to promotional signs/posters. Incentivizing votes through gifts, candy, food, or rewards of any kind will disqualify the candidate. The administration will be responsible for conducting the election and tallying the votes. Homecoming consists of the following:

1. There will be a court which includes 4 Freshman representatives, 4 Sophomore representatives, 4 Junior representatives, and 10 Senior representatives.
2. Grades 9-12 will each nominate and elect representatives from the respective grades.
3. The Queen will be elected by the student body from the ten senior representatives. The results of this election will be kept secret, and the Queen will be crowned at halftime during the Homecoming football game.
4. Members of the court must not have reached Step 3 or above on the discipline ladder for the current year.

For all school-sponsored dances at PHS, students attending must be in the ninth grade or above.

6.7 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 receipted 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.

6.8 ATTENDANCE AT EXTRACURRICULAR ACTIVITIES

All students and children eighth grade and under must be accompanied by an adult who is 21 or older. The student will not be allowed to enter and/or purchase a ticket without a supervising adult. A parent will be called to pick up the student. Repeated offenses may result in a discipline referral at the student's assigned school.

Students causing disruptions or conflict at an extra-curricular event will be required to remain with their adult(s) and/or be dismissed from the activity. Behavior at an extracurricular activity may result in disciplinary action at the student's assigned school.

SECTION 7 - Petal School District Police

A Petal School District police officer will be on patrol on campus during school hours. Periodically, throughout the school year unannounced searches involving a narcotics certified canine will be conducted.

All students are subject to search; this includes vehicles, book bags, clothing, etc.

7.1 TRESPASS WARNING POLICY

Objective

The objective of this policy is to implement a procedure that will allow us, the Petal School District Police, to protect our students, faculty and staff from persons who exhibit behavior that would constitute an arrest being made based on state law. An example of such behavior would be public profanity, disorderly conduct, failure to comply, etc. This policy would be implemented during school hours, at after school activities and at any location where a school activity is taking place (i.e. sporting events, competitions, concerts, pageants, etc.).

Procedure

- When such an incident occurs, a police report will be generated and given to the site principal. The principal will determine if a trespass warning should be issued.
- If the site principal determines a trespass warning is to be issued, a letter will be sent to the subject to advise him/her of said trespass warning.
- A copy of the trespass warning letter will be kept at the school where the violation was committed, in the Central Office and with the Petal School District Police Department.

Types of Trespass Letters

- Letters to the subject with children currently enrolled in school: This letter would be discretionary on the length of time not permitted on campus based on the site principal's decision.
- Letters to the subject with children no longer enrolled in school: This letter would be able to extend the length of time to an indefinite amount of time. If the subject does not have children currently enrolled, there is no need for that person to be on the campus.
- Letters to the subject with no legal rights to children: This letter would also be able to extend the length of time to an indefinite amount of time based on the site principal's decision.

EACH TRESPASS LETTER WILL ADVISE WHEN HE/SHE MAY BE PERMITTED TO RETURN TO CAMPUS.

7.2 DAMAGES TO SCHOOL PROPERTY

1. A parent/legal guardian of a compulsory-school-age child enrolled in the Petal School District shall be responsible financially for his/her minor child's destructive acts against school property or persons.
2. A parent/legal guardian of a compulsory-school-age child enrolled in the Petal School District shall be responsible for any criminal fines brought against such students for unlawful activity occurring on school grounds or buses.

The Petal School District shall be entitled to recover damages in an amount not to exceed twenty thousand dollars (\$20,000.00), plus necessary court costs, from parents of any minor under the age of eighteen (18) years and over the age of six (6) years, who maliciously and willfully damages or destroys property belonging to the Petal School District. However, this shall not apply to parents whose parental control of that child has been removed by court order or decree.

7.3 SEXUAL HARASSMENT

The Petal School District recognizes reports of sexual harassment as being extremely serious. Any reports of sexual harassment will be investigated fully, and appropriate disciplinary action as well as notification of law enforcement may result from such reports.

SECTION 8 - Emergency Situations

8.1 CRISIS MANAGEMENT

The Petal School District recognizes the importance of a safe and secure environment in order to provide the most effective learning situation; therefore, 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 to any major crisis which may occur. It ensures that district officials, working with community leaders, have discussed and developed an appropriate plan of response which will make use of all available resources.

1. Contact person- Superintendent of Petal School District Central Office Telephone: 601-545-3002
2. Public Notification- Local radio and TV stations
3. Student pick-up locations for parents
 - I. Normal School Day
 - A. Automobile riders in front of campus
 - B. Bus riders in back of campus
 - II. Emergency- early dismissal
 - A. Automobile riders in front of campus
 - B. Bus riders in back of campus
 - III. Threatening Situations – Students will evacuate to a predetermined destination

8.2 EMERGENCY FIRE INSTRUCTIONS

When an announcement to evacuate is made, all students should walk briskly and orderly toward designated places according to where you may be at the time of the alarm. The teacher will direct the students out of the door and will close the classroom door when leaving. Before leaving, the teacher will check to see that no one is left in the room. When a fire evacuation is announced, be serious, for it may be a real fire instead of just a drill.

8.3 SEVERE WEATHER PROCEDURES

Within the first week of school, parents should give children precise instructions to follow on afternoons when severe weather occurs.

All schools receive weather bulletins directly from Civil Defense; thus parents/ guardians are discouraged from calling the school. The school phone must be available for use in the event of an emergency. Students are not dismissed during a severe weather warning. Students will be dismissed only after an all-clear bulletin has been issued. Tornado drills are held monthly.

Official notice of emergency school cancellations will be aired over local news, radio, and media outlets. These announcements will be released as soon as **decisions can be made and may come as late as 6:30 a.m.** If no announcement is broadcast, it may be assumed that school is open.

In the case of an early-dismissal due to severe weather, every attempt will be made to notify parents/guardians. In the event of early-dismissal, media sources including the school district website (www.petalschools.com) will be notified. All parents/guardians are encouraged to listen to the radio and/or television in case of severe weather.

During severe weather situations, parents will only be allowed in the commons office areas. Parents will not be allowed in any other part of the school buildings unless accompanied by an administrator. After the all-clear bulletin has been issued, parents will be allowed to check out only their student(s).

A parent or guardian may go to a school and sign out his/her student during such an emergency provided they sign

a form releasing the school of all responsibility and liability during the emergency situation.

8.4 TORNADO OR SEVERE WEATHER ASSIGNMENT

A severe weather alarm will be given. When this alarm is sounded, all teachers and students should move immediately to their designated places according to where they may be at the time of the alarm.

Students will sit in their designated areas with their heads on their knees and their hands on top of their heads.

8.5 EMERGENCY PROCEDURES

STUDENT ACCIDENTS - School personnel will exercise their best judgment in handling an emergency affecting the health and welfare of a student. Established policy and procedural guidelines will be followed in every case so far as possible.

If the parents or guardian cannot be reached, school personnel will act to safeguard the student in a reasonable manner.

8.6 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 that could include full school day cancellations.

If there is a delayed start time, it will be announced that 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 a normal day, only delayed by the decided amount of time.

One hour delayed start
9:30

Two hour delayed start
10:30

Bus pick up times: 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.

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

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

SECTION 9 - School Nutrition Services

9.1 CAFETERIA

The ultimate goal of the child nutrition program is to provide nutritious meals to all students daily at an economical price. Free and reduced price meal programs are provided for eligible students. The Family Free and Reduced Price Meal Application, which requires only one form per family to be completed each year, is utilized in the Petal School District. Additional information regarding these programs may be made at the Child Nutrition Office at 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 items offered is known as “offer vs. served.” A minimum of three (3) food components at breakfast and lunch must be selected by students.

Parents may prepay for breakfast, lunch, and extra sales items by the week, month or year.

Payments for meals cannot be combined with other school expenses. **Returned checks** are referred to Tiger Tranz, which specializes in check recovery. The Petal School District offers automated pre-payments of meal accounts via the telephone or Internet. Parents may log onto www.mypaymentsplus.com or **telephone**

1-866-615-6503. Account balances, positive or negative roll over at the end of each school year. Students in grades nine through twelve are allowed to charge for the day and repay the loan the following day. Students are not allowed to charge any supplemental sale item (ice cream, juice, etc.). For more information, contact the **Child Nutrition office at (601) 545-3020.**

Inquiries regarding student account balances shall be made to the cafeteria manager. Refunds for advance payment for students who withdraw from school will be made if a written request is submitted to the Child Nutrition Office by June 1st. It is the parent’s responsibility to track the child’s nutrition account.

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 food 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 meals 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 unit is being purchased.
- c. Students who bring lunch from home may purchase water and milk products only.
- d. Students may not bring carbonated beverages in original containers into the cafeteria.

Students are prohibited from ordering food through any delivery service (Door Dash, Uber Eats, etc.) during the school day. Any such deliveries will be held in the office and the student can pick it up at the end of the school day. Repeated violations may result in disciplinary action.

9.2 CHILD NUTRITION PROGRAM MEAL RATES

<u>Breakfast</u>		<u>Lunch</u>	
Pre-K-12	\$2.00	Pre-K-12	\$3.00
Reduced Rate	0.30	Reduced Rate	0.40
Faculty/Staff	\$2.50	Faculty/Staff	\$3.75
Guest Child	\$2.00	Guest Child	\$3.00
Guest Adult	\$2.50	Guest Adult	\$3.75

Get your tray quickly so you will not delay the line. **Respect the place of others. DO NOT BREAK LINE.** Remove all milk cartons and debris from your table and dispose of your tray so the tables will be clear for those who follow. Display a pleasing manner during the entire time in the cafeteria. Be as refined in your cafeteria table manners as you are in your own home.

All teachers and pupils are urged to take advantage of the well-balanced meals served on the non-profit basis.

9.3 REGULATIONS PERTAINING TO LUNCH PERIOD

All students are to remain on campus during the lunch period. No one will be permitted to leave the campus to eat his/her noon meal regardless of the distance traveled. Students may either eat prepared by the school cafeteria or bring their own lunch. Students are to remain in the cafeteria for the duration of their scheduled lunch time and are not allowed to remove food from the cafeteria.

In accordance with MS law, restaurant logos and packaging are not allowed in the cafeteria at any time.

SECTION 10 - General Information

10.1 CERTIFICATE OF ATTENDANCE

The State of Mississippi requires students to be attending school in order to get their driver's license or renew their license until age 18. For a student to receive this Certificate of Attendance, the student must attend school for a minimum of 30 school days prior to receiving the Certificate of Attendance.

10.2 USE OF THE TELEPHONE

The office telephone will not be available for use without permission. If an emergency arises, the student may ask the teacher to send a request to the office requesting permission to use the telephone. Teachers will not allow students to leave the classroom to use the telephone unless such a request has been granted, or there is a request from the office for the student to call home. All telephone messages will be held in the offices and distributed at the end of the class period unless there is an immediate emergency. **NO STUDENT IS TO BE OUT OF CLASS AT ANY TIME USING THE TELEPHONE WITHOUT PERMISSION FROM THE OFFICE.**

10.3 SCHOOL ADVISORY COUNCIL

The Petal School District Strategic Plan provides for School 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 district schools or the district Central Office for an application.

10.4 VISITOR INFORMATION

Any person visiting campus must report to the office and present a photo ID for clearance upon arrival at the school. The office will give the visitor a temporary visitor's pass to be returned to the office when he or she leaves the campus. Classroom visitors will only be allowed during a teacher's conference period. Exceptions are classroom speakers, practicum students, or teacher invited guests. Because of space factors in the classrooms, pupils are not allowed to have student visitors accompany them to the school without special permission from the principal.

10.5 VISITOR MANAGEMENT PROCEDURES

- i. **The visitor must produce photo identification.** This can be a state ID, driver's license, military ID,
 - ii. U.S. Passport card, or Mexican consulate card. The visitor's name and date of birth can also be entered into the system if there is no photo identification.
- iii. **The identification will be scanned through the Raptor system.**
- iv. **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.
- v. **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 will not have to go through the Raptor scan procedure. A special procedure will be in place for this type of event.

10.6 STUDENT HEALTH SERVICE-MEDICATION-JGCD

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 nonprescription** 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 pharmacy container with a label which 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 clearly legible.
All over-the-counter medications must be supplied by the parent/guardian. The school **WILL NOT** supply any medications. **PLEASE NOTE: All medications to be given at school will require a physician's signature on the school form: NO EXCEPTIONS!**
 - e. The information on the medication form and on the medication bottle must be the same.
6. Medication will **NOT** be accepted in household containers, envelopes, or baggies.
7. Medication will not be provided by the nurse or the teacher from his/her own 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 asthma 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.

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 asthma medications. Upon fulfilling the requirements of this section, a student with asthma may possess and use asthma 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.

10.7 COMMUNICABLE DISEASES

Individuals having a contagious condition must present a clearance slip from the Health Department or a physician upon returning to the school. If the school nurse suspects a contagious condition in a student and informs the parents, parents must have the child checked by a physician. A note from the physician will be required for the student to return to school.

10.8 BEDBUGS POLICY

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.

10.9 PREGNANCY

Should pregnancy occur, the student is encouraged to notify the guidance office. The student's parents/guardians or the student herself should inform the school of medical procedures to follow in case of an emergency. Students may continue in school as long as possible although the school district cannot assume responsibility/liability for the safety of the student. If requested, pregnant students will supply the school with a statement from their physician indicating the length of time they can remain in school prior to delivery and the approximate number of days required for their recovery.

10.10 FLAGS ON CAMPUS

With the exception of the United States flag and the Mississippi flag on the flagpole in front of the school, no flag can be flown on campus without prior permission of the principal.

10.11 TOYS AND GAMES

Toys, games, cards, or dice will not be permitted at school unless the items are an approved part of classroom instruction.

10.12 DAILY ANNOUNCEMENTS

Announcements will be made for the benefit of the school as a whole. Students, teachers, or organizations desiring to have announcements made should write them in the form desired and turn them into the office. Announcements should be as brief as possible. The principal must approve all announcements before they are made to the student body. All announcements should be turned in to the office before 8:30 a.m. each day. High school students will need to check their grade's Canvas Classroom on a daily basis for announcements.

10.13 STUDENT INTERVIEWS

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

10.14 NETWORK USAGE

Responsibilities

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 member 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 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 be 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 students or staff, who use the district-provided access to the Internet and who engage in conduct in violation of the acceptable use standards 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 message exchanges on the systems in order to maintain system integrity and ensure that users are acting responsible and consistent with the acceptable use standards.

Regarding the acceptable use standards, the following uses of the district provided Internet access 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 a person's property, files, data or materials, d. Engaging in any commercial or business activity, e. Transmitting, uploading or downloading any material in violation of copyright protection, f. Engaging in any other activity contrary to any local, state or federal laws, rules or regulations, knowingly circumventing the content filter.

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 the Internet access will result in disciplinary action, including possible loss of Internet access privileges.

By providing the means to access the internet using PSD owned and school base equipment, it must be clearly understood that PSD makes absolutely no warranties of any kind, expressed or implied, about the internet or the nature, quality or accuracy of the information accessible through the district-provided access to the internet, and PSD will not be responsible for any loss occasioned as a result of using this service including loss of data resulting from delays or interruptions in service.

In addition, PSD will not be responsible for the accuracy, nature or quality of information stored on school diskettes, hard drives, or servers. Further, PSD will not be responsible for loss or damage to personal property used on the school based computers in connection with the use of the district-provided access to the Internet. Finally, 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.

The Superintendent is authorized to develop additional rules and regulations to implement the purpose of intent of this policy. (Reference: School Board Policy IEK)

10.15 TEXTBOOKS

Books will be issued and numbered by the teacher of each course requiring the use of textbooks. The students and their parents/guardians will be held responsible for the loss or damage to textbooks issued to them. The teacher of each course will determine the amount of fines or cost of replacement of such textbooks. (MS Code 37-7-301)

In some courses, students will find it necessary to buy workbooks or laboratory manuals to be used along with textbooks.

10.16 BUSES/SCHOOL TRANSPORTATION

If buses operate on a regular schedule, they should not be expected to wait on pupils. Pupils should be ready and waiting for the bus when it arrives. Buses should leave the school grounds each afternoon as soon as all children have come aboard, or not later than five minutes after school dismisses. 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. A written notice from parent/guardian is required. The bus driver will report any pupil leaving the bus before reaching their regular destination. Any pupil who violates these regulations will be dealt with according to the School Bus Discipline Ladder in the student handbook.

10.17 CARE OF SCHOOL PROPERTY

All buildings and whatever they contain in the way of equipment are provided at great expense by the taxpayers of the Petal School District. Pupils should pride themselves in doing everything possible to take care of school property and should encourage others to do so. Anyone who defaces school property will pay the amount of damage. Every student should not only refrain from defacing or destroying school property but should make every possible effort to encourage his/her friends and fellow students to care for school property. Help the janitorial staff by placing all paper and waste in the containers arranged for this purpose. Do not throw paper on the campus or on the floors. Any student causing damage to school property either intentionally or through neglect on his/her part will be liable for such damages. (MS Codes 37-11-53, 37-11-19)

10.18 PETAL SCHOOL DISTRICT WELLNESS POLICY

The wellness goal of the Petal School District is for all students in the Petal School District to possess the knowledge and skills necessary to make nutritious food choices and enjoyable physical activity choices for a lifetime. Also, all staff in the Petal School District are encouraged to model healthy 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 that outlines the district's commitments to nutrition, physical activity, comprehensive health education, marketing, and implementation. This policy is designed to effectively utilize school and community resources and to equitably serve the needs and interests of all students and staff, taking into consideration differences in culture.

10.19 COMPLAINTS AND GRIEVANCES

The Petal School District provides for the resolving of complaints and grievances as stated below in the School. 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. Board Policy Manual:

“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.”

PETAL SCHOOL DISTRICT CHAIN OF COMMAND

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

For complaints and grievances related to discrimination, sexual harassment or disability, please refer to the Title IX Coordinator and 504 Coordinator contact information located in this handbook.

10.20 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 experiences 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 opinions or questions about their educational experiences. Any Petal School District student will be considered for potential participation in such publicity as approved by the Office of Public Information. All information released will be in full compliance with the Family Educational 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.

Students may not film other students or school personnel on school grounds or at school activities or post videos or pictures of other students on the internet without administrative approval.

10.21 SEMRHI

The Petal School District has partnered with the Southeast Mississippi Rural Health Initiative (SEMRHI) to provide the 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 7:30-4:00 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.

10.22 ASBESTOS SURVEILLANCE OF ALL SCHOOL BUILDINGS

As part of an annual notification, we are informing all persons of their option to review the asbestos management plan, which would include documentation of any changes of asbestos containing material in these schools.

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 school 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 Highway 42, Petal. Any interested party should feel free to go to any of these locations to review these reports.

10.23 THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

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.

4. 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.

5. 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))

10.24 District: Petal School District

Section L- Organizational Relations

Policy Code- LAA- Title I Parental Involvement

TITLE I - PARENT INVOLVEMENT

The Petal School District believes positive parental involvement is essential to achieve maximum emotional, social, and academic growth and encourage participation of parents in all aspects of their child's education.

The Petal School District ensures that each participating Title I School will:

- (1) convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parent of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved;

Participating schools will invite all parents and community members to an annual meeting to inform them of the Title I School-wide Policy, benefits and activities, and the role, rights, and responsibilities of parents in the education of their child, and federal guidelines. Information presented will include parents' rights to know the qualifications of their child's teacher and the teachers' highly qualified status. Meetings will be publicized through a variety of means.

- (2) offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement;

Meetings for parents and community members will be held at different times of the day and different days of the week to accommodate stakeholders as much as possible. Meetings will be publicized through a variety of means.

- (3) involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy and the joint development of the school-wide program plan under section 1114(b)(2), except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children;

Each school will utilize a committee of school staff, parents, community members and if appropriate, students, to be involved in the planning, review and improvement of the Title I program. Data from surveys and the comprehensive needs assessment will be reviewed in order to make appropriate decisions regarding school plans and parent involvement policies and plans. A district-level committee will also be involved to review district data and determine district plans and policies. School committees and the district committee will meet on a regular basis to update and revise the plans as needed.

- :
- (4) provide parents of participating children -
 - (A) timely information about programs under this part;

- (B) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and

Information concerning federal programs will be communicated to parents and community members through parent meetings, flyers, and the school website. Teachers will communicate with families through various means (i.e.: websites, student planners, communication folder, etc.) Student assessment results and expectations for academic achievement will be explained in group/individual parent meetings. Administrators and teachers will be available and willing to answer questions posed by parents regarding academics or any other programs upon request.

- (5) If the school-wide program plan under section 1114(b)(2) is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.

Parents will be notified through various means regarding their right to make comments if they disagree with any aspect of individual school or the district's Title I policies and/or plan. Those comments will be submitted with each school's plan for district approval.

- (6) share the responsibilities for high student academic achievement with parents, the entire school staff and students through the use of a School-Parent Compact.

Each school planning team will assist in the development of a parent-school compact. The compact will outline how parents, students, and school personnel will share the responsibility for improved student academic achievement. The parent-school compact will describe the responsibility of the school principal and teacher to provide high-quality curriculum and instruction, the student's responsibility to participate in the learning, and the parent's responsibility to support the child. The current school year's compact will be kept on file at the school. The compact will be reviewed each year and revised if necessary.

- (7) provide assistance in understanding the State's curriculum content standards, State's student academic standards for assessment, how to improve student achievement to include technology training, educate teachers, school staff, principals to the value of parental involvement, work with outside agencies to encourage parental involvement and publicize information regarding meetings that allow parental involvement.

The Petal School District will build partnerships with parents through several means to improve student achievement. Parents will be informed of state academic expectations during group and individual parent meetings. The district and individual websites will provide access to resources for supplemental practice and to computer based instructional programs. School handbooks and websites will contain the grading policy, information on how to reach school personnel if questions arise, and the interventions that can be provided through Teacher Support Teams. Communication will occur regularly with parents through written correspondence from teachers. Parents will be given opportunities to give their input through the School Advisory Council.

- (8) provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand.

The Petal School District will employ staff members who speak languages other than English and are available to provide translation during parent meetings. If needed, resources from local universities will be utilized to provide additional translation services. Information will be sent home to parents in the native language of the family.

- (9) build teachers' and parents' capacity for strong parental involvement.

:

The commitment of the Petal School District to building strong relationships with families is evident in the core beliefs of the 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.

By engaging in the diversity of the parents in our school community, we hope to lead each child to success. Every employee of the district centers his or her job around the mission of the district - to empower students to thrive. School personnel depend on the input and support of parents in all aspects of the child's education.

10.25 PMS Drop-Off and Pick-Up Procedures

PMS students must be dropped off and picked up in front of the Auditorium between the red lines. No other on campus drop-off or pick-up locations are permitted.

- ALL AUTOMOBILE TRAFFIC IS TO LOAD/UNLOAD IN THE FRONT OF THE CAMPUS.
- THE GYM AND REAR AREAS OF THE SCHOOL ARE RESERVED FOR BUS TRAFFIC ONLY.
- ALL PEDESTRIAN TRAFFIC CROSSING CENTRAL AVENUE IS TO CROSS WITH THE CROSSING GUARD BETWEEN THE CENTRAL OFFICE AND THE SCIENCE BUILDING.

10.26 INFORMATION REQUESTS

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

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.

10.27 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.

10.28 Returning to School after Illness

Students can not return to school before the return date on the doctor's excuse. Students with fever can 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. School personnel will follow the Mississippi Department of Health and CDC recommendations for returning to school.

10.29 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.