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FOREWORD

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

We hope that this handbook will contribute to a better understanding and appreciation of our educational program. To ensure that the handbook has reached home and the parent is familiar with its content, please sign and return the handbook acknowledgement form to the student’s teacher to be kept on file.
PETAL SCHOOL DISTRICT MISSION AND CORE VALUES

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

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

Core Values of the Petal School District

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

Cornerstones of the Petal School District

We believe that student achievement grows through:
- Professional Learning Communities
- Data Driven Decision Making
- Ongoing Formative Assessment
- Strong Instructional Leadership
all students with the attitudes, knowledge, and life-long learning skills essential to thrive as responsible citizens in an ever-changing global society.

The mission of the Petal School District is to empower

Data Driven Decision Making

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.

Ongoing Formative Assessment

Strong Instructional Leadership

Professional Learning Communities
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. The Petal School District is a tobacco free environment. The use of tobacco on campus is not allowed.
# PETAL SCHOOL DISTRICT
## 2017-2018 CALENDAR

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 1</td>
<td>First Day for Teachers</td>
</tr>
<tr>
<td>August 7</td>
<td>First Day of School – Students Begin</td>
</tr>
<tr>
<td>September 4</td>
<td>Holiday</td>
</tr>
<tr>
<td>September 7</td>
<td>First Nine Weeks Progress Reports</td>
</tr>
<tr>
<td>October 6</td>
<td>First Nine Weeks Ends</td>
</tr>
<tr>
<td>October 9*</td>
<td>Holiday</td>
</tr>
<tr>
<td>October 10*</td>
<td>Teacher Work Day – Students do not attend</td>
</tr>
<tr>
<td>October 12</td>
<td>First Nine Weeks Report Cards</td>
</tr>
<tr>
<td>November 16</td>
<td>Second Nine Weeks Progress Reports</td>
</tr>
<tr>
<td>November 20-24</td>
<td>Holiday</td>
</tr>
<tr>
<td>December 20</td>
<td>Second Nine Weeks Ends (60% Day)</td>
</tr>
<tr>
<td>December 21-January 5</td>
<td>Holiday</td>
</tr>
<tr>
<td>January 4-5</td>
<td>Professional Development – Students do not attend</td>
</tr>
<tr>
<td>January 8</td>
<td>Students Return to School</td>
</tr>
<tr>
<td>January 11</td>
<td>Second Nine Weeks Report Cards</td>
</tr>
<tr>
<td>January 15</td>
<td>Holiday</td>
</tr>
<tr>
<td>February 15</td>
<td>Third Nine Weeks Progress Reports</td>
</tr>
<tr>
<td>February 19*</td>
<td>Holiday</td>
</tr>
<tr>
<td>March 9</td>
<td>Third Nine Weeks Ends</td>
</tr>
<tr>
<td>March 12-16</td>
<td>Holiday</td>
</tr>
<tr>
<td>March 22</td>
<td>Third Nine Weeks Report Cards</td>
</tr>
<tr>
<td>March 30*</td>
<td>Holiday</td>
</tr>
<tr>
<td>April 26</td>
<td>Fourth Nine Weeks Progress Reports</td>
</tr>
<tr>
<td>May 17 or May 18</td>
<td>Graduation (Tentative)</td>
</tr>
<tr>
<td>May 23</td>
<td>60% Day – Last Day of School</td>
</tr>
<tr>
<td>May 24</td>
<td>Fourth Nine Weeks Ends (Report Cards will be mailed)</td>
</tr>
</tbody>
</table>

*October 9, October 10, February 19, and May 24 are designated as potential bad weather make-up days.*
PETAL PRIMARY SCHOOL
60 Herrington Road
Petal, MS 39465
(601)554-7244
Fax: (601)554-7246
Cafeteria: (601)554-7245

ADMINISTRATION
Tessa Trimm, Principal
Wyn Mims, Assistant Principal
Ashley Harvey, Assistant Principal
Okima Lumpkins, Student Support Coordinator
Andrea Findley, Cafeteria Manager

DATES TO REMEMBER
August 3  Meet the Teacher
September 5  Shared Decision Making Committee Meeting-8:00 a.m.
September 12  School Pictures
October 3  Class Pictures
October 6  PPS Cookout
October 17  Make-Up School Pictures
October 13-24  Fall Book Fair
November 7  Shared Decision Making Committee Meeting-8:00 a.m.
November 13  Second Grade Music Programs – 6:00 & 7:15
November 27  First Grade Music Programs – 6:00 & 7:15
January 9  Shared Decision Making Committee Meeting-8:00 a.m.
March 5  Kindergarten Music Programs - 6:00 & 7:15
March 6  Shared Decision Making Committee Meeting-8:00 a.m.
March 23-April 4  Spring Book Fair
March 27  Spring “Success” Night – 6:00 p.m.
April 24  Kindergarten Readiness Night – 5:30 p.m.
April 26  Kindergarten Round-up – 9:00 a.m.-4:00 p.m
PETAL ELEMENTARY SCHOOL
1179 Hwy 42
Petal, MS 39465
(601)582-7454
Fax: (601)584-9400
Cafeteria: (601)582-7458

ADMINISTRATION
Kelli Brown, Principal
Jennifer Carr, Assistant Principal
Carmin Mizell, Counselor
Stacy Sutton, Cafeteria Manager

DATES TO REMEMBER
August 3        Meet the Teacher – 3:00 p.m.
August 7        First Day of School
August 17       Open House – 5:30 p.m.
September 12    Shared Decision Making Committee Meeting – 8:00 a.m.
September 13    School Pictures
October 6       PES Cookout
October 18      Make-up School Pictures
November 13-17  Fall Book Fair
November 14     Third Grade Music Program
November 14     Shared Decision Making Committee Meeting – 8:00 a.m.
January 9       Shared Decision Making Committee Meeting – 8:00 a.m.
February 5-9    Spring Book Fair
February 6      Spring Open House
February 20     Fourth Grade Music Program
March 6         Shared Decision Making Committee Meeting – 8:00 a.m.
May 16          Fourth Grade Tableaux
May 16          Third Grade Field Day
May 17          Fourth Grade Field Day
May 18          Awards Day – 8:15/9:30 a.m.
May 18          Student Talent Show – 12:30 p.m.
May 23          Last Day of School
PETAL UPPER ELEMENTARY SCHOOL
400 Hillcrest Loop
Petal, MS 39465
(601)584-7660
Fax: (601)545-1720
Cafeteria: (601)583-4707

ADMINISTRATION
Emily Branch, Principal
Ben Wade, Assistant Principal
Kimberly Pittman, Counselor
Melissa Simpson, Cafeteria Manager

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>August 3</td>
<td>Meet the Teacher</td>
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<tr>
<td>September 13</td>
<td>PUES Shared Decision-8:00 a.m.</td>
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<td>September 15</td>
<td>School Pictures</td>
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<td>September 25</td>
<td>5th Grade Parent Information Night- 6:00 p.m.</td>
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<td>PUES Cookout</td>
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<tr>
<td>November 6-10</td>
<td>Fall Book Fair</td>
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<tr>
<td>November 8</td>
<td>PUES Shared Decision-8:00 a.m.</td>
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<tr>
<td>January 10</td>
<td>PUES Shared Decision-8:00 a.m.</td>
</tr>
<tr>
<td>January 22</td>
<td>5th Grade Parent Information Night- 6:00 p.m.</td>
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<tr>
<td>January 23</td>
<td>6th Grade Parent Information Night- 6:00 p.m.</td>
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<td>February 26-March 3</td>
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<td>May 22</td>
<td>5th Grade Field Day</td>
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<td></td>
<td>6th Grade Field Day</td>
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A MESSAGE TO STUDENTS FROM THE ADMINISTRATION AND FACULTY

The administration and faculty welcome you to the 2017-2018 school year! We hope you had an enjoyable summer.

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

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

1. Make good choices in all you do each day. Accept responsibility for your choices and consider there are consequences, both good and bad, for all choices you make.

2. Make a difference by leaving things better than you found them. Influence people around you in a positive manner, and always take care of school property.

3. Always give your best effort in your class work and homework.

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

VISITORS

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

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

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

Visitor Management Procedures

1. The visitor must produce photo identification. This can be a state ID, driver's license, military ID, U.S. Passport card, or Mexican consulate card. The identification will be scanned through the Raptor system.

2. School official verifies scan results and the nature of the visit. If the result is negative the visitor will be allowed the appropriate access and receive a visitor badge that is printed with their picture. Their identification will be held until they return to the office to exit and assure they are properly checked out of the Raptor system.
3. **If Positive Match for Sex Offender is confirmed, a silent alarm will be sent.** The School Resource Officer and school administration will be alerted of a possible sex offender at the school. The school official conducting the visitor check will ask the visitor to have a seat until school administration speaks to them. If the visitor asks for his/her ID back and asks to leave, the schools will comply with this request.

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

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

Visitors are not allowed on the playground.

In order to minimize disruption and to protect instructional opportunities, parents and visitors are not allowed to accompany students to class during morning arrival time. Duty teachers will be available to escort students to their appropriate class if needed. In the event that a parent or visitor needs to speak to a teacher, a message may be left in the office, and the teacher will make a contact at an appropriate time. If there is an urgent concern, the parent may request to speak to the principal.

**VOLUNTEERS**

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

**CLASSROOM OBSERVATION TIME**

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

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

DRESS CODE (K-6)

Recognizing that first impressions are important and that people are generally more at ease and function better when they are dressed appropriately, the following guidelines for dress have been established. The emphasis is upon cleanliness and neatness. Students could be restricted from attending classes if their attire or appearance is deemed inappropriate by the administrator. In such cases, parents may be contacted to address the issues related to attire or appearance. If the parent/guardian cannot be reached, the student could be removed from regular classes and be assigned to an alternative location until such time as the issue is resolved. The student may be placed on the appropriate step of the discipline ladder.

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

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

BUTTON-UP SHIRTS
· Solid color: Red (Petal Red), white, black, navy or gray
· Collar
· No visible emblems, trademarks, or logos (except Petal School Name, Petal School District approved Panther and/or Petal School extracurricular groups)
· All shirttails must be tucked in

KNIT POLO SHIRTS
· Solid color: Red (Petal Red), white, black, navy or gray
· Must be buttoned high enough so that no cleavage can be seen.
· Collar
· No visible emblems, trademarks or logos (except Petal School Name, Petal School District approved Panther, and/or Petal School extracurricular groups)
· All shirttails must be tucked in
· Only crew neck t-shirt or turtlenecks may be worn under polo shirts (school colors)

TURTLENECK SHIRTS
· Solid colors: White, black, red (Petal red), navy or gray
· Must be tucked in

**PULLOVER SWEATSHIRTS/HOODIES**
· Solid colors: White, black, red (Petal red), navy or gray
· All visible emblems, trademarks, and/or logos must be white, black, red (Petal red), navy, or gray
· Even if a pullover hoodie is worn as jacket, it must meet these requirements.

**VEST OR SWEATERS**
· Solid colors: White, black, red (Petal red), navy or gray
· Crew neck
· Long sleeve or sleeveless
· Cardigan, v-neck, scoop neck, vests and sweaters are to be worn over regulation shirt

**PANTS**
· Solid colors: Khaki (tan), navy
· No baggies
· Must be worn securely around waist with belt through all loops (Belts optional for K-4)

**WALKING SHORTS/BERMUDA STYLE**
· Solid Color: Navy, khaki (tan)
· No stretch fabric
· Length—Not to exceed three inches above the knee

**SKIRTS/SKORTS**
· Solid color: Khaki (tan), navy
· Styles: Box pleat, regular, straight, A-line
· No wrap skirts or slits
· Length – Not to exceed three inches above the knee

**JUMPERS**
· Solid Colors: Black, khaki (tan), navy
· Round, square, v-neck, straight, A-line, pleated
· Length— Not to exceed three inches above the knee

**BELTS**
· Brown or black
· If belt loops exist, belt is mandatory (Belts are optional for K-4)
· No visible emblems, trademarks, or logos (except Petal School Name, Petal School District approved Panther and/or Petal School extracurricular groups)
· No rhinestones or studs

**LEGGINGS**
· If leggings or tights are worn they will be limited to solid colors: White, red, brown, tan, or
black

**All SHOES**
- All shoelaces must be the same color as one of the colors in the shoe
- All lace up shoes must be laced and tied
- No flip flops - (rubber or beach type)
- No house shoes
- No lights, wheels, sounds, or other interactive features

**HAIR ACCESSORIES**
- Ribbons, barrettes, headbands, ponytail holders, clippies, and scarves are acceptable
- No bandanas, hats, caps, do-rags, or skull caps
- No disruptive or distracting hair styles or colors

**JEWELRY**
- Jewelry should not pose a safety hazard (i.e. no spiked jewelry, oversized chain, etc.)
- Authorized jewelry items may not be replicas of weapons, or contraband nor contain inappropriate language
- Pierced jewelry is limited to the ears

**COATS**
- No trench coat style
- All zip-front sweatshirt/hoodies are considered jackets.

**PERSONAL BELONGINGS**
All personal belongings such as coats, sweaters and book-bags should be labeled with the child’s name. Students should not bring any valuable personal items. Electronic devices brought for instructional purposes, such as e-readers and tablets, must be approved by the school principal. All devices must have a minimum of a 6-inch diagonal screen. The student assumes responsibility for ensuring the item is not lost, damaged, or stolen. If a student brings prohibited items to school or uses an approved device in an inappropriate or unapproved manner, the device may be taken up by the teacher and/or principal. A parent/guardian must come to the school to pick up any items that have been taken up. Any item not picked up by parents by the end of the school year could be discarded.

Cell phones and smart watches are prohibited during the school day. Only parents may retrieve them from a school administrator. Electronic devices for educational purposes, such as e-readers and tablets, are allowed in the classroom with the permission of the teacher and principal. Possession of a device that has a screen that is less than 6 inches diagonally (ex. IPods, cell phones, smart watches, or MP3 players) or inappropriate or unapproved usage of electronic devices will result in:

- The device being taken up by the teacher and/or administrator.
• Disciplinary action at the discretion of the administrator.

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

**GRADES**

**GRADING SYSTEM**

During the nine weeks term, tests and other means are used by teachers to measure the progress students have made in various subjects. The grades given at the end of each nine weeks indicate the kind of work a student is doing.

**GRADE SCALE**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>90 to 100</td>
</tr>
<tr>
<td>B</td>
<td>80 to 89</td>
</tr>
<tr>
<td>C</td>
<td>70 to 79</td>
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<tr>
<td>D</td>
<td>65 to 69</td>
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<tr>
<td>F</td>
<td>64 and below</td>
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**HONOR ROLL**

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

**PARENT CONFERENCES/REPORT CARDS and PROGRESS REPORTS**

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

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

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

**HOMEWORK**

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

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

Retention may occur for a kindergarten student only after there is (1) a strong recommendation from the teacher recommending retention; (2) a discussion with and an agreement of the principal and/or other support personnel that retention is the best course of action; and (3) a conference with the parent that ends with agreement from the parent that the child may be retained in kindergarten.

Retention may occur for a student in grades one through six after there is (1) documented evidence of lack of academic success; (2) a strong recommendation for retention from the teacher; (3) a discussion with and an agreement of the principal and/or other support personnel that retention is the best course of action; and (4) a conference with the parent outlining the reasons the student will be retained.

Beginning with first grade, retention is an educational decision based on the student’s academic standing in the classroom. The final decision to retain a student will be made by the principal, teacher, and Teacher Support Team.

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

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

**DYSLEXIA SCREENING**
All compulsory school age children will be screened for Dyslexia during the spring of kindergarten and the fall of first grade and other appropriate times as deemed necessary. If a student fails the screener, the parent or legal guardian will be notified of the results of the screener. A parent or legal guardian of a student who fails the dyslexia screener may exercise the option to have an evaluation administered by any licensed professional.
LITERACY BASED PROMOTION ACT
The Literacy-Based Promotion Act places an emphasis on grade-level reading skills for students, particularly as they progress through grades K-3. Beginning in the 2014-2015 school year, a student scoring at the lowest achievement level in reading on the established state assessment (MKAS2) for 3rd grade will not be promoted to 4th grade unless the student meets the good cause exemptions for promotion. Kindergarten students will be assessed using the MKAS2 in the fall and spring to measure their progress in reading. This law requires that all elementary school students be screened three times per year and to participate in interventions if deficiencies are found.

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

SHARED DECISION MAKING COUNCIL
The Petal School District Plan provides for a Shared Decision Making Council at the district level and at each school level. These councils are comprised 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.

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

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

Tier 1: Quality classroom instruction based on the Mississippi College and Career Ready Standards and the MS Curriculum Frameworks
Tier 2: Focused supplemental instruction
Tier 3: Intensive interventions specifically designed to meet the individual needs of students
The model is a prevention model that is aimed at identifying students early and providing the supports students need throughout their years of schooling. Teachers use progress monitoring information to determine if students are making adequate progress through the year. If strategies at Tiers 1 & 2 are unsuccessful, students must be referred to the Teacher Support Team (TST). The Teacher Support Team is the problem-solving unit responsible for interventions developed at Tier 3. In addition to failure to make adequate progress following Tiers 1 & 2, student will also automatically be referred to the TST for interventions if they have failed two grades, had excessive absences during the prior school year, or have been suspended or expelled for more than twenty school days in the current school year.

**CHILD FIND**

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

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

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

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

**DISTRICT CHILD NUTRITION PROGRAM**

The ultimate goal of the child nutrition program is to provide nutritious meals to all students daily at an economical price. Free and reduced meal programs are provided for eligible students. The Family Free and Reduced Price Meal Application, that 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 obtained at the Child Nutrition Office at 601-545-3020.

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

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

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

Payment is preferred on Monday or Tuesday of each week in envelopes provided by the school. Payment for meals cannot be combined with other school expenses. Payments are accepted for meals and extra sale items sold in the cafeteria. Parents may prepay for breakfast, lunch and extra sale items by the week, month or year. Returned checks are referred to a collection agency which specializes in check recovery. Inquiries regarding student account balances shall be made to the cafeteria manager. Refunds from advanced payments for students who withdraw from school will be made if a written request is submitted to the Child Nutrition Office by June 1. It is the parent’s responsibility to track the child’s nutrition account. Account balances, positive or negative, roll over at the end of each school year.

Elementary students have limited charge privileges. They are allowed to charge for the day and repay the loan the following day. Students are not allowed to charge any supplemental sale item (ice cream, juice, etc.). Parents will be contacted, if necessary, when the student borrows money excessively. Each week the school will contact the parent regarding the student’s balance via the school messenger system, by individual phone call, or in writing. If the balance reaches $15, students will not be allowed to participate in any school activities (field trips, incentives, field day, etc.) until the balance is clear or arrangements are made with the child nutrition director.

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

State, federal and local competitive guidelines include:

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

<table>
<thead>
<tr>
<th></th>
<th>Reduced Rate</th>
<th>Full Pay</th>
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<tr>
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<td>Students</td>
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<td>Adult</td>
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<td><strong>Lunch:</strong></td>
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<td>Students</td>
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</tr>
<tr>
<td>Adult</td>
<td>3.25</td>
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</table>

CAFETERIA RULES

- Trays should be secured quickly.
- Refined table manners should be displayed.
- All milk cartons must be removed from your table and the tray taken to the trash receptacle during your specified time.
- Hats or caps are not to be worn in the cafeteria.
- Talking is permitted in the cafeteria as long as it does not get too loud or excessive.
- Food or utensils dropped on the floor must be picked up.
- A medical certificate must be on file with the cafeteria supporting any milk allergies that require a substitute for milk.

Failure to abide by the above code of conduct will result in immediate disciplinary action by supervising teacher(s).

STUDENT HEALTH

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

PETAL HEALTH CLINIC

The Petal School District has partnered with Southeast Mississippi Rural Health Initiative (SEMRHI) to provide students of the district with affordable and convenient health care. The Petal Health Clinic is located on Stadium Drive and can be used by any student currently enrolled. The clinic is staffed by a SEMRHI nurse practitioner and nurse and is open 7:30-4:00 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.

BED BUGS

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

**HEAD LICE**

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

**MEDICATION PROCEDURES**

1. Administration of medication is foremost the responsibility of the parent/guardian. All medications that can be given outside of school hours without serious effects must be given before or after school.
2. The FIRST dose of any medication must be given at home in case there is an allergic reaction.
3. School personnel/nurses are not responsible for giving missed or late home doses of medication.
4. All medication that the student is receiving in the school setting will be recorded on the student’s medication record.
5. **Prescription** and **non-prescription** medication will be administered only if:
   a. The appropriate school medication administration form is completed including doctor’s signature, parent/guardian signature, child’s name, name of medication, amount of medication needed, route of administration and time of administration.
   b. **Any prescription medication that is ordered only once or twice daily must be given at home and will not be administered at school unless the school receives a letter from the physician explaining why the medication must be given at school instead of home.**
   c. Prescription medication must be in the original pharmacy container with the label that includes the student’s name, physician name, name of medication, strength, dosage, time interval and route.
   d. Over-the-counter medications (Tylenol, Advil, cough drops, etc.) must be in an unexpired original container and all manufacturers’ labeling must be clearly legible. All over-the-counter medications must be supplied by the parent/legal guardian. The school **WILL NOT** supply any medications. **PLEASE NOTE: All medications to be given at school require a physician’s signature on the school form: NO EXCEPTIONS!**
e. The information on the medical form and on the medication bottle must be the same.

6. Medication will **NOT** be accepted in household containers, envelopes or baggies.

7. Medication will not be given from a teacher’s 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. Students’ medications, both prescription and non-prescription, must be brought to the school by an adult and given to the school nurse.

10. Medications cannot be transported on the school bus.

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/legal guardian, physician, school nurse and the school receives all appropriate forms from the parent and physician.

14. Students may keep their asthma inhalers 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 asthma 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.

15. 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 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.

**REQUIRED IMMUNIZATIONS**

In order for children to enter school, he/she must have the required immunizations and obtain the necessary “Certificate of Immunization Compliance (Form 121)”. Students entering seventh grade must also have the required Tdap booster vaccine. Please, do not wait until school begins in August to obtain the required documentation of immunization compliance.
For information on required vaccinations for school entry and recommended vaccinations for all ages, visit the Mississippi Department of Health website at www.healthyMS.com or call 1-866-458-4948.

ATTENDANCE POLICY

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

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

A compulsory-school-age child who is absent more than 37% 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
3. Isolation of the student by health officials
4. Death or serious illness of a member of the immediate family of the student
5. Medical or dental appointments
6. Proceedings of a court when the student is a party to the action or is under subpoena
7. Educational opportunities such as travel with the prior approval of the principal
8. Other emergency or unusual conditions subject to the approval of the principal

Excused absences are granted once validated. A note, email, or fax from parents/guardians, a medical or dental excuse, or court documentation must be received on the day the student returns to school if the absence is to be excused. Students who receive an excused absence will not be penalized in grading, providing they make up the work missed. This work must be made up immediately upon returning to school after receiving the excused absences. The amount of time for make-up work will be equal to the number of days of excused absences plus one additional day.
An unexcused absence is an absence during a school day that is not due to a valid excuse. When a student accumulates five (5) unexcused absences, a report will be made to the Forrest County Attendance Officer. An out-of-school suspension is considered an unexcused absence. When the child has twelve (12) unexcused absences, the law provides that charges of “Educational Child Neglect” may be brought against the parent/guardian. Potential punishment for Educational Child Neglect is a fine of up to $1,000 and/or one (1) year in jail.

After a student has exceeded ten (10) absences, he/she must present a doctor’s excuse or court documentation for each additional day missed not to exceed fifteen (15) days.

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. In order to support the child’s academic success, the Teacher Support Team of the school will monitor students with excessive absences. This team, with the parent, will develop a plan for encouraging and rewarding consistent school attendance. Students with excessive absences may not be eligible to attend field trips or participate in other school sponsored activities.

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

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

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

Any student withdrawn from class before the school’s dismissal time will receive an unexcused check-out. If a student is withdrawn for a doctor or dentist appointment, the student must
provide the attendance clerk with a doctor’s excuse upon returning to school the NEXT DAY. Any pupil who plans to check out of school before the end of the school day must have a parent or guardian come to the office and sign the check out log. Any student who is checked out of school per the nurse’s request will be excused and the check out log will be used as this student’s excuse. A check out resulting from a school sponsored event will be excused. Parents or guardians who need to check students out early must do so before 2:00 p.m. (before 10:30 for the half-day preschool program at PPS). Persons checking out a student must be listed on the authorization list provided by the parent/guardian and must present a valid picture ID.

The first accumulation of any combination of three (3) unexcused tardies or check-outs during a nine-week term could result in the student receiving detention.

The second accumulation of any combination of three (3) unexcused tardies or check-outs during a nine-week term (for a total of 6) could result in the student receiving three (3) detentions.

The third accumulation of any combination of three (3) unexcused tardies or check-outs during a nine-week term (for a total of 9) could result in the student receiving five (5) detentions.

The fourth accumulation of any combination of three (3) unexcused tardies or check-outs during a nine-weeks term (for a total of 12) could result in the student receiving one (1) day of ISS and be referred to the appropriate youth services.

**MAKE-UP WORK**

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

Parents should call the school secretary before 9:00 a.m. on the day of the absence and request assignments for absences in excess of one day. These will be provided after 3:00 p.m.

**TRUANCY**

A student is considered truant when he/she is absent from school without knowledge and consent of parents and school officials. Parents or guardians must accompany such pupils to the principal’s office before re-admittance to class may be obtained. Truancy is an unexcused absence regardless of written notice or telephone call.

**PERFECT ATTENDANCE**

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

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

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

We recognize that for learning to take place we must maintain conditions conducive to learning. This implies a classroom and learning environment that is orderly.

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

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

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

School officials have authority to discipline a student for misconduct:

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

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

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

<table>
<thead>
<tr>
<th>Petal Primary School Creed</th>
<th>Petal Elementary School Creed</th>
<th>Petal Upper Elem School Creed</th>
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<tbody>
<tr>
<td>I am Petal Primary.</td>
<td>I am Petal Elementary.</td>
<td>I am Petal Upper Elementary,</td>
</tr>
<tr>
<td>I will respect myself and</td>
<td>I will respect myself and</td>
<td>I will do what is right,</td>
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<tr>
<td>others.</td>
<td>others.</td>
<td>I will be the best I can be,</td>
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<tr>
<td>I will do what is right.</td>
<td>I will do what is right.</td>
<td>I will make a difference.</td>
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<td>I will be the best that</td>
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<tr>
<td>I can be.</td>
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</tr>
<tr>
<td>I am Petal Primary.</td>
<td>I am Petal Elementary.</td>
<td>I am Petal Upper Elementary,</td>
</tr>
</tbody>
</table>

When parents, teachers, and students work together toward a common goal, it helps students have a positive educational experience. Appropriate discipline supports the whole educational process and is the key to good citizenship and proper consideration and respect for others. The administration and teachers urge both parents and students to partner with us to ensure an orderly, respectful, and productive environment for everyone.

DISCIPLINE LADDER

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

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

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

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

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

**Step 4**
1. Student/Principal Conference
2. Parents notified
3. Three days in-school suspension (ISS) or two days home suspension (OSS) or a combination of ISS and OSS for three days
4. Principal referral to Teacher Support Team
5. Mandatory at school conference with the principal or assistant principal, parent, and student before the child will be admitted back in school after serving OSS
6. No referral to the office for thirty (30) days will remove student from the discipline ladder

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

**Step 6**
1. Student/Parent Conference
2. Parents notified
3. Three to nine days home suspension (OSS)
4. Student may be recommended for expulsion or reassignment
5. Mandatory at school conference with the principal or assistant principal, parent, and student before the child will be admitted back in school after serving OSS
6. No referral to the office for forty-five (45) days will move the student from step 6 to step 5 on the discipline ladder.
7. No participation in any school district activity for the remainder of the school year, and no attendance at any school district activity for nine weeks.
A student’s chronic defiant behavior, or the seriousness of the offenses as determined by the school’s administration, may make it necessary to assign the student to Step 7 as described below.

**Step 7**
1. Student/Parent/Principal Conference
2. Nine days home suspension (OSS)
3. Recommendation for expulsion or reassignment
4. No participation in any school district activity for the remainder of the school year, and no attendance at any school district activity for 9 weeks

**DETENTION**

Recess or elective/activity detention may be assigned to students for inappropriate behaviors or excessive tardies at school. Recess detention may be assigned by a teacher or principal. Teacher-assigned detention will be made for minor inappropriate behaviors after the teacher has made contact with the parent/guardian in an attempt to provide some type of intervention for the misbehavior. Failure to report to a teacher-assigned detention may result in an office referral for the students from the detention monitor. Elective/activity detention will be assigned by a principal or assistant principal for misbehaviors that have placed a student on the school discipline ladder. Failure to report to a principal-assigned detention will result in one day of in-school suspension (ISS) for every day of detention that is missed.

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

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

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

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

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

BEHAVIORS THAT WILL BE REFERRED TO THE PRINCIPAL’S OFFICE

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<tr>
<th>BEHAVIOR</th>
<th>STEPS</th>
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<tbody>
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<td>Disrespect</td>
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<td>Defiance</td>
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<td>Harassing, intimidation or threatening other students, faculty, staff</td>
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<td>Instigate/participate in verbal or push/shove confrontation</td>
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<td>Possession, distribution, or sharing of obscene literature</td>
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<td>Possession/distribution/transfer/use of fireworks</td>
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<td>Physical violence on student/employee</td>
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<td>Instigate/participate in fight</td>
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<tr>
<td>Use, sale, transfer, or possession of alcohol, drugs, narcotics, or illegal drugs or paraphernalia</td>
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The list above is not all-inclusive. Proper law enforcement agencies, juvenile authorities and social agencies will be involved as necessary. If a student is suspended from school he/she may be required to receive an assessment or services by a professional counselor or agency before being readmitted to school.

**BEHAVIORAL INTERVENTIONS FOR STUDENTS WITH REPEAT REFERRALS**

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

2. **Small Group Counseling Opportunities** - Small group counseling is required in the area of anger management and social skills for students with specified discipline referrals (repeat offenders, fighting, etc.). Students may be referred by principals, counselor, teachers and/or parents. Notice will be sent to parents along with a copy of discipline referral.
3. **Peer Mentoring - Students referred by Principal, Assistant Principal, Counselor, Teacher and/or Detention Teacher are assigned a peer mentor with whom they will practice behavior modification techniques.**

4. **Referral to Teacher Support Team – Students may be referred to the Teacher Support Team for a Functional Behavior Assessment to determine the cause of the inappropriate behavior.**

5. **Change of Placement – In the event of continuous disruptive behavior, students may be moved to an alternative placement in the school’s Learning about Behavior class.**

### THREAT ASSESSMENT

Student safety is of the utmost importance. Students who threaten to harm themselves or others may be referred for a threat assessment. This procedure will help to determine the seriousness of a threat and whether or not the student is a danger to himself/herself or others. Parents and/or guardians will be involved in the threat assessment procedure.

### 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 the Director of Special Services.

### SUSPEND/EXPEL STUDENTS

The local school board shall have authority to suspend, to 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.
ALTERNATIVE FOR SUSPENSION
As an alternative to suspension, a student may remain in school by having a parent/legal guardian, with the consent of the student’s teacher(s), attend class with the student for a period of time specifically agreed upon by the reporting teacher(s) and school principal. If the parent/legal guardian does not agree to attend class with the student or fails to attend class with the student, the student shall be suspended in accordance with the code of student conduct and discipline policies of the Petal School District.

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

Any student who takes an AR test for another student, or otherwise cheats in any manner related to an AR test, will lose all points up to that point and will not be allowed to attend the next AR incentive. Two or more offenses of this kind will include ISS time for the student.

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

HARASSMENT/BULLYING
The faculty and staff are committed to a safe educational environment for all students, employees, volunteer 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 unwelcomed 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.

**HABITUALLY DISRUPTIVE STUDENTS**

1. 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, with a student’s ability to learn, or with the operation of a school or school related activity, and which is not covered by other 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”.

2. The term “habitually disruptive” refers to such actions of a student which cause disruption in a classroom, on school property or vehicles, or at a school-related activity on more than two (2) occasions during the school year, and to disruptive behavior that was initiated, willful and overt on the part of the student, and which required the attention of school personnel to deal with the disruption. However, no student shall be considered to be habitually disruptive before the development and implementation of behavior modification plan for the student in accordance with the code of student conduct and discipline plans of the school district.

3. 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 that 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 the school year. After the second act of disruptive behavior by a student who is thirteen (13) years of age, a functional behavior assessment shall be conducted. 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.

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 while going to and from school.

INTERVIEWS AND SEARCHES BY SCHOOL OFFICIALS

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

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

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

1. A parent/legal guardian of a compulsory-school-age child enrolled in the Petal School District may be requested to appear at school by the school attendance officer or an appropriate school official for a disciplinary conference regarding acts of the student.

2. A parent/legal guardian of a compulsory-school-age child enrolled in the Petal School District who refuses or willfully fails to attend a disciplinary conference may be summoned by the Superintendent or the school attendance officer and may be required to attend a discipline conference.

3. A parent/legal guardian of a compulsory-school-age child enrolled in the Petal School District who refuses or willfully fails to attend a discipline conference shall be guilty of a misdemeanor and upon conviction, shall be fined not to exceed two hundred fifty dollars ($250.00).

PETAL SCHOOL DISTRICT
PUPIL TRANSPORTATION DEPARTMENT

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.

A written note from the parent/guardian must be sent to change the transportation status for a student. **No phone calls are allowed for changes in transportation.** Written notice from parent/guardian is required. The student should bring the written permission from their parent/guardian the day of the change. The note must have the date and the name and address of the person they are going home with from school.

In the event of early dismissal because of severe weather, bus drivers must be able to see an adult visible at the home before allowing (K-6) students to exit the bus.

STUDENT BEHAVIOR EXPECTATIONS - BUS

Parents and students should understand that **riding the school bus is an extension of the school day, and the bus is considered a classroom on wheels.** 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.

“**The Basic 5**”---These are the expectations that will allow a student to continue riding the bus:
- 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.
- Keep your hands, elbows, feet, legs, etc. to yourself, following the “hands-off” policy.
- Talk or speak to others in a respectable manner with an “inside” voice - shouting, yelling or raising your voice and vulgar language will be unacceptable.
- Follow the same rules as at school concerning cell phones, iPods, and all other electronic devices - students will be expected to leave them at home.
- Keep food and drinks in your bags at all times while on the school bus.

Other expected behaviors from students who ride the school bus:
- Refrain from making obscene gestures, horse-playing, and throwing objects on the bus or out the window.
- Take care of school bus property, and report anyone who cuts or tears bus seats or damages property in any other way.
- Keep toys, games, spray colognes, hair sprays, deodorant, etc. at home or in your bags.
- School rules concerning fighting and the use or possession of weapons, tobacco, alcohol, and/or drugs will be enforced on the school bus.
- 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.
- Follow the school dress code policy - keep uniform shirts on, pants up, and no hats!
- 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. (Special education laws will be applied as needed.)

The following misbehaviors on the school bus are subject to the same discipline as described in the school’s student handbook, as well as subject to removal from the bus.
- Fighting between students on the bus
- Possession or use of a weapon on the bus
- Possession or use of illegal substances on the bus
- Any other action that might occur on the bus, but would be a Step 4 or higher offense if committed on campus (i.e. sexual misconduct, assault)

**SCHOOL BUS DISCIPLINE LADDER**

Parental Contact Form: This form is sent home to inform parents of a student’s behavior on the bus. This is the final warning from the bus driver before a student’s privilege to ride the bus is revoked.

Discipline to Principals: Begins after the Parental Contact Form has been issued and the student’s misbehavior continues. The bus driver will record the student’s misbehavior in detail on a School Bus Incident Report Form. This form will be sent to the principal, with a copy of the Parental Contact Form attached. Once the student gets to this stage, there will be no going back to the warning stage. The principal will have no option here, except to remove the student from the bus.

- **STEP 1**—2 days off bus—15 school days probation
- **STEP 2**—5 days off bus—20 school days probation
- **STEP 3**—10 days off bus—25 school days probation

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STEP 4--------20 days off bus-------- 30 school days probation
STEP 5--------Off the bus the remainder of the school year

Students suspended from the bus must be transported by the parent/guardian and must by picked up by 3:15 p.m. Students suspended from the bus that are habitually left at school after 3:15 p.m. may be referred to the appropriate youth services.

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.
3. 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 such child has been removed by court order or decree.

SCHOOL AND BUS VIDEO
Student confidentiality regulations prohibit parents from viewing surveillance videos. Parents may request school personnel view videos from school or bus cameras in the event a situation occurs.

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

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

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

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

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

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

**PERMISSION SLIPS**

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

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

Students riding buses are expected to ride the bus home unless he/she has written permission to do otherwise. Written permission must be dated and signed by parent or guardian. **No phone calls are allowed for changes in transportation.**

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

**PETAL PRIMARY SCHOOL**

The drop-off and pick-up location for kindergarten students will be on the north end of the building which is the outside entrance to the Kindergarten wing. The drop-off and pick-up location for 1st and 2nd grade students will be on the west end of the building which is the front entrance to the lobby.

Drop-offs will begin at 7:00 a.m. The tardy bell will ring and class will begin at 7:35. Avoid arriving exactly at 7:35 as this will cause both traffic congestion and students to be tardy. Breakfast will be served every morning beginning at 7:00 and end at 7:30. All students who will be eating breakfast at school must arrive early enough to eat and report to class by 7:30. Drop-off students will not be allowed to go to breakfast after 7:30.
Vehicles must have the school issued PPS Car Rider Tag in order to pick up a student. If a tag is not visible, the driver must come inside, be confirmed as an approved contact, and show a valid ID in order to pick up a student. Parents picking up children may arrive on campus no earlier than 2:00 p.m. (before 10:30 for the half-day preschool program at PPS). Pick-up of kindergarten students will begin at 2:15 p.m. and 2:30 p.m. for first and second grade students and end at 2:45.

**PETAL ELEMENTARY SCHOOL**
The drop off and pick-up location for the third and fourth grade students will be either the outside entrance to the PE room on the east end of the building or on the back entrance of Stadium Drive.

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

Parents picking up children may arrive on campus no earlier than 2:00 p.m. Pick-up students will be dismissed between 2:35 and 3:00 p.m.

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

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

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

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

Drop offs may begin at 7:00 a.m. Avoid arriving exactly at 7:35 a.m. as this will cause both congestion and students to be tardy. The gate at the loading area will be locked for security reasons at 7:35 a.m.
Students will be dismissed to the pickup area next to Ogilsvie at this time between 2:30 and 3:00 p.m.

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

**CRISIS MANAGEMENT**

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

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

**EMERGENCY PROCEDURES – FIRE DRILL**

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

**EMERGENCY PROCEDURES – TORNADO DRILL**

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

**SEVERE WEATHER PROCEDURES**

The following procedures will be followed during bad weather:

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

**DELAYED START PROCEDURES**

In the event of inclement/severe weather before school begins, the decision to delay the start of school may be enacted by the Petal School District with input from Emergency Management personnel. This option would be in addition to other safety measures 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 on a normal day, only delayed by the decided amount of time.

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

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

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

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

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

**THREATENING SITUATIONS – LOCKDOWN AND EVACUATION PROCEDURES**

An announcement will be made to alert faculty and students to an emergency situation. The procedures in the Petal School District Crisis Management Plan will be followed.
FEDERAL PROGRAMS
NOTICE OF TITLE 1 ELIGIBILITY
Petal Primary School, Petal Elementary School, and Petal Upper Elementary School qualify to receive federal funds. These schools are eligible for a School-wide Title 1 Program. Each school may consolidate and use funds under Title 1, together with other federal, state, and local funds, in order to upgrade the entire educational program in schools in which not less than 40% of the children enrolled are from low-income families.

ANNUAL PARENT NOTICE
RIGHT TO REQUEST TEACHER QUALIFICATIONS
Parents have the right to request information regarding the professional qualifications of your child’s classroom teacher(s). If this information is requested, the school will provide you with the following as soon as possible:

1. if a teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction;
2. if state licensing requirements have been waived for the teacher on a temporary basis;
3. the type of college degree major of the teacher and the field of discipline for any graduate degree or certificate; and
4. if your child is receiving Title 1 services from paraprofessionals and, if so, his/her qualifications.

Please contact your child’s school for this information.

PARENT INVOLVEMENT POLICY
The Petal School District Board of Education endorses the parent involvement goals of Title I and encourages the regular participation by parents of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, school, and community. In this policy, the word "parent" also includes guardians and other family members involved in supervising the child’s education.

This district will develop jointly with, agree on with, and distribute to parents of children participating in the Title I program a written parent involvement policy.

A meeting of the parents of participating Title I students will be held annually to explain the goals and purposes of the Title I program.

Parents will be given the opportunity to participate in the design, development, operation, and evaluation of the program for the next school year and to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs. Parents will be encouraged to attend the meeting and to become involved.

In addition to the required annual meeting, additional parent meetings shall be held, at various times of the day and/or evenings, for the parents of children participating in the Title I program.
Notices will be sent to the parents via notes, web posting, or text messages, etc. These meetings shall be used to provide parents with:

1. Information about programs provided under Title I;
2. A description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
4. The opportunity to bring parent comments, if they are dissatisfied with the school’s Title I program, to the district level.

The parents of children identified to participate in Title I programs shall receive from the school principal and/or Title I staff an explanation of the program and a description of the services to be provided. Parents will be advised of their children’s progress on a regular basis. Opportunities will be provided for the parents to meet with the classroom and Title I teachers to discuss their children’s progress.

Each school in the district receiving Title I funds shall jointly develop with parents of children served in the program a "School-Parent Compact" outlining the manner in which parents, school staff and students share the responsibility for improved student academic achievement in meeting state standards. The School- Parent Compact shall:

- Describe the school’s responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the state’s academic achievement standards;
- Indicate the ways in which each parent will be responsible for supporting their children’s learning, such as monitoring attendance, homework completion, monitoring television watching, volunteering in the classroom, and participating, as appropriate, in decisions related to their child’s education and positive use of extracurricular time; and
- Address the importance of parent-teacher communication on an on-going basis, with at a minimum, parent-teacher conference, frequent reports to parents, and reasonable access to staff.

**GENERAL POLICIES AND PROCEDURES**

**DELIVERIES**

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

**FEES**

An activity fee will be assessed at the beginning of school to support instruction.
FOOD AND BEVERAGES AT SCHOOL

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

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

CHEWING GUM

Because of the numerous problems caused when students chew gum at school, students will be expected to not have gum on campus nor use chewing gum at school. Violation of this policy may result in disciplinary action from the teacher. Repeated violations may result in an office referral and placement on the school discipline ladder.

CHECK VERIFICATION

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

FEE WAIVER

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

TEXTBOOKS

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

**EDUCATIONAL RESOURCES**

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

Any resident or employee of the school district may formally challenge books available in the school library or in the classroom on the basis of appropriateness. Persons requesting removal of a book should present their request in writing to the school principal. The principal will convene a committee of at least four to consider the complaint. The committee shall consist of, at least, the principal, the librarian/media specialist, a teacher, and a PTO representative. The committee shall meet within two weeks to discuss the materials. The principal will notify the complainant and the superintendent of the committee’s decision. If the committee decides to keep the work that caused the complaint, the complainant shall be given an explanation. If the complaint is valid, the principal will acknowledge it and make recommended changes. If the complainant is still not satisfied, he/she may ask the superintendent to present an appeal to the Board of Trustees, which shall make the final determination of the issue. However, no questioned materials shall be removed from the school pending a decision of the Reconsideration Committee.

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

**PETAL SCHOOL DISTRICT WELLNESS POLICY**

The link between nutrition, physical activity, and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full academic potential, physical and mental growth, and lifelong health and well-being. Healthy eating and physical activity, essential for a healthy weight, are also linked to reduced risk for many chronic diseases, like Type 2 diabetes. Schools have a responsibility to help students learn, establish, and maintain lifelong, healthy eating and activity patterns. Well-planned and effectively implemented school nutrition and fitness programs have been shown to enhance students’ overall health, as well as their behavior and academic achievement in school. Staff wellness also is an integral part of a healthy school environment, since school staff can be daily role models for healthy behaviors.
Goal: All students in the Petal School District shall possess the knowledge and skills necessary to make nutritious food choices and enjoyable activity choices for a lifetime. All staff in the Petal School District is encouraged to model healthful eating and physical activity as a valuable part of daily life.

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

In order to comply with the state nutrition standards, all food brought for classroom activities will need to be individually wrapped or enclosed in the manufacturer or commercial bakery wrapper and must include a complete ingredient list.

FIELD TRIPS
Field trips should be of an academic nature to enhance the instructional program. A teacher planning a field trip will adhere to the policies as stated in the School Board Policy Manual. Before a student may participate in a field trip activity, parents/guardians must sign a permission form, which is placed on file by the teacher. Permission by phone is not sufficient.

All children are required to ride the bus to the field trip with the class unless there is an emergency or a medically related circumstance. Permission is required for the student to ride home with the parent from the trip. Students may only ride with the legal guardian after receiving written approval from the principal three days before the trip. The student will only be released to the legal guardian.

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

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

SCHOOL SAFETY AND SECURITY
For the safety of all parties (students, parents and faculty) and for the security of school property, students and parents are asked not to enter the buildings of the elementary schools before 7:00 a.m. or after 3:30 p.m. without prior appointment. The following highlights are from the 1994 Mississippi Legislative Session:

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

**ENROLLMENT REQUIREMENTS AND PROCEDURES**

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

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

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

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

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mortgage Document – current receipt or payment book (entire book with address listed)</td>
<td>Electric Bill with name and address (within 30 days)</td>
</tr>
<tr>
<td>Lease – with effective dates or with a current receipt</td>
<td>Gas Bill with name and address (within 30 days)</td>
</tr>
<tr>
<td>Deed</td>
<td>Water Bill with name and address (within 30 days)</td>
</tr>
</tbody>
</table>

**Transfers from other schools**

Enrollment in the Petal School District becomes official after the student has provided the following information and the release of school records from his/her former school.
1. Verification of student residency
2. Certificate of compliance - All students will present verification of up-to-date immunizations with the certificate of compliance (Form 121) issued through the Mississippi Health Department or any local physician.
3. A copy of the student’s birth certificate and social security card.
4. Withdrawal records from previous school - All students should officially withdraw from their previous school before attempting to enter Petal School District. Copies of withdrawal papers including previous grades are to be submitted prior to enrollment. Any student wishing to enroll who has been expelled or suspended from his/her former school must have approval from the PSD administration before admittance.

PARENTAL PERMISSION FOR MEDIA RELEASE

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

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

STUDENT RECORDS

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

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

All reviews of student records, challenges to student record contents and release information on student records will be adhered to as provided in the School Board Policy Manual. Classroom records are files kept by the teachers in the classroom. These records will be destroyed at the end of the year.
THE FAMILY EDUCATIONAL RIGHT AND PRIVACY ACT (FERPA)
PETAL SCHOOL DISTRICT ANNUAL NOTIFICATION OF RIGHTS TO
PARENTS AND ELIGIBLE STUDENTS

The Family Educational Rights and Privacy Act (FERPA) provides that a Local Educational Agency (LEA) that receives U.S. Department of Education funds must annually notify parents and eligible students of their rights to:

- Inspect and review education records
- Seek to amend education records
- Consent to disclosure of personally identifiable information from educational records except as specified by law.

In accordance to FERPA, Petal School District (PSD) operates under the following policies and procedures:

- Parents and eligible students may inspect and review education records through the appropriate school office. Current photo identification must be presented with signed and dated documentation requesting such.
- The procedure to request amendment of education records is initiated through written request by the Parent/Eligible student to the Superintendent’s office specifically stating the reason for the request. This request will be presented to the Local School Board for further investigation.
- PSD identifies a school official as any certified personnel employed by PSD. School Officials are then identified by building principals, and their names and positions are posted on the secure location of educational records. PSD does not disclose personally identifiable information from education records unless permission to disclose is specified by or Parent/Eligible student has given written consent.
- Parents/Eligible students who believe their rights have been violated have the right to file a complaint with Family Policy Compliance Office (FPCO) - U.S. Department of Education 400 Maryland Avenue, SW Washington D.C. 20202-5920 or by web site – www.ed.gov/policy/gen/guid/fpco

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
ASBESTOS SURVEILLANCE

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

A copy of the surveillance and re-inspection reports, along with a copy of the management plan, is located in the principal’s office at each school. In addition, a copy of all management plans for the district is maintained in the superintendent’s office located at 115 Highway 42, Petal. Any interested party should feel free to go to any of these locations to review these reports.

ACCESS TO THE INTERNET

Purpose and Scope

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

The availability of this technology as a resource, and the convenience it affords to those who depend on accurate information that is readily available, have obvious benefits to everyone. From the standpoint of instruction in the K-12 educational arena, the availability of this technology as a district-proven resource has the potential for tremendous benefits to students and staff in terms of its use as an instructional tool within and outside of the classroom as well as an educational resource for study, exploration and research. At the same time, however, the availability of this technology in the school environment also presents certain challenges. One major challenge is the ability to restrict district provided access to the internet to only those who facilitate obtaining information for research and instruction in support of and consistent
with the educational goals and objectives of the school district. The purpose of this policy is to
provide standards and establish guidelines for the acceptable use of this district-provided
resource by student and staff within the Petal School District (PSD).

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

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

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

a. Transmitting, uploading, downloading or otherwise accessing abusive, hateful,
degrading, demeaning, derogatory or defamatory materials, information or
communications;

b. Transmitting, uploading, downloading or otherwise accessing pornographic, obscene,
sexually explicit, indecent or vulgar materials, information or communications;

c. Vandalizing, damaging, disabling or gaining unauthorized access to another person’s
property files, data or material;

d. Engaging in commercial or business activity;

e. Transmitting, uploading or downloading any material in violation of copyright
protections;
f. Engaging in any other activity contrary to any local, state or federal laws, rules or regulations.

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

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

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