

## **PRINCIPAL'S MESSAGE**

On behalf of the staff, I take pleasure in welcoming you to Pope School. This student and parent handbook is published so that all students and parents of Pope School may have a ready reference to information that is necessary to the understanding of the daily operation of our school. It is essential that all students and parents read the information contained in this handbook so there may be as few misunderstandings as possible. If this handbook does not have the information that you need you should contact the principal, assistant principal, or a teacher for help.

The goal of Pope School is educational excellence, and striving to reach this goal must be a cooperative effort on the part of the students, teachers, administrators, parents, and community. We earnestly solicit your cooperation in this venture and assure you that the result will be well worth the effort. Your success will be directly proportional to your efforts. Therefore, I urge you to become actively involved in your studies and in the extracurricular activities at your school.

I also encourage parents to volunteer, to attend school functions, to join and participate in the Pope Booster Club and to be actively involved in your child's academic progress. Open House dates and times are **published** on the front fly of this book.

Susan I. Vance, Principal

### **EDUCATIONAL PHILOSOPHY/MISSION STATEMENT**

The primary purpose of Pope School is to provide the greatest possible development of each individual within the framework of our democratic society.

We believe that the purpose of education is to provide all students with the basic skills, habits, values and attitudes necessary to exercise their civic responsibilities more effectively in our democratic society; to increase their economic potential in industry, the professions, or other vocational endeavors; and to improve the quality of life available to them.

We strive to provide a variety of teaching methods, so each child might develop a healthy self concept and be prepared to meet the challenges that lie ahead. To accomplish the above, the school sets forth these objectives:

1. To provide a safe, orderly environment conducive to teaching and learning.
2. To recognize and serve individual intellectual difference.
3. To guide each child in developing skills and attitudes conducive to self-fulfillment and social responsibility.
4. To cultivate moral and ethical values by teaching courtesy, cooperation, fairness, honesty and good citizenship.
5. To promote the democratic way of life and its responsibilities in the home, school, and community.
6. To emphasize the importance of physical development through personal health, hygiene, and self-discipline.

## DISTRICT GOALS

- I. Provide high quality curriculum and instruction to improve student achievement
  - by meeting the AYP requirements of NCLB in all sub groups at all schools in the District
  - by achieving a level 4 exemplary or above in the State School Performance Classification at all schools in the District.
- II. Increase the graduation rate to 90% or greater.
- III. Increase the yearly average attendance to 97% or greater.

## SCHOOL DAY

The school day for students begins at 7:40 a.m. and ends at 3:10 p.m. Students should arrive no earlier than 7:30 a.m. or no later than 7:40 a.m. Neither rooms nor school buildings will be open before 7:30 a.m., thus proper supervision will not be available. Students will not be permitted to loiter near buildings, cars, or streets after arriving on campus before or after school.

## STUDENT INSURANCE

Parents are encouraged to purchase school accident insurance for their children. School-time and twenty-four hour coverage will be available. An information sheet explaining this program will be sent to each home.

## IMMUNIZATION CERTIFICATE

Mississippi law requires all students enrolled in a public school have a certificate of immunization Form No. 121. This form may be secured from the Panola County Health Department or at the child's personal physician's office.

## ATTENDANCE

A child should be consistently present to be considered for promotion to the next grade. To receive the maximum benefit from the classroom and instructional participation, it is important that a student reports to school each day. It is the student's responsibility to make up all assignments, projects, and tests he/she missed during his/her absence. **Early dismissal or late arrival may prevent students from receiving a perfect attendance award.** Once a student arrives at school, he or she must stay until the end of the school day or until a parent or guardian comes to pick the student up. **Parents are urged to keep children in school until the end of the school day.** Excuses do not eliminate the absences.

7:40 Homeroom  
7:50-8:48 1<sup>st</sup> period  
8:50-9:48 2<sup>nd</sup> period  
9:50-10:48 3<sup>rd</sup> period  
10:50-11:48 4<sup>th</sup> period  
11:50-1:05 5<sup>th</sup> period  
1:07-2:05 6<sup>th</sup> period  
2:07-3:05 7<sup>th</sup> period  
3:05 Only Car Rider Dismissal  
3:10 Bus Dismissal

## **TARDY AND TRUANT STUDENTS**

If a student is tardy to school, he/she **must** report to the office. Roll has already been taken and he/she has been marked absent. To remove the absence they must be signed in. Students who are not in school or who are tardy without school or parental consent will be considered truant. Truancy violates state attendance laws and will be considered a serious offense. Continued truancy may result in legal action. If a student is late to class because a teacher has detained him/her, that teacher will give the student a pass to his/her next class. Your attention is called to Section 11 of the South Panola Conduct Code in this handbook. A student is tardy if he or she is not sitting in the assigned or customary seat when the tardy bell rings.

## **LOST AND FOUND**

**Please put name on tags.**

Articles which have been found, except library books, are to be taken to the office. Library books should be taken to the librarian. Lost articles can be claimed by proper identification. It is a good idea to clearly mark items with the owners name so they can be returned without delay. This also discourages unauthorized borrowing and theft.

## **LUNCH**

All students must go to the cafeteria with his/her class at the time the class is assigned to be in the cafeteria. The eating area to which the class is assigned must be clean before students leave. Students are to remain seated in the cafeteria until dismissed by their teachers. Parents who wish to apply for free or reduced-priced lunches for their children may do so by completing an application for each child and returning it to the school. It will be assumed a child can drink milk unless the school is given a note, signed by a doctor, stating medical reasons why a child cannot drink milk. **No soft drink containers** are allowed. For health considerations, Pope School prohibits students from giving or accepting food in the cafeteria.

Meal prices are as follows:

Lunch - \$1.50, Reduced lunch - \$.40, Breakfast \$.75,  
Reduced Breakfast - \$.30 Extra Milk \$.40

## **TELEPHONE**

Use of the telephone by students is limited to emergency calls and school business calls only. Calls for permission to attend parties, go home with friends, etc. will not be

permitted. Homework is the student's responsibility. **Phone calls will not be allowed to get someone to bring homework.** These matters should be taken care of at home. **A note from a student's teacher is required before the telephone may be used.** Telephone messages from parents will not be delivered to students except in cases of genuine emergency. **No cell phones allowed at school.** Any cell phone that rings, is being used to text, or is seen will be taken. A parent may retrieve it from the office. More than one offence and the child will be disciplined.

### **HALL PERMITS**

No student will be in the hall during regular class time without a hall permit issued by the teacher in charge of the student at that time. This will include trips to the restroom, library, and/or office as well as to any place other than to the room to which the student has been assigned. Passage will be by the shortest and quickest route practicable without stopovers at the points and without bothering other classes in session. Hall permits shall be issued only as needed and must be returned to the point of destination or returned to the teacher who originated the note.

### **DRESS CODE AT POPE SCHOOL**

Student dress should be comfortable and in good taste. The following guide lines have been set:

1. Clothing advertising alcoholic beverages, drugs, and tobacco products and containing inappropriate language and/or messages will not be worn.
2. Students are not permitted to wear tank tops, tube tops, halter tops, low cut tops and see through shirts, midriff tops or pajama bottoms, and tights with short/shorts.
3. Shorts, if worn, are to be appropriate as to length and fit, and worn with a compatible top. Shorts can be worn any time during appropriate weather. Biking shorts are not allowed. Cut off shorts or rolled up shorts are not permitted. Shorts should be 1 to 2 inches from mid knee.
4. **No** miniskirts will be permitted.
5. No PE clothing will be allowed except during PE classes.
6. Shirts are to be worn inside trouser, slacks and shorts.
7. All students must wear shoes at all times for health and safety reasons.
8. Students are **not to wear hats, caps, or other head coverings at school.**
9. Sunglasses will not be worn except for verifiable medical reasons.
10. Clothing and/or paraphernalia that is believed to be gang related will not be permitted.
11. Pants must be worn at the waist. Sagging attire-Trouser, slacks, and shorts are not permitted.
12. Bandanas are not allowed.
13. Holes or tears in clothing, regardless of location or size of hole or tear will not be permitted.
14. Any clothing worn, or the way in which clothing is worn that is deemed to be disruptive to the educational process will be prohibited and the child will have to change their attire.

## **CONDUCT AND COURTESY**

Courtesy and good manners should be the key to a student's conduct at school. A good attitude toward teachers and fellow students will make school enjoyable for all. Students are expected to have respect for school property and to take good care of books, desks, and other furniture and equipment.

## **STUDENT BEHAVIOR**

The following are some examples of student behavior that violate school policy when they occur at school or during school activities. This list is not intended to be all inclusive. Students will be disciplined or suspended for any of the following:

1. The possession, transmission, and/or use of drugs, alcohol and/or tobacco in any form. Students holding a cigarette will be presumed to be smoking.
2. Insolence, disrespect, or insubordination, verbal disruptions (i.e. arguments between students)
3. The use of improper language.
4. Fighting/Bulling other students
5. Inappropriate displays of affection. Students are not to form relationships that tend to exclude them from the rest of the school population, that cause jealousies to occur and school work to become secondary. At no time is physical contact to occur between students, including holding hands.
6. Rowdy behavior, running, pushing, shoving, yelling, whistling, and throwing rocks or other projectiles.
7. Leaving a classroom or leaving school without permission.
8. Class tardiness or truancy.
9. Vandalizing, damaging, or stealing school or private property.
10. Threatening, intimidating, or causing bodily harm to any person.
11. Repetitive violations of the dress code.

## **LEAVING CAMPUS**

After boarding the bus or arriving on campus, a student is considered to be the responsibility of the school system and is not allowed to leave without checking out through the school office.

## **SNACKS, ETC.**

With the new wellness policy in place, we encourage **only healthy snacks** be allowed for recess for K-5<sup>th</sup> graders.

## **DISCIPLINE**

To guarantee a good social and educational climate, it is important that students understand that acceptable standards of behavior will be expected at all times. Discipline will be administered when an individual's actions interfere with the right of teachers to teach and students to learn. Any teacher or administrator of this school or the district is authorized to give any student of the district instruction or issue reprimands. You are to obey all teachers and be respectful to them.

## **SCHOOL CAMPUS AFTER HOURS**

Students are to leave the school campus immediately after school is dismissed. They should stay off campus unless they are to participate in school-sponsored events, and are supervised. Unsupervised students on campus may be suspected of any destruction of school property that may occur. Students should not come onto school campus when night meetings are held unless they are accompanied by their parents.

There will not be unauthorized use of the school property after school hours (skateboarding, rollerblading, bike riding or use of playground equipment).

## **MEDICATIONS**

No Pope School staff member may issue aspirin or other types of medication to any student unless there is a statement of permission signed by a parent/guardian in the school office. If the parents anticipate that the student will need aspirin and sends some with the students, the aspirin should be left in the school office or with the teacher until medication time.

## **ILLNESS OR INJURY AT SCHOOL**

If a student becomes ill or injured at school, he/she is to report to his/her teacher, the duty teacher, or the school office. If necessary, we will try to contact the parents. All students who are injured or become ill should check out through the school office before going home. Students needing medication while at school must have a statement signed by a parent or guardian. A labeled bottle with the student's name and dosage is required. Remember, it is necessary that we know where to reach parents at all times at home or work.

## **EARLY DISMISSAL**

**Parents are urged to leave their children in school all day. Doctor or other appointments should be scheduled outside school hours and on school holidays whenever possible. If a child needs to be dismissed early, the parent should send a note to the teacher stating the time and reason. Class change for junior high is 7:50, 8:50, 9:50, 10:50, 11:50, 1:05 and 2:05. Please schedule your check out time for these time frames so that we do not interrupt classroom instruction. All 3:00 appointments need to check out at 2:05. Please do not come in the office after 2:05 to check out a child. K-5 needs their time of checkout on their notes from home so class will not be interrupted with announcements. Parents must sign the child out in the school office. Early dismissal can result in a child not receiving a perfect attendance certificate or being exempt in junior high.**

## **BUS TRANSPORTATION**

**School bus transportation is a privilege that may be withdrawn for inappropriate behavior. A student is to ride the bus to which the student is assigned. Any**

**request to ride another bus or get off with someone else must be requested in writing by parents.** A complete list of bus regulations is found in this handbook.

### **VISITORS**

All visitors to Pope School must check in at the school office. Visitors will not be permitted to loiter on the school grounds or in the buildings. Parents are to schedule conferences in advance at times convenient to both parents and the teacher. Conferences will be scheduled at such times that they do not interrupt or interfere with a teacher's class. Students are not permitted to have visitors during the school day.

### **WITHDRAWAL OF STUDENTS**

The school needs to be notified at least **two (2) days** in advance of a student's impending withdrawal. The student will receive a withdrawal form and instruction from the office. All textbooks, library books, payments, and fines must be cleared before the student receives a transfer record to another school.

### **HOMEWORK**

Your child will have homework daily. There are several reasons for this homework:

1. To provide extra practice on learned skills.
2. To provide further learning in areas covered in the classroom
3. To provide an opportunity for students to learn good work habits.
4. To provide opportunity for growth in responsibility
5. To provide the parents with an opportunity to see what their child is studying and how well he/she is doing.

We think learning is important and should continue after school hours. The daily homework in no way should be viewed as punishment, but rather as a way for encouraging and extending learning.

To have a happy successful school life, students must develop proper study habits.

### **IDEAS FOR HELPING YOUR CHILD**

1. Provide students with suitable study conditions (desk or table, lights, books, and supplies).
2. Reserve a time for homework and turn off the television
3. Show interest in what the students are doing, but do not do the work for them.
4. Encourage the students, but avoid undue pressure
5. Understand that the school expects homework to be completed and returned.

Students will improve study habits by observing the following:

1. Be sure you understand each assignment.
2. Form the habit of using a certain time and place for study.
3. Study conditions should include good lighting, ventilation, and a quiet place.

4. Have necessary materials at hand.
5. Try to develop the skill of working independently.
6. Spend enough, but not too much time on each subject.

## **STUDY SKILLS**

A student who studies will:

1. Bring notebook, paper, pencil, and other necessary materials to class.
2. Be active participant in the classroom-listen well and take part in discussions.
3. Ask questions if he/she doesn't understand the discussion or if he/she has a problem.
4. Plan his/her work and schedule time for homework each day; make sure he/she understands the assignment before he/she leaves class.
5. Use what he/she learns; see how each subject applies to the others.
6. Strive to do his/her best and not just enough to get by.

## **PROGRESS REPORTS**

Teachers will inform parents by progress reports about a student's impending failure. Progress reports are to be sent during the Wednesday of the fifth week of the nine-week's grading period.

## **AWARDS**

At the end of the school year an awards day is held. At this time, various awards are presented to students who excel in areas such as academics, citizenship, and sports.

## **COUNSELING SERVICES**

All students at Pope School have access to the service of a certified school counselor through teacher or parent referrals of the students. The primary goal of the School Counseling Program is to promote and enhance student learning through the three areas of student development: academic, career, and personal/social. The long range goals of school counseling are to help students become effective learners, responsible people, and productive workers.

These goals are accomplished through individual counseling, small group counseling with students experiencing similar issues, and through whole class guidance activities. Consultations with parents, teachers and other support personnel as well as coordination of school and community resources help facilitate successful student development.

Counseling can provide assistance to children in the normal development process of growing up as well as during personal crisis.

## **LIBRARY-MEDIA CENTER**

Students are encouraged to read and use other materials available in the school media center. Students are limited as to the number of books to be checked out at any time. Overdue books are to be returned prior to report card distribution. Students are responsible for any lost or not returned books.

## CITIZENSHIP

It is each student's responsibility to display qualities of good citizenship. Your best conduct is expected in the halls, in the cafeteria, on the playground, in the classroom, or if leaving school grounds. Pope School teachers and the principal want students to become good citizens. Expect teachers to remind you of your mistakes. They will give special emphasis to honesty, morality, and courtesy. Obedience to law, respect of our country and its flag, appreciation of the Constitution of the United States, respect for parents and home, and recognition of the dignity and necessity of honest labor are characteristics desired and expected of all our students.

## GENERAL SUGGESTIONS TO PARENTS

1. Please do not phone your child during school hours unless there is an emergency.
2. Your child is not to bring dangerous or distracting articles to school, including radios, tape players, CD players, cell phones, beepers, tapes, CD's, DVD players, I pods, MP3 players or electronic games. Trading cards and card collections, including baseball cards and Pokemon cards, etc. are not permitted. Any of these items are distractions and will be taken, parent will be required to come to the school to pick them up.
3. Place names on all articles of outer clothing—coats, gloves, hats, sweaters, raincoats, etc.
4. The school maintains a lost and found in the office. Please feel free to investigate if your child loses or misplaces something.
5. Your child must have plenty of sleep each night in order for him/her to do good school work.
6. If there is something you want to know about school, if something has happened at school that worries your child, if there is a misunderstanding, or if you need more information for any reason, see the principal.
7. Visit your school. You as a parent are not only welcome at school, you are encouraged to visit. It is highly desirable that you attend any meetings announced by the principal.
8. You will also want to know your child's teacher(s). If you wish to confer with a teacher, please call the school and make an appointment. You should not take her/his class time to discuss a personal problem.
9. **Do not** allow your child to take **more money to school** than he/she needs any particular day.
10. Candy, gum, soft drinks have no place in the classroom.

## PARENT CONFERENCES

Parents are welcome and encouraged to come to school to talk with teachers. Appointments should be made so as to provide the best time for both parents and the teacher. Call to set up a conference. Conferences are by appointment only.

## **CLASSROOM PARTIES**

Only Christmas parties will be allowed at school. Two parents will be designated at the beginning of school to help where needed in the K- 4<sup>th</sup> grades. Please sign up early for this list.

## **FIRE DRILLS**

In case of fire emergency, the signal to leave the building will be the fire alarm sound. There is an evacuation plan posted in each room and building. Each teacher will instruct you regarding specific procedures.

## **TORNADO DRILLS**

In case of tornado emergency there will be a sound of the bell, three short rings. Everyone will go to his/her assigned area in the corridor or along the inside wall. When students are asked to assume the “tornado position”, they are to do the following:

1. Sit on a floor facing a wall;
2. Hold a hard-backed book or your arms over your head and put your head between your knees
3. Remain quiet until all clear is sounded.

In the event of severe weather any dismissal will be announced over the radio per the South Panola School District superintendent. Tune in to WBLE.

## **ROADWAY**

The roads are off limits to all students during school hours.

## **BUYING AND/OR SELLING**

**Students will not be allowed to buy or sell items from other sources at school. This includes fund-raisers for church, civic organizations, or any other non-school related activity.**

## **OTHER RULES AND REGULATIONS**

Soft drink containers will not be allowed on the school grounds, including the buildings and cafeteria, except during times when an entire class is engaged in an activity that allows for soft drinks.

All students will come to school each day prepared to work.

Only those books, newspapers, and magazines provided by the school or approved by the teacher are to be allowed at school.

**School property assigned to you is your responsibility. All the assigned property is to be returned in reasonably good condition upon request. The school is not responsible for theft or other damages.**

Throwing rocks and any other projectile is strictly forbidden.

Play that tends to hurt or humiliate others will not be allowed. This is considered bullying.

### **AFTER SCHOOL TELEPHONING**

Teachers are not required to discuss school matters while they are not at work. The principal is always available to receive calls. However, because of a possible lack of details, she may not be able to help until the next school day.

### **CORPORAL PUNISHMENT**

The South Panola School District policy allows corporal punishment under certain conditions. At Pope School, we will administer corporal punishment under those guidelines only after all other methods short of school dismissal have been earnestly attempted and failed.

1. The Policy of the District will be followed. The Policy is included in the Handbook.
2. Corporal punishment will be administered only when the student has failed to respond to other methods of punishment.
3. Corporal punishment will not be administered spontaneously. There will be a period of time between the offense and the punishment. A certified staff member will witness any corporal punishment administered at Pope School.
4. Students will always have an explanation of exactly why any punishment is being administered.
5. No more than three blows will be delivered, always upon the buttocks.
6. Students who have reached a level of maturity will be given a choice between corporal punishment and abiding by the provisions of the Conduct Code. All punishment mandated by the Code call for some time out of school as a result of suspension or expulsion.
7. The Record of Disciplinary Action will be remanded to the principal immediately upon completion of the punishment.
8. For students in grades five and above, a waiver must be signed, dated and witnessed before corporal punishment can be administered.
9. Some parents may request that their child not be subject to corporal punishment. A child's exemption from corporal punishment does not mean he or she will not be punished by some other appropriate method.
10. If you do not wish your child to be subject to corporal punishment, parent(s), in person, will need to pick up a form from school office.

### **GRADING AND PROMOTION**

The South Panola School District uses a nine-week grading period, which means report cards will be issued four times a year. Grades will be determined based on all factors of the school experience, and will be reported as numbers, except Kindergarten. The higher a child advances by grade level, the more likely grades will be determined by tests and other "pencil and paper" methods.

All grades will be determined objectively. In all grades the teacher has the discretion of issuing up to three "bonus points" each period, based upon attendance, behavior, and

effort. No more than three points can be granted per term and a grade of one hundred cannot be exceeded.

Letter grades represent the following values:

<b>A</b>	-	<b>100-90</b>
<b>B</b>	-	<b>89-80</b>
<b>C</b>	-	<b>79-70</b>
<b>D</b>	-	<b>69-65</b>
<b>F</b>	-	<b>64 and Below</b>

Interim reports will be sent home the fifth week between report cards. Parents who set up an appointment for a conference may inquire about grades during the grading period. Promotion is an ongoing occurrence that begins on the very first day of school. Grades made the first week are as important to a student's success in being promoted as grades made in May. Promotion will be based upon the following:

### **Grades K-2<sup>nd</sup>**

An average of 65 or better must be attained in reading, language, and mathematics.

### **Grades 3<sup>rd</sup> – 5<sup>th</sup>**

An average of 65 must be attained in all major subject areas.

### **Grades 6<sup>th</sup> – 8<sup>th</sup>**

An average of 65 must be attained in English and Math and the student may fail to meet a 65 average in only one (1) core subject and be promoted.

## **SEMESTER GRADES**

Semester grades are the average of the two nine weeks.

## **GRADES FOR THE YEAR**

Grades for the year are the average of the two semesters.

## **EXEMPTIONS**

**Exemptions apply to grades Six, Seven, and Eight only.**

**Any student who has an "A" average will be exempt from the final test in that subject. Any student who has an "B" average and who has missed three (3) days or less in that class will be exempt from the final test in that subject.**

## **SOUTH PANOLA STUDENT CONDUCT CODE**

This policy is adopted for the purpose of setting disciplinary guidelines for conduct of students of the South Panola School District and administrative punishment for the violation of conduct requirements stated.

### **Section 1: Weapons**

No student will enter the educational property of South Panola School District or will attend any function sponsored by the said school district that shall have on his or her person or in his or her possession any item which could reasonably be expected to be used by a person intending to inflict harm on another. The Board does hereby specifically find that knives of any kind, guns, rifles, pistols, blackjacks, slapjacks, razors, explosive devices (including firecrackers), and all other items which are not normally used in connection with school work and school activities are items which might reasonably be expected to be used to inflict harm on others.

Toy guns of any kind are prohibited. Students found with toy guns will be disciplined as appropriated by the administration.

Any student found to be in violation of this Section of the Student Code may be expelled for not more than 12 calendar months, and will be subject to disposition according to 97-37-17 and 97-37-4 of the Mississippi Code.

### **Section 2: Fighting or Provoking a Fight**

No student will fight voluntarily or will provoke a fight. Any student found to be in violation of this Section of the Student Code will be suspended for up to three (3) school days and may be expelled for up to 12 calendar months. Appropriate authorities shall be notified in accordance with state laws.

### **Section 3: Stealing**

No student will steal property of another or public property. Any student found to be in violation of this Section of the Student Code will be suspended for up to three (3) school days and may be expelled for up to 12 calendar months. Appropriate authorities shall be notified in accordance with state laws.

### **Section 4: Alcoholic Beverages and Unlawful Drugs**

No student will possess, consume, or in any way use alcoholic beverage or unlawful drugs. No students will attend school function or enter on school property while under the influence of any alcoholic beverage or unlawful drug. Any student found to be in violation of this Section Code may be expelled for up to 12 calendar months and local, state and federal alcohol and drug control agents will be notified. Any materials possessed, consumed, or in any way used that is represented as drugs or suspected to be drugs will be treated in the same way as stated above.

### **Section 5: Tobacco**

No student will use or have in his or her possession tobacco in any form. Any student found to be in violation of this Section of the Student Code will be suspended for the one to five school days.

### **Section 6: Vulgarity, Profanity, and Obscenity**

No student will speak or write words that are vulgar, profane, or obscene; no student will act in a vulgar, profane, or obscene manner, and no student will use vulgar or obscene signs, or possess materials that are vulgar. Any student found to be in violation of this

Section of the Student Code will be suspended for up to three (3) school days and may be expelled for up to 12 calendar months.

**Section 7: Willful Defacing or Destruction of Public or Private Property**

No students will willfully destroy, cut, deface, damage, or injure any property belonging to another person or to the school district. Any student found to be in violation of this Section of the Student Code will be suspended up to three (3) school days and may be expelled for up to 12 calendar months. In the event said property is school property, the parents or guardian shall be liable for all damages.

**Section 8: Breaking and Entering School Property**

No student will break and enter any school property. Any student found to be in violation of this Section of the Student Code may be expelled for up to 12 calendar months and appropriate authorities will be notified.

**Section 9: Disruption of the Normal Operation of the School**

No student will by his or her conduct disrupt the normal operation of the school or any activity of the school. No student will incite others to disrupt the normal operation of the school. Any student found to be in violation of this Section of the Student Code will be suspended for one to five school days and may be expelled for up to 12 calendar months. Any indicated gang activity is considered disruptive.

**Section 10: Gambling**

No student will conduct or participate in any gambling game or device. Any student found to be in violation of this Section of the Student Code will be suspended for up to five (5) school days and may be expelled for up to 12 calendar months.

**Section 11: School Attendance**

If a student misses a school day or any portion of a school day without an excuse for more than 12 days or 12 classes, he/she will not receive credit for the day (class), or portion of the day missed. In cases where the student receives eight (8) unexcused absences before the completion of the first semester, the student will be allowed to enter a three-way written contract including the student, the principal and a parent or legal guardian. The contract will allow the student to complete the school year with no more than four (4) additional unexcused absences. If all other academic standards are fulfilled, the student will be allowed to receive credit for the class and/or the school year. The same policy applies for a half-credit course (one that is one semester in length). The student will be allowed no more than six (6) unexcused absences per semester. After five (5) unexcused absences are accumulated, the student will be allowed to enter a three-way written contract including the student, the principal and a parent or legal guardian. The contract will allow the student to complete the semester with no more than one (1) additional unexcused absence.

Regular school attendance is required on a weekly basis. In no case shall a student receive credit for a school year if he/she is continuously absent without excuse. A student who is tardy from class more than three times will receive one unexcused absence. A principal or designee may choose to administer either corporal or suitable punishment for any unexcused tardy.

### **Section 12: Class Absence Without Permission**

No student will leave school/class without permission. Any student found to be in violation of this Section of the Student Code will be suspended for one (1) to five (5) days.

### **Section 13: Early Dismissals**

Except for school sanctioned activities, early dismissals will be permitted only when a parent comes to the school office to pick up the pupil. Any student found to be in violation of this Section Code will be suspended for one (1) to five (5) days.

### **Section 14: Student Operated Vehicles**

No student will operate a motor vehicle of any type on property owned by the South Panola School District unless said student is duly licensed to operate said vehicle and said vehicle meets all the requirements of the law of the State of Mississippi. All vehicles operated by students or school employees on property owned by the South Panola School District will be properly and lawfully operated and will be insured as required by Mississippi Law.

Privately owned vehicles will be parked immediately by the driver upon arrival at the school parking lot. No student will occupy any privately owned vehicle except for transportation to school and from school. Students will not be allowed to remain in parked vehicles on campus. Privately owned vehicles must have a current South Panola permit. Vehicles without permit will be towed at the owner's expense and second violation.

Any student found to be in violation of this Section of the Student Code will be suspended for up to five (5) school days and will be prohibited from operating a motor vehicle of any type on school property for the remainder of the academic year. Violation of the prohibition from operating a motor vehicle will be punished by suspension for one (1) to five (5) school days and may be punished by expulsion for up to 12 calendar months.

### **Section 15: False Information**

No student will give to any school official false information concerning any school related matter. Any student found to be in violation of this Section of the Student Code will be suspended for one (1) to five (5) days and may be expelled for up to 12 calendar months.

### **Section 16: Student Dress**

Students will dress in a manner, which will not distract from normal school activities. Any student found to be in violation of this Section of the Student Code will be suspended up to two (2) school days. (Refer to each school's handbook.)

### **Section 17: Harassment**

No student shall threaten, harass, extort, or intimidate any other student, teacher or staff member. Any student found to be in violation of this Section of the Student Conduct Code will be suspended for not less than one (1) day and may be expelled for up to 12 months.

### **Section 18: Sexual Harassment**

No student shall sexually harass any other student, teacher, or staff member either verbally or physically. Any student found to be in violation of this section of the Student Conduct Code will be suspended for not less than one (1) day and may be expelled for up

to 12 calendar months. Appropriate authorities shall be notified in accordance with state laws.

### **Section 19: Special Rules and Regulations**

No student will violate any rule, regulation or directive of the principal or teacher of the district. Any student found to be in violation of this section of the student code will be suspended for one to five school days.

### **Section 20: Repetitive Violations**

Any student, who is found to be guilty of two or more violations to this code, said violations not arising out of same incidence, will receive additional punishment for repetitive violations. Each violation in excess of one will be punished by three school days' suspension in addition to that set forth by the section violated. A student found to be a chronic violator of the provisions of the Code may be expelled for the remainder of the academic year. Any student found guilty of more than three non-related violations of the Student Code may be expelled for the remainder of the academic year.

### **Section 21: Effect of Suspension**

Suspension or expulsions imposed under the provisions of this Code will be considered an unexcused absence, and no credit or make-up work may be allowed. Students will be allowed to make up work in the number of days that correspond to the number of the days suspended beginning on the first day they return to school.

### **Section 22: Jurisdiction**

Students will be subject to the provisions of this Code at all times they are on school property or are in any way participating in school related activities sponsored by the South Panola School District or any other public school in the State of Mississippi.

### **Section 23: Enforcement**

The duty elected and serving principals and their designated representatives are delegated and charged with the enforcement of the provisions of this Code.

### **Section 24: Summary Punishment**

At the principal's discretion, any student who has attained a level of maturity, which enables the student to understand the charges against him and the consequences of possible punishment, may elect not to be punished under the provisions of this Code and elect to be summarily punished.

### **Section 25: Fair Hearing**

Any student who is accused of a violation of this Code and who does not elect summary punishment will be disciplined subject to this Code and will be fully informed of the rights afforded the student by the law and by the policies of the South Panola School District.

## **STUDENT BEHAVIOR ON BUSES:**

The privilege of riding the bus carries with it some responsibilities on the part of the student and the student's parents or guardians. Drivers are expected to keep order and discipline on the bus, but their major responsibility has to be driving the bus. A student's failure to conform will result in his/her subject to disciplinary action by the building principal or assistant principal. Therefore, students are expected to cooperate with the following regulations:

- 1) Students are to obey all orders of the driver and to show proper courtesy and respect to drivers.
- 2) Students must be at assigned stops at loading time specified by each driver.
- 3) Pupils are to be seated immediately upon entering the bus and are to remain seated until they arrive at their destination and the bus comes to a full stop.
- 4) Pupils are not to touch the outside of the bus and are not to hang heads, arms, legs, bodies or hands out the windows of the bus.
- 5) Loud talking and other noises are not permitted on the bus. The level of noise will be determined by the driver.
- 6) Pupils are not to molest or bother other pupils in any way either at the bus stops or on the bus. All students' reports will be taken immediately to the principal by the driver.
- 7) No student will be allowed to take names for the driver.
- 8) Students will board the bus and leave the bus and bus stop according to the instructions of the driver.
- 9) Students may not leave the bus on its way to or from the school or leave school after arriving.
- 10) Students are not to throw objects while on the school bus.
- 11) Students must sit in seats assigned by the driver.
- 12) Students are asked to assist in keeping the bus clean.
- 13) No beverages, chewing gum, or food may be consumed on the bus.
- 14) Students must wait until the bus comes to a complete stop before trying to enter.
- 15) Students are not to play on or in the road while waiting for the bus.
- 16) All students that plan to ride a bus other than their regular bus or change where they get off must bring a note from his/her parents and signed by the principal in order for them to ride the bus.
- 17) Students are not allowed to bring items that are not related to the curriculum they are studying. (E.g. candy, toys, games, etc.)

A student's failure to follow regulations 1-17 will result in the following:

First Offence Notice

Parents Bus Discipline Form

1<sup>st</sup> warning for breaking bus rules, except conduct codes (Rules 18-25)

HELP!

Student Name: \_\_\_\_\_

Bus Driver: \_\_\_\_\_

Date: \_\_\_\_\_ Violation Number from Handbook: \_\_\_\_\_

Dear Mr./ Mrs. \_\_\_\_\_  
please talk to \_\_\_\_\_ about his/her behavior on the bus.

He/ She is \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2<sup>nd</sup> offence or Conduct Code Violation – suspended from the bus until parents contact principal for an office or phone conference.

3<sup>rd</sup> offence – suspended from the bus for 3 days

4<sup>th</sup> offence – suspended from the bus for 5 days

5<sup>th</sup> offence – suspended from the bus for 15 days

6<sup>th</sup> offence – expulsion from the bus for the remainder of the school year.

The principal may elect to administer alternative punishment when unusual circumstances are found.

18). Students are not to fight or tussle on the bus or at the bus stop.

19). Students cannot carry or possess any form of deadly weapons.

20). Smoking is prohibited on the bus and at the bus stops.

21). Students are not to ride outside the bus.

22). Drugs and alcohol are prohibited.

- 23). Students are not to commit any other act of improper conduct.
- 24). Vulgar language (obscene and profane signs) is not permitted on the bus.
- 25). Students will be held financially responsible for damage to the interiors of the bus including seats.

Mississippi Code – Section 37-11-19

If any pupil shall willfully destroy, cut, deface, damage or injure any school building, equipment or other school property he/she shall be liable to suspension or expulsion and his/her parents or persons in loco parentis shall be liable for all damages.

\*Major offenses.

Please note: Cameras are placed on buses when it is reported that they are needed. The principal may apply the South Panola School Conduct Code.

**PARENT/GUARDIAN-STUDENT CONTRACT**

**Dear Parent/Guardian:**

**It is the intent of the Pope School Administration, faculty, and staff to provide all students a relevant, positive, and smooth flowing educational experience. This handbook was compiled with that intent in mind. It contains information, guidelines, code of conduct, discipline policies and help to insure that our intended purpose is accomplished.**

**Please help us accomplish this by doing the following:**

- A. Please read and familiarize you and your child with its contents.**
- B. Please allow us to answer any questions you may have about an item contained within.**
- C. Please acknowledge your receipt and reading of this handbook by completing and returning the lower portion of this page.**

**If there are any questions about the information in this book, please contact the principal \*\* Telephone: 563-3732.**

**Please detach and return this portion of the page to your child’s homeroom teacher.**

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**Date:** \_\_\_\_\_  
**Student’s Name:** \_\_\_\_\_  
**Parent/Guardian’s Name:** \_\_\_\_\_

**My child and I have read the Pope School Handbook. I agree to encourage my child to abide by the information, guidelines, code of conduct, discipline policies and rules contained within.**

**Parent/Guardian’s Signature** \_\_\_\_\_

**Student’s Signature** \_\_\_\_\_

## **Student-Parent-Teacher Compact**

**We believe a cooperate effort can create a quality learning environment in which all children can learn and strive to do their best while being challenged to reach their maximum potential and encouraged to develop into successful and productive citizens. Please join with our staff in working together for the good of our students.**

**As a Student, I, \_\_\_\_\_, will**  
**Always try to do my best in my work and in my behavior**  
**Work cooperatively with my classmates**  
**Show respect for myself, my school, and other people**  
**Obey the school and the bus rules**  
**Take pride in my school**  
**Come to school prepared with my homework and my supplies**  
**Believe that I can and will learn**

**As a Parent/Guardian, I, \_\_\_\_\_, will**  
**See that my child attends school regularly and on time**  
**Provide a home environment that encourages my child to learn**  
**Insist that all homework assignments are completed**  
**Communicate regularly with my child's teacher**  
**Support the school in developing positive behaviors**  
**Talk with my child about his/her school activities everyday**  
**Encourage my child to read at home and to monitor his/her TV viewing**  
**Volunteer time at my child's school**  
**Show respect and support for my child, the teacher, and the school**

**As a Teacher, I, \_\_\_\_\_, will**  
**Believe that each student can learn**  
**Show respect for each child and his/her family**  
**Come to class prepared to teach**  
**Provide an environment conducive to learning**  
**Help each child grow to his/her potential**  
**Enforce school and classroom rules fairly and consistently**  
**Maintain open lines of communication with student and his/her parents**  
**Demonstrate professional behavior and a positive attitude.**

**As a Principal, I, \_\_\_\_\_, will**  
**Assure that district policies are followed.**  
**Provide a safe and drug-free environment.**  
**Create good communication between parent, community, and school.**  
**Perform the duties and responsibilities required of a principal.**