

## PARENT AND STUDENT ACKNOWLEDGEMENT

### 2015/2016 Student Handbook Receipt Grades K-12 Lauderdale County School District

The school is in need of your help and cooperation. When you have read and discussed this document with your son/daughter, sign this sheet and return it to the school. This form will be kept on file. **FAILURE TO RETURN THIS ACKNOWLEDGEMENT WILL NOT RELIEVE A STUDENT OR THE PARENT(S)/GUARDIAN(S) OF THE STUDENT FROM RESPONSIBILITY FOR KNOWLEDGE OF THE CONTENTS OF THE RULES AND WILL NOT EXCUSE NON-COMPLIANCE BY THE STUDENT WITH THE PROVISIONS OF THE RULES.**

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



**Lauderdale County School District  
2015/2016 Alternative School  
Parent/Student/Principal Handbook Form**

I have received a copy of the Lauderdale County School Educational and Skills Center Policy and Procedures and agree to all expectations.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date



**Lauderdale County School District  
Computer/Network/Internet  
Appropriate Use Policy Agreement  
Student/Parent or Guardian Agreement**

**Student Section**

School Name\_\_\_\_\_

Print Student Name \_\_\_\_\_Grade\_\_\_\_\_

**I have read the Lauderdale County School District Computer/Network/Internet Acceptable Use Policy and I agree to follow the rules contained in it. I understand that if I violate the rules, my access can be terminated and I may face other disciplinary measures.**

Student Signature \_\_\_\_\_Date\_\_\_\_\_

**Parent or Guardian Section**

**I have read the Lauderdale County School District Computer /Network /Internet Acceptable Use Policy.**

**I hereby release the school, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Lauderdale County School District system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services. I will emphasize to my child the importance of following the rules for personal safety.**

Parent Signature \_\_\_\_\_Date\_\_\_\_\_

Print Parent Name\_\_\_\_\_

Home Address\_\_\_\_\_

Phone#\_\_\_\_\_



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**Notice of Nondiscrimination [JAA]**

It is the policy of the Lauderdale County School District not to discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, age, or disability in its educational programs or employment policies.

Inquiries regarding compliance with Title IX, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, Title VII of the Bilingual Education Act, or the Stewart B. McKinney Homeless Assistance Act of 1990 should be directed to:

Ed Mosley (601) 693-1683, P.O. Box 5498, Meridian, MS 39302.

## **INTRODUCTION**

It is the purpose of the Lauderdale County School District to make better and more capable citizens of the young boys and girls who attend our schools. We seek to find and use every effective means to provide our students with an educational experience that will promote cooperative and successful living in a democratic society.

Other objectives of our schools are to promote high standards of conduct among students and teachers, to create and develop an interest in civic affairs, to promote school and community loyalty, to develop pride in and care of public property, and to encourage full and complete utilization of every opportunity for maximum educational growth.

Education is fundamental to the American way of life. "Public education is an investment. Let us keep faith with those who have made such great investments in us by doing our best.

## **MISSION STATEMENT**

We will educate all students so they can become competent, contributing members of society.

## **OUR BELIEFS**

- All children can learn.
- Each student is a valued individual with unique intellectual, physical, social, and emotional needs.
- Student learning is the chief priority for our schools.
- Teachers, staff, administrators, parents, students, and community members share in the responsibility for providing a supportive learning environment within our school.
- Clear goals and high expectations for student achievement should guide the development of the curriculum and the design of instructional strategies and learning activities.
- Students learn in different ways and should be provided with a variety of instructional approaches to support their learning.
- Assessments of student learning should provide students with a variety of opportunities to demonstrate their achievement and real contexts to apply their learning.
- The commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed, lifelong learners.

## FOREWORD

This handbook is prepared for students and parents in the Lauderdale County School District. Its purpose is to provide both the guidelines and policies that govern the way we operate our schools. No one document can answer every question or address every concern that arises throughout the school year; however, every attempt has been made to address the issues that affect the daily lives of students in our district.

Open communication is critical to the successful operation of our schools. It is our belief that students and parents need to know and understand policies and guidelines. If everyone, both students and parents, understand what is required of them, we can look forward to a smoother running school year. Hopefully, for the most part, an awareness and understanding of the rules and regulations will curb many problems before they happen.

We have an open door policy in our district. All of the staff at our schools and the central office are available to clarify and follow up on any concerns or questions that you may have.

Although the principals will go over the handbook with the students at school, we encourage parents to spend time with their child/children to go over the contents. It is intended that this handbook serve as a reference guide for your family as we go through the school year.

Every school year brings with it the opportunity for all of us to do a better job than we did the year before. Students can improve in their class work and behavior; teachers can improve on the way they teach; administrators can run more efficient schools; and parents can become more involved in the education of their children.

We should, then, all work together to insure that we all do better.

**Let's all strive to make this the best year ever.**

## BOARD OF EDUCATION

Barbara Jones ..... District I  
Glenn Hall ..... District II  
Pamela Frazier ..... District III  
Freddie Carmichael ..... District IV  
Terry Harper ..... District V

## CENTRAL OFFICE ADMINISTRATION

P. O. Box 5498  
Meridian, MS 39302-5498  
Telephone 601 693-1683  
Telefax 601 485-1748

Office Hours  
8:00 – 4:30 Monday - Friday

Superintendent of Education ..... Randy Hodges  
Assistant Superintendent/Director of Personnel/ Title IX ..... Ed Mosley  
Director of Alternative Schools ..... Rob Calcote  
Director of Curriculum grades K- 4th / Testing ..... Teri Edwards  
Director of Curriculum grades 5th - 12th ..... Dana McLain  
Director of Federal Programs/MSIS ..... Dr. DeShannon Davis  
Director of Finance ..... Charlotte Parker  
Director of Special Services/ SpEd/504 ..... Diane Freeman  
Director of Career and Technical Education ..... Dana McLain  
Director of Child Nutrition ..... Kaye Mayatt  
Director of Technology ..... Kaycee Crane  
Director of Transportation ..... Larry Vick  
Supervisor of Operations ..... Steve Marlow  
Psychometrist ..... Kathy Jones  
Psychometrist ..... Elizabeth Logan  
Psychometrist ..... Stacy Davis  
PBIS/Behavior Interventionists ..... Amy Garrett  
..... Scot Rowland  
..... Alesia Norwood  
Transition Coordinator ..... Kimbraly Freeman  
Testing Coordinators/Curriculum Specialists ..... Ken Hardy (Clarkdale)  
..... Elisa Baty (Northeast)  
..... Russell Keene (Southeast)  
..... Renee' Daugherty (West Laud.)

## LAUDERDALE COUNTY SCHOOLS

### Clarkdale Attendance Center

7000 Highway 145, Meridian, MS 39301

Office Hours ..... 7:30 - 4:00

Telephone ..... 601 693-4463

Telefax ..... 601 483-6329

John Lisenbe ..... K-4 Principal

Dr. Roy McNeill ..... 5-8 Principal

Cheryl Thomas ..... 9-12 Principal

Joe Walton ..... 9-12 Assistant Principal

### Northeast Elementary

6750 Newell Road, Meridian, MS 39305

Office Hours ..... 8:00 - 4:00

Telephone ..... 601 485-4882

Telefax ..... 601 482-5198

Tammy Crowe ..... Principal

Angie Nelson ..... Assistant Principal

### Northeast Middle School

7763 Highway 39 North, Meridian, MS 39305

Office Hours ..... 8:00 - 4:00

Telephone ..... 601 483-3532

Telefax ..... 601 485-0846

Billy Burnham ..... Principal

Deborah Brown ..... Assistant Principal

### Northeast High School

702 Briarwood Road, Meridian, MS 39305

Office Hours ..... 7:00 – 3:30

Telephone ..... 601 679-8523

Telefax ..... 601 679-7515

Steve Nelson ..... Principal

Emily Lee ..... Assistant Principal

### Southeast Elementary School

2362-A Long Creek Road, Meridian, MS 39301

Office Hours ..... 7:30 - 4:00

Telephone ..... 601 486-2500

Telefax ..... 601 486-2515

Ryan Powell ..... Principal

Steven Holifield ..... Assistant Principal

**Southeast Middle School**

2535 Old Highway 19 S. E., Meridian, MS 39301

Office Hours ..... 7:30-3:30

Telephone ..... 601 485-5751

Telefax ..... 601 485-2302

Marcus Irby ..... Principal

Richard McDonald ..... Assistant Principal

**Southeast High School**

2362 Long Creek Road, Meridian, MS 39301

Office Hours ..... 7:30 - 4:00

High School Telephone ..... 601 483-5501

High School Telefax ..... 601 483-6347

Tim Moore ..... Principal

Jan Smith ..... Assistant Principal

**West Lauderdale Elementary**

10350 Highway 495, Meridian, MS 39305

Office Hours ..... 7:30 - 4:00

Elementary Telephone ..... 601 737-2279

Elementary Telefax ..... 601 737-8962

Rosemary Harris ..... Principal

Lisa Shelly ..... Assistant Principal

**West Lauderdale Middle School**

9916 West Lauderdale Road, Collinsville, MS 39325

Office Hours ..... 7:30 - 4:00

Middle School Telephone ..... 601 737-8689

Middle School Telefax ..... 601 737-5145

Ben Alexander ..... Principal

Karen Williams ..... Assistant Principal

**West Lauderdale High School**

9916 West Lauderdale Road, Collinsville, MS 39325

Office Hours ..... 7:30 - 4:00

High School Telephone ..... 601 737-2277

High School Telefax ..... 601 737-2377

Kevin Cheatham ..... Principal

Kim Williams ..... Assistant Principal

**[AE, AEAB] 2015-2016 SCHOOL CALENDAR**  
**LAUDERDALE COUNTY SCHOOL DISTRICT**  
410 Constitution Avenue. P.O. Box 5498, Meridian, MS 39302

**FIRST SEMESTER**

August 3 - 4 .....	Professional Development Days (Teachers Return)
August 5 .....	First Day of School (Students Return)
September 3 & 4 .....	Mid-Term Test (4 1/2 Weeks)
September 7 .....	Labor Day (Schools/Offices Closed)
October 5 - 7 .....	1st Term Exams (1st Nine Weeks)
October 12 & 13.....	Fall Break (Schools Closed/ Offices Open)
October 22 .....	Parent/Teacher Conference Day (Schools/Offices Open)
November 10 - 11 .....	Mid-Term Test (4 1/2 Weeks)
November 23 - 27 .....	Thanksgiving Holidays (Schools/Offices Closed)
December 16 - 18.....	2nd Term Exams (2nd Nine Weeks)
December 21 - January 1 .....	Christmas Holidays (Schools/Offices Closed)
<hr/>	
STUDENT DAYS: 90	TEACHER DAYS: 92

**SECOND SEMESTER**

January 4 & 5.....	Professional Development Days (Teachers Return)
January 6 .....	Students Return to School (2nd Semester Begins)
January 18 .....	Dr. M.L. King, Jr. Holiday (Schools/Offices Closed)
February 5 - 8 .....	Mid-Term Test (4 1/2 Weeks)
February 15 .....	Presidents' Day (Schools/Offices Closed)
March 7 - 11 .....	Spring Break (Schools/Offices Closed)
March 14 - 16 .....	3rd Term Exams (3rd Nine Weeks)
March 25 & 28 .....	Easter Holidays ** (Schools/Offices Closed Friday, 3/25/16) (Offices Open / Schools Closed Monday, 3/28/16)
March 31 .....	Parent/Teacher Conference Day (Schools/Offices Open)
April 19 - 20 .....	Mid-Term Test (4 1/2 Weeks)
May 18 - 20 .....	4th Term Exams (4th Nine Weeks)
May 23 .....	School Ends ** (May 23rd Student's Last Day if no makeup day needed)
May 24, 25 & 26 .....	Professional Development Days ** (May 26th Teachers' Last Day if no makeup day needed)
<hr/>	
STUDENT DAYS: 90	TEACHER DAYS: 95

TOTAL STUDENT DAYS: 180

TOTAL TEACHER DAYS: 187

\*\*Note-- Feb. 15<sup>th</sup> (Presidents Day) and/or March 28<sup>th</sup> (Easter Monday) may be used for make-up day(s) if necessary.



# **SECTION 1 - ACADEMICS**

## **ACADEMIC REGULATIONS**

### **Grading Scale**

A- -----90-100  
B- -----80-89  
C- -----70-79  
D- -----64-69  
F- -----Below 64

## **ADVANCED PLACEMENT**

Lauderdale County School District offers Advanced Placement courses in American History, English, Biology, Chemistry, Government and Calculus. However, every school does not offer the same Advanced Placement courses each year. Students interested in advanced placement and honors should see high school counselors for further information.

## **AWARDS AND HONORS**

To encourage and promote academic achievement, the board has established an award system. Any student who earns all A's for a grading period will appear on the Superintendent's List (High Honors). Any student who earns all A's and/or B's for a grading period will appear on the Principal's List (Honors). Any student in grades K-4 who earns all A's and B's for a grading period will appear on the Elementary Honor Roll.

## **CHEATING [JCD]**

Whether you give or receive information during an examination or on a specific assignment, the offense is the same. You will receive a zero for the work involved. Parents may be notified and asked to come to the school for a conference.

The Lauderdale County School District stands firmly in regard to students who cheat on state mandated tests. Students observed cheating or those identified through the scoring process as having similar answer documents will have their test invalidated and will not receive a score. Cheating includes, but is not limited to, copying another student's work, using cheat sheets, the use of electronic devices, or any other activity believed to provide an unfair advantage.

## **CHILD FIND**

The Lauderdale County School District participates in an ongoing state-wide effort to identify, locate and evaluate children birth through the age of twenty-one, who are physically, mentally, communicatively and/or emotionally disabled. The District provides assessment and services for children ages three through twenty-one who reside in the Lauderdale County School District and meet criteria under the Individuals with Disabilities Education Act (IDEA). For more information, please call 601-693-1683 and ask for the Child Find Coordinator.

## **CLUBS AND ORGANIZATIONS [JAB]**

The clubs to be included in the activity program will be determined by each school. Most elections of officers of clubs and organizations will be held during the first nine weeks of school. All clubs must give a list of officers to the school bookkeeper.

## **Newspaper and Annual Staffs**

Rules of procedure for the selection of staff members will be determined by each school. A student should contact the publications sponsors in the school if he/she is interested.

## **Requirement for Holding Office**

To qualify for office, a student must have been in the school in which he/she seeks office the previous semester. Other qualifications for office will be established by the student council of each school.

# **COLLEGE ADMISSIONS AND STANDARDS**

## **Admission Standards to IHL (Institute of Higher Learning)**

There are four ways to gain admission to a Mississippi Public University:

1. Complete the College Prep Curriculum with a minimum 3.2 GPA.  
**or**
2. Complete the College Prep Curriculum with a minimum 2.5 GPA and score at least 16 or higher on the ACT (at least 650 on the SAT) or rank in the upper 50% of your class and score at least 16 or higher on the ACT (at least 650 on the SAT).  
**or**
3. Complete the College Prep Curriculum with a minimum 2.0 GPA and score 18 or higher on the ACT (at least 740 on the SAT).  
**or**
4. Satisfy the NCAA standards for student-athletes who are "full qualifiers" under Division.

**COLLEGE ADMISSIONS AND STANDARDS**  
**MISSISSIPPI'S PUBLIC UNIVERSITY**  
**COURSE ENTRANCE REQUIREMENTS**  
For Enrollment Beginning With The Summer of 2012

CURRICULUM AREA	COURSES		UNITS
ENGLISH	English I English II	English III English IV	4
MATHEMATICS	1 Algebra I 1 Geometry 1 Algebra II 1 Advanced Algebra Trigonometry Pre-Calculus Calculus AP Calculus AB AP Calculus BC	Discrete Mathematics Probability & Statistics AP Statistics <b>OR</b> any other math of comparable rigor and content	4
SCIENCE	1 Biology I <b>2 of the Following:</b> Biology II Chemistry II AP Chemistry Physics Physical Science Physics II AP Physics B AP Physics C – Electricity and Magnetism <b>OR</b> any other science of comparable rigor content	1 Chemistry I  AP Physics C - Mechanics Botany Microbiology Human Anatomy and Physiology	4
SOCIAL STUDIES	1 World History 1 U. S. History ½ Introduction To World Geography ½ U. S. Government ½ Economics ½ Mississippi Studies (credit earned for State/Local Government courses in any other state may stand in lieu of Mississippi Studies)		4
COMPUTER EDUCATION	Computer Applications		½
ADVANCED ELECTIVES	<b>2 Foreign Languages (I and II)</b> OR <b>1 Foreign Language</b> <b>1 World Geography</b> OR 2 of the following: Any English, Mathematics, or Lab-Based Science courses of comparable rigor and content to those required above		2
ARTS	1 of any visual and/or performing arts course(s) meeting the requirements for high school graduation		1
EIGHTH GRADE UNITS	Algebra I First-year Foreign Language Mississippi Studies		Certain courses taken prior to high school will be accepted for admission provided the course content is the same as the high school course.
TOTAL UNITS REQUIRED			<b>19 ½</b>

## **College Prep Curriculum**

**English:** (4 Carnegie Units) Courses must require substantial communication skills (i.e., reading, writing, listening, and speaking).

**Mathematics:** (4 Carnegie Units) 1Algebra I, 1Geometry, 1 Algebra II, 1 Advanced Algebra, Trigonometry, Pre-Calculus, Calculus, AP Calculus AB, AP Calculus BC, Discrete Mathematics, Probability and Statistics, AP Statistics **OR** any other math of comparable rigor and content

**Science:** (4 Carnegie Units) 1Biology I, 1 Chemistry I; **2 of the following:** Biology II, Chemistry II, AP Chemistry, Physics, Physical Science, Physics II, AP Physics B, AP Physics C – Electricity and Magnetism, AP Physics C – Mechanics, Botany, Microbiology, Human Anatomy and Physiology, **OR** any other science course with comparable rigor and content.

**Social Studies:** (4 Carnegie Units) 1 World History, 1 US History, ½ Introduction to World Geography, ½ U. S. Government, ½ Economics, ½ Mississippi Studies (credit earned for State/Local Government courses in any other state may stand in lieu of Mississippi Studies).

**Advanced Electives:** (2 Carnegie Units) 2 Foreign Languages (I and II) **OR** 1 Foreign Language, 1 World Geography **OR 2 of the following:** Any English, Mathematics or lab-based Science courses of comparable rigor and content to those required above.

**Art:** (1 Carnegie Unit) One of any visual and/or performing arts course(s) meeting the requirements for high school graduation.

**Computer Applications:** (½ Carnegie Unit) This course should include use of application packages, such as word processing and spreadsheets. The course should also include basic computer terminology and hardware operation.

**Eighth Grade Units:** (Certain courses taken prior to high school will be accepted for admission provided the course content is the same as the high school course) Algebra I, First Year Foreign Language, Mississippi Studies.

### **CONFERENCE WITH TEACHER OR PRINCIPAL [LA]**

Any opportunity to talk with parents about their child/children is welcomed. An appointment is necessary and helpful in having the child's work and records on hand for discussion. Numbers are listed in the contents of this book. When a conference is needed, parents should call the office of the principal and arrange a time to see the respective teacher during his/her planning period.

**Because the records of students' work and examples of the work itself are in the classroom, parents are advised not to seek conferences at PTA meetings or through telephone calls to teachers' homes.**

### **CORRESPONDENCE COURSES**

Each student receiving a standard or advanced diploma has earned Carnegie units from the **Approved Courses for Secondary Schools of Mississippi**. Only on-line and/or correspondence courses listed in the approved Courses for the Secondary Schools of Mississippi shall be offered for credit. No more than one (1) of the minimum required number of units may be earned through completion of an approved correspondence course. Permission to enroll in a correspondence course or an on-line course must be granted by the principal. (MS Code 37-1-3(2))

### **DROPPING COURSES**

Students may not be allowed to drop a course unless granted permission by the principal for extenuating circumstances. Discipline problems may not be the single reason to allow a student to drop an elective.

### **DUAL DIPLOMAS**

Each student who enters the ninth grade in the Lauderdale County School District will have the option to pursue the standard high school diploma or the advanced placement honors diploma. Parents and students should carefully review the two options and consult with the school counselor to ensure that the selected option is the one that is better for the student. Parents and the student should review the options, make the selections, and return the form to the school counselor on the date specified by the school. The counselor will provide a form for each student. The school's form will require both a parent and student signature.

A student may opt out of the advanced placement honors diploma after the ninth grade year. However, it is recommended that the parents and students plan carefully on the front end. This request will require the signatures of the student, parent/guardian, and the principal and the date of the request.

## DUAL DIPLOMAS

*The course selection is as follows:*

**\*\*Required**

Option I Standard Diploma	Option II Advanced Placement Honors Diploma
<b>Ninth Grade</b> <ul style="list-style-type: none"> <li>• CCSS English I</li> <li>• Mathematics</li> <li>• Biology I</li> <li>• Mississippi Studies</li> <li>• Electives (4) (3)</li> </ul>	<b>Ninth Grade</b> <ul style="list-style-type: none"> <li>• CCSS Accelerated English I</li> <li>• Mathematics**</li> <li>• Biology I</li> <li>• Mississippi Studies</li> <li>• Electives (4) (3)</li> </ul>
<b>Tenth Grade</b> <ul style="list-style-type: none"> <li>• CCSS English II</li> <li>• Mathematics</li> <li>• World History</li> <li>• Science</li> <li>• Electives (4) (3)</li> </ul>	<b>Tenth Grade</b> <ul style="list-style-type: none"> <li>• CCSS Accelerated English II</li> <li>• Mathematics (Advanced)</li> <li>• World History</li> <li>• Science (Advanced)</li> <li>• Electives (4) (3)</li> </ul>
<b>Eleventh Grade</b> <ul style="list-style-type: none"> <li>• CCSS English III</li> <li>• Mathematics</li> <li>• U. S. History</li> <li>• Science</li> <li>• Electives (4) (3)</li> </ul>	<b>Eleventh Grade</b> <ul style="list-style-type: none"> <li>• CCSS Accelerated English III</li> <li>• AP English Language and Composition</li> <li>• Mathematics (Advanced)</li> <li>• AP History</li> <li>• Science</li> <li>• Electives (4) (3)</li> </ul>
<b>Twelfth Grade</b> <ul style="list-style-type: none"> <li>• CCSS English IV</li> <li>• Government/*<i>Economics</i></li> <li>• Science</li> <li>• Mathematics</li> <li>• Electives (4) (3)</li> </ul>	<b>Twelfth Grade</b> <ul style="list-style-type: none"> <li>• AP English Literature and Composition</li> <li>• Advanced Placement Social Studies</li> <li>• Advanced Placement Mathematics</li> <li>• Advanced Placement Science</li> <li>• Electives (4) (3)</li> </ul>

Students on a four by four block will enroll in four electives each year.  
 Students on a seven-period day will enroll in three electives each year.  
 In Option II, students seeking the Advanced Placement Honors Diploma are to enroll in the AP courses listed on previous page, if they are offered.

## THE SEQUENCE OF MATHEMATICS COURSES

The sequence of mathematics courses in the ninth grade is determined by:

- mathematics courses taken in the seventh and eighth grades
- grades earned in previous mathematics courses

Standard Diploma	Advanced Placement Honors Diploma
<ul style="list-style-type: none"> <li>• CCSS Math Grade 8</li> <li>• <b>Foundations of Algebra</b> <i>[MDE Board Approved 5/21/15]</i></li> <li>• CCSS Algebra I</li> <li>• CCSS Geometry</li> <li>• CCSS Algebra II</li> <li>• Algebra III</li> <li>• CCSS Advanced Math Plus</li> <li>• SREB Math Ready</li> <li>• Calculus</li> </ul>	<ul style="list-style-type: none"> <li>• CCSS Math Grade 8</li> <li>• CCSS Algebra I</li> <li>• CCSS Geometry</li> <li>• CCSS Algebra II</li> <li>• Algebra III</li> <li>• CCSS Advanced Math Plus</li> </ul> <div> AP Calculus  AP Chemistry  AP Biology </div> <div> } Two of the  three </div>

## THE SEQUENCE OF SCIENCE COURSES

Standard Diploma	Advanced Placement Honors Diploma
Science Skills and Reasoning (9) Biology I (9) Biology II or Physical Science (10) Science electives as offered at each school (11-12)	Biology I (9) Anatomy and Physiology and/or Chemistry (10)  <div> AP Biology  AP Chemistry  Physics </div> <div> } Two of the  three in the  11<sup>th</sup> and 12<sup>th</sup> grades </div>

**Other guidelines to remember for both options:**

- Beginning with the 2006-2007 graduating class, students who are on the block schedule who opt for a standard or advanced placement honors diploma must earn a minimum of thirty (30) Carnegie units.
- Beginning with the 2006-2007 graduating class, students who are on the seven (7) periods a day schedule must earn twenty-seven (27) Carnegie units for both options.
- In addition to being enrolled in the assigned courses, students who earn the Advanced Placement Honors Diploma must have a 4.0 GPA or above to receive the diploma.
- Students who earn the Advanced Placement Honors Diploma must earn two (2) units of the same foreign language.
- All graduating seniors must earn the additional state graduation requirements: art, comprehensive health, and a computer course.
- For all graduating seniors, students may receive credit for the high school courses taken in middle school. (Transition to Algebra (if offered), Pre-algebra, Algebra I, and Computer Discovery)
- All graduating seniors must pass the Subject Area Tests in the designated content areas.

**Other Curricular Matters to Know****Other Guidelines**

- Seniors who are eligible for graduation may be dismissed the last block on the 4X4 and the 6<sup>th</sup> and 7<sup>th</sup> periods on the seven period day.
- Each student graduating from a secondary school must earn at least two of the last four Carnegie units at the school granting the diploma.
- District school policies will determine specific requirements for students who transfer during their senior year.
- Students may not graduate early. Students must enroll in courses at the appropriate grade level as assigned by the district. Students may not enroll in a correspondence course in order to graduate early. Students will take courses at the recommended grade level or year.
- Students in grades 9-11 will attend school all periods.
- Students who transfer in from another school or district may not enroll in a semester course on the four by four block and receive credit after the third week into the term unless the student was enrolled in the same course in the previous school.



### **Other Curricular Matters to Know continued....**

- Students, who transfer in from another school system that is not on a four by four schedule, and cannot earn the 30 credits required in the block, may be required to earn only 27 credits.
- Students who transfer from a school on a traditional seven-period day to a school on the four by four block will be required to take the courses that are designated for their grade level. Accommodations will be made to meet the needs of the individual student.
- Students may be assigned some electives.
- Seniors who meet the criteria may enroll in dual credit courses at the Meridian Community College. Please see your school counselor for details. Grades earned receive the same weight as accelerated courses in the district.

### **Enrolling in advanced/accelerated/compensatory courses (7-12)**

When a student enrolls in an advanced placement, accelerated, or compensatory course(s), the following factors/criteria should be considered:

- Grades earned in previous courses in that content area
- Prerequisite courses, if applicable
- Teachers' recommendations
- Availability of courses
- Test scores, if applicable

The final decision rests with the principal.

### **Mississippi Occupational Diploma**

In accordance with Senate Bill No. 2578 of the Mississippi Legislative Session, 2002, the Mississippi Department of Education has developed criteria for an occupational diploma for students with disabilities. This diploma option expands the opportunities available for special education students to the following:

- Academic course of study aimed at obtaining a regular high school diploma, or
- Occupational course of study aimed at obtaining an occupational diploma, or
- Graduation certificate as specified by Mississippi Code 37-16-11, or
- General Education Equivalency Certificate (GED).

Students choosing to participate in this occupational course of study must have twenty-six (26) course credits, career/technical requirements, and an approved portfolio containing a collection of evidence of the student's knowledge, skills and abilities related to the occupational core curriculum. The primary postgraduate goal for these students is competitive employment.

## **Mississippi Occupational Diploma continued....**

The decision regarding participation in this program will be made by the student's Individualized Education Program (IEP) team, which must contain a school counselor. Program and diploma options are to be reviewed annually by the IEP team and revisions made as necessary.

The Individuals with Disabilities Education Act (IDEA) was re-authorized to include transition services for students with disabilities. Beginning at age 14 and younger, if appropriate and updated annually, each student's IEP must include a statement of transition service needs under the applicable components of the student's IEP that focuses on the student's courses of study (such as participation in advanced-placement courses or a vocational education program). Beginning at age 16 and younger, if appropriate, each student's IEP must address the following transition activity areas:

- Instruction
- Community experiences
- Employment and training
- Post school adult living
- Functional vocational evaluation and daily living skills, when appropriate

This occupational diploma option provides a flexible structure for the school district to meet the transition needs of young adults with disabilities.

The Mississippi Occupational Diploma provides a viable option to students with disabilities and emphasizes high expectations in both academics and work experiences that will assist students to acquire and maintain the necessary competencies and skills needed to secure and retain competitive employment. See the school counselor for further details.

## **CAREER PATHWAY**

**In 2010, Mississippi state policymakers passed legislation to create multiple pathways to a standard diploma. The 2010 legislative actions created a career pathway to a standard diploma, with the goal of improving Mississippi graduation rates and providing students with career and technical training that prepare students for postsecondary credential or certification programs and employable workplace skills. This legislative change created new section 37-16-17, Mississippi code of 1972, to provide for high school career option programs and career track curricula for students not wishing to pursue a baccalaureate degree.**

*[See Appendix A-1 in back of Handbook]*

## CAREER PATHWAY OPTION

### 21 Credits

In 2010, Mississippi state policymakers passed legislation to create multiple pathways to a standard diploma. The 2010 legislative actions created a career pathway to a standard diploma, with the goal of improving Mississippi graduation rates and providing students with career and technical training that prepare students for postsecondary credential or certification programs and employable workplace skills. This legislative change created new section 37-16-17, Mississippi code of 1972, to provide for high school career option programs and career track curricula for students not wishing to pursue a baccalaureate degree.

Curriculum Area	Carnegie Units	Required Subjects
English	4 <sup>1</sup>	English I English II
Mathematics	3 <sup>2</sup>	Algebra I
Science	3 <sup>3</sup>	Biology I
Social Studies	3 <sup>4,5</sup>	1 U.S. History ½ U.S. Government ½ Mississippi Studies
Health and Physical Education	½ <sup>6</sup>	½ Comprehensive Health, or ½ Family and Individual Health, or ½ Physical Education
Career and Technical	4 <sup>7</sup>	(Selected from Student's Program of Study)
Integrated Technology	1 <sup>8</sup>	Computer Discovery, ICT I, ICT II, 9 <sup>th</sup> STEM, or Computer Applications and Keyboarding
Additional Electives	2 ½ <sup>9</sup>	Courses selected from the student's approved program of study
Total Units Required	21 <sup>10</sup>	

**Mississippi's Institution of Higher Learning requirements differ from minimum graduation requirements for this diploma pathway.**

## **DUAL ENROLLMENT WITH MERIDIAN COMMUNITY COLLEGE**

- To enroll in dual credit courses all students must have at least a B average and no lower than a 17 on the ACT; a score of 18 on the ACT is required for most courses.
- Successful completion of at least 14 core high school units and/or junior status
- Dual credit courses will not be averaged as part of the student's overall G.P.A., but will be placed on the student's final transcript.
- Each 3 hour college course will count as 1 elective Carnegie unit. Any student completing a course that has less than 3 college hours will only receive  $\frac{1}{2}$  Carnegie unit.
- Any student who does not make a grade of C or better during the fall semester will not be eligible to enroll in a dual enrollment class during the spring semester.

## **EXAM AND GRADING GUIDELINES**

We believe that all children can learn and should be given the appropriate time and instruction to do so. Tests will be administered during each grading period to measure students' mastery of skills.

Student grades will be based on weekly tests, major tests, daily grades, homework grades, projects, reports, recitation, teacher observations, etc. For grade levels that are not on the four by four block or some other modified block, there shall be four (4) grading periods of nine (9) weeks duration. A minimum of nine (9) grades to include daily grades and test grades shall be recorded for each student in each academic course during each nine (9) weeks period.

### **K-6**

A value will be assigned for grading purpose as follows:

- Unit tests
- Extension activities

Semester grades shall be the average of the two nine-week grades earned by the student in each semester. The yearly grade shall be the average of the two semester grades.

All grades awarded regular education students in grades K-6 will be based on grade level work.

### **7- 8 Non-Block Schedule**

The value assigned for grading purposes is as follows:

- Value assigned to nine weeks tests = 25%
- Value assigned to extension activities = 75%

### **7- 8 Non-Block Schedule continued....**

Nine (9) weeks tests shall be administered to students in grades seven and eight in each academic class at the end of each nine (9) weeks grading period.

Semester grades shall be the average of the two (2) nine (9) weeks grades earned by the student in each semester. The yearly grade shall be the average of the two (2) semester grades.

## **7–12 Block Schedule**

For students on the block schedule there will be two (2) nine weeks grading periods for one (1) credit semester courses and one nine week grading period for half credit courses. Each course/subject will meet approximately ninety-five (95) minutes each day. In all courses a detailed progress report will be sent home at four and one half (4½) weeks and a report card will be sent at nine weeks. (The same procedure will be used for the second nine week grading period.)

Course examinations shall be administered at the end of nine weeks.

The first nine weeks grade is computed by counting extension activities (daily grades, homework, tests, projects, etc.) 75% and nine weeks exam 25%.

The second nine weeks grade is computed by counting extension activities (daily grades, homework, tests, projects, etc.) 75% and the nine weeks exam 25%.

A nine weeks course average is computed by counting extension activities (daily grades, homework, tests, projects, etc.) 75% and the nine weeks exam 25%.

The eighteen (18) weeks course average is computed by adding the first and second nine week averages and dividing by two (2).

The yearly average is computed by adding the first and second semester averages and dividing by two (2).

## **7 Period Day**

The nine weeks grade is computed by counting extension activities (daily grades, homework, tests, projects, etc.) 75% and the nine weeks examination 25%.

Semester examinations shall be administered at the end of the second and fourth midterms.

The first semester average is computed by counting the average of the first term two times and the average of the second term two times, which will be 75% of the grade. The value assigned to the semester examination is 25%.

The second semester average is computed by counting the average of the third term two times and the average of the fourth term two times, which will be 75% of the grade. The second semester examination, which only covers material taught the third and fourth terms, counts 25%.

No second and fourth term tests will be given; therefore, the grades earned on other tests and activities will count 100%.

## **Block Schedule**

The following describes the school year on the block schedule:

- The school year is divided into four (4) grading periods – two (2) grading periods in the first semester block and two (2) grading periods in the second semester block.
- A student can earn eight (8) credits in a year – four (4) in the first semester block and four (4) in the second semester block.
- A student may earn one (1) credit for an eighteen (18) week semester course and one half credit for a nine (9) week course – two (2) credits for thirty-six (36) week courses.

## **7 Period Day**

The following denotes the school year on a seven (7) period day:

- The school year is divided into two (2) semesters.
- Each semester is divided into two (2) nine weeks grading periods.

## **FINANCIAL HARDSHIP WAIVER POLICY [JS]**

The Lauderdale County School District has a financial hardship policy for students who cannot afford to pay an assessed fee.

Any student who is interested in applying for a waiver of fees should inquire in the principal's office.

## **FUNDRAISERS [JK]**

All fund raising projects must be approved. Approval will be granted by district procedures based on the need and purpose. Projects which involve selling merchandise to residents of our community should be limited. Tickets, candy, or articles of any kind, other than those associated with school-sponsored activities are not to be sold on school property by students, teachers, or outside organizations.

All fund raising activities will adhere to the guidelines in the District Health and Wellness Policy.

## **GIFTED EDUCATION – (QUEST-LCSD Gifted Education Program)**

(Regulations for the Gifted Education Programs in Mississippi; 2006)

The Mississippi Gifted Education Act of 1989, as amended in 1993, mandates that each public school district within the state provide gifted education programs for intellectually gifted students in grades 2-6. Students are served in a pull-out program for 5 hours per week.

State Definition: "Intellectually Gifted Children" shall mean those children and youth who are found to have an exceptionally high degree of intelligence as documented through the identification process.

Program Purpose: To provide a qualitatively different educational experience not available in the regular classroom ensuring that gifted children are offered an appropriate education based upon their exceptional abilities. These programs enable gifted students to realize their abilities and potential contributions to self and society.

Referral: A student may be referred by a parent, teacher, counselor, administrator, peer, self, or anyone else having reason to believe that the student might be intellectually gifted. The person initiating the referral should submit a note, sign, and date it. This note can be turned in to the gifted teacher or school counselor. District personnel shall collect the data required to satisfy the district's referral criteria. All measures collected throughout the identification process shall be selected based upon the strengths of the individual student being considered. Once a referral form has been initiated, signed, and dated, only the LSC or parent can stop the identification process.

The Jacob Javits Act (PL 107-110 sec.9101) declares that intellectual ability and academic ability are two distinct and separate areas of performance. While grades and/or achievement test scores might be an indicator of giftedness, neither of these should be used to eliminate a student from the identification process for the gifted program. Many intellectually gifted students are not going to be high achieving for a variety of reasons.

All first grade students will be screened in the spring for the gifted program.

## GPA

All courses taken each year in which Carnegie credit is awarded will be used to calculate each student's GPA. The GPA will be used to determine the valedictorian, salutatorian, highest honors, honors, and class rank. The only exception to this will be courses taken during the summer where tuition is charged, e.g. drivers' education. GPA's may be adjusted for students who do not maintain their GPA after the cut-off period in March.

## GRADING SCALE

**The following schedule of value is used to calculate GPA.**

All courses/subjects are included:

A ----- 90-100  
B ----- 80-89  
C ----- 70-79  
D ----- 64-69  
F ----- Below 64

Regular Courses (Un-weighted)	Accelerated Courses (Weighted) & Dual Credit Courses	Advanced Placement Courses (Weighted)
A ----- 4.0	A ----- 4.5	A ----- 5.0
B ----- 3.0	B ----- 3.5	B ----- 4.0
C ----- 2.0	C ----- 2.5	C ----- 3.0
D ----- 1.0	D ----- 1.5	D ----- 2.0
F ----- 0	F ----- 0	F ----- 0

***\*\*A list of these courses is available in the high school counselor's office.***

## GUIDANCE

Guidance and counseling services are an essential part of the total educational program in our schools. The guidance staff works cooperatively to support and improve the instructional program and to assist students in their personal, social, and educational adjustment.

Our school system recognizes the importance of human dignity and the basic counseling tenet that each person is a worthwhile individual. Efforts of the Guidance Department are directed toward cooperating with other school personnel in creating a climate for learning that will reflect this belief and will help each student develop the skills, attitudes, and values necessary for a life of fulfillment.

Guidance services include: individual and group counseling, occupational and educational information, testing, evaluation, referral services, placement and follow-up. Counselors encourage and welcome conferences with parents.

## **HOMEWORK**

It is impossible to say how much studying a student generally should do. Everyone should do enough for successful accomplishment at school. Few pupils can work satisfactorily without a great deal of outside preparation. Parents should not let a child mislead them into believing that all lessons can be properly prepared at school. It cannot be done. Conscientious pupils, as a rule, do more homework and will not quit studying until they have properly prepared all of their assignments.

Parents should see that their children do their homework. Parents **should not** do homework for students.

## **INCENTIVE PROGRAM**

### **Grades 5 - 8**

Any student who has perfect attendance in any 9 weeks period will have five (5) points added to the nine weeks test grade. A student WILL NOT receive perfect attendance if he/she is not in class for 63% of the scheduled class time.

Any student in a year-long course who has an "A" yearly average or perfect attendance for the entire year may be exempt from the fourth 9 weeks test.

Any student in a one-semester course who has an "A" for the 9 weeks average or perfect attendance may be exempt from the last 9 weeks test for that course.

The perfect attendance bonus will not be given to students who are exempt from the second or fourth 9 weeks tests because of grades.

## **INSURANCE [EGB]**

An opportunity to buy school day insurance is offered to students as a service. The student will receive a brochure with all information concerning the policy. The school office will furnish claim forms that must be filed on each individual claim. It is the responsibility of the parent or child to see that this claim is filed properly.

## **LIBRARY BOOKS [IFBD]**

Our library books belong to all the students, and pride should be taken in their preservation. If they are willfully marred or defaced, damages will be charged. Full price will be charged for any lost library books. Librarians charge a fine for overdue books.

## **LOST AND FOUND**

If an article of value is found, it should be taken to the office of the principal. If an article of value has been lost, inquire at the office of the principal.

For elementary students, parents should place the name of the child and the social security number on coats, sweaters, jackets and valuable items.

## **NEWSPAPER AND ANNUAL STAFFS**

Rules of procedure for the selection of staff members will be determined by each school. A student should contact the publications sponsors in the school if he/she is interested.



## **PLAGIARISM**

To plagiarize is to take and use as one's own the ideas or writing of another (Webster, 1984). Students should be careful to always reference their borrowed information, including statements by authorities, researched information, quotations from a text, etc. Be it paraphrased, summarized, or directly quoted material, all borrowed information must be documented.

### **Teacher Responsibilities**

Teachers are to provide the following at the beginning of the paper or project:

- An assignment sheet with detailed instructions;
- A rubric outlining assessment at all points of the process and for the final product;
- Clear guidelines regarding acceptable amounts of help from peers or other adults, if any.

In addition, teachers are responsible for:

- Assisting students who are having difficulty in the location and evaluation of information;
- Assisting students in how to manage time and deadlines throughout the research process;
- Conferencing with students on formatting and composing the project or paper.

### **Student Responsibilities**

- Understand how to quote from all sources, including the Internet;
- Follow the project instructions and deadlines assigned by the teacher;
- Cite in-text or in-project sources correctly and accurately;
- Format Works Cited or Bibliography pages correctly and accurately.

### **Plagiarism Violations**

If a teacher has sufficient reason to believe that a student has plagiarized, the teacher must determine the level of plagiarism according to the criteria below. A committee comprised of the principal, a designated teacher, and the teacher involved then has the option to meet to determine what actions will be taken.

### **Degrees of Plagiarism**

I. A first-degree violation may occur due to ignorance or inexperience on the part of the student. An example of plagiarism at this level may involve a student's using a few lines of text without citing the material properly; however, most of the paper is the student's own work.

Recommended procedures for first-degree violations are outlined below; any one or more procedures may be chosen:

1. A make-up assignment at a more difficult level.
2. A letter grade reduction on the original assignment.

## **Degrees of Plagiarism continued....**

**II.** A second-degree violation is considered a more serious plagiarism offense. Examples of this violation include use of a paragraph of another's ideas and/or works without correct citation. Incorrect citation may often take the form of improper paraphrasing. Although some of the work is the student's, it is evident that much of the work has been taken from other sources and not referenced.

Recommended procedures for a second-degree violation:

1. Two letter grade reductions on the original assignment.
2. The parent will be notified.

**III.** A third degree violation is a severe case of plagiarism and indicates the majority of a student's work has been taken from another source or sources and not referenced. An example may be the use of a purchased term paper or other materials as one's own. Also, this violation may involve improperly acquiring information and/or intentionally altering it, i.e. citing sources that are not actually sources. In addition, a third degree violation occurs when a student has been found guilty of plagiarism in a prior instance. In this instance a committee meeting will be held to discuss what will happen.

Recommended procedures for third degree violations:

1. The student will receive a zero for the assignment.
2. The parent will be notified.

## **PROMOTION POLICY [IHE, IHF] Kindergarten**

A request for retention in kindergarten may be made by the parent, teacher, principal or other parties closely involved with the education of the child. The principal shall appoint a committee to study the request, gather data, and make a decision. A written statement shall be prepared for the cumulative folder containing the reason for the request, supportive data, and a summary of the committee's decision.

### **Kindergarten Placement Decision**

The parent(s) of a child who is six (6) years of age on or before the date set by law for entrance into first (1st) grade who wish to enroll their child in kindergarten rather than in the first (1st) grade must submit a request in writing to the principal and school counselor stating the reason. A committee appointed by the principal shall study the request, gather data, and make a decision. A written statement shall be prepared for the cumulative folder containing the reason for the request, supportive data, and a summary of the committee's decision.

The school board has the authority to retain a student in kindergarten for an additional year if the district deems that placement of the student in the first grade would not be the most appropriate educational placement. If the parent or guardian does not agree with the reassignment, then such parent or guardian may appeal the assignment to the school board for review or reconsideration according to Section 37-15-17 and then may appeal the school board order to circuit court according to Section 37-15-21. (Attorney General's Opinion dated December 3, 2002) .

### **Grades 1 - 4**

A student in grades one (1) through four (4) earning an "F" average in an academic subject shall be considered for retention. The promotion decision at the elementary school level shall reside first with the regular classroom teacher, who may, when desired, appoint a committee to review the student's record before the decision is made. The building principal shall be the final authority should any questions arise.

***Beginning in the 2014-2015 school year, a student scoring at the lowest achievement level in reading on the established state assessment for 3<sup>rd</sup> grade will not be promoted to 4<sup>th</sup> grade unless the student meets the good cause exemptions for promotion.***

### **Grades 5 – 8**

To be promoted to the next grade level, a student in grades five (5) through eight (8) must pass the four (4) core academic courses. In grades five (5) through eight (8), a student will be retained if he/she fails any one of the academic courses (language arts/reading/English/, mathematics, science and social studies.)

All students in grades five (5) through eight (8) are required to take physical education. Physical education may be waived in the event of a physical disability.

### **Grades 9-12**

The following are required to progress to the next grade level:

- Ninth graders must earn seven (7) Carnegie units to progress to the tenth grade.
- Tenth grade students must earn fourteen (14) Carnegie units to progress to the eleventh grade.
- Eleventh grade students must earn twenty-one (20) Carnegie units on the seven-period day schedule and twenty-two (22) Carnegie units on the block schedule to progress to the twelfth grade.
- Students on the seven-period day schedule must earn twenty-seven (27) credits to earn a diploma.
- Students on the four by four periods schedule must earn thirty (30) credits to earn a diploma.

## **PROGRESS REPORTS/REPORT CARDS**

### **K - 12**

Mid-term progress reports of satisfactory or unsatisfactory progress in each subject shall be provided to all parents. ***Kindergarten only:*** Progress reports will be provided to parents at the end of the first semester and at the end of the year.

Report cards shall be issued at the end of each grading term.

Numerical averages will be used on report cards to report student achievement. Report cards will have a numerical and a letter grade (98/A). A chart providing information for converting numerical grades will be printed on each report card as follows:

The following schedule of values is used to calculate GPA. \*\*All subjects are included.

A ----- 90 – 100  
B ----- 80 – 89  
C ----- 70 – 79  
D ----- 64 – 69  
F ----- Below 64

Regular Courses	Accelerated Courses and Dual Credit Courses	Advanced Placement Courses
A ----- 4.0	A ----- 4.5	A ----- 5.0
B ----- 3.0	B ----- 3.5	B ----- 4.0
C ----- 2.0	C ----- 2.5	C ----- 3.0
D ----- 1.0	D ----- 1.5	D ----- 2.0
F ----- 0	F ----- 0	F ----- 0

*\*First Grade Only (P)* - Progressing but working below first grade level (If the letter **P** remains on the report card all year, the **P** will be changed to an **F**).

### Weighted Courses

The Lauderdale County School District has implemented a policy to weight Advanced Placement Courses and Accelerated Courses for the purpose of calculating Grade Point Average.

**Carnegie unit** - A standard measure of high school work indicating the minimum amount of time that instruction in a subject has been provided: 5 fifty-minute periods of instruction per week in regular and lab classes.

### RECORDS

A data card and book card must be completed by a legal guardian or parent. If there is no phone in the home, a number must be given so that the adult responsible for the student can be contacted.

### SUMMER SCHOOL [AEBA, IDCA]

- A student shall earn no more than one unit of credit during a summer school program. (Two half-unit courses may be taken during a summer session.) No more than four units earned in the summer school program may be counted toward graduation requirements.
- Students enrolled in a summer school program shall be provided 145 hours of instruction per course before awarding each student a Carnegie unit.
- Students enrolled in an extended year program shall have mastered the remaining required number of objectives as prescribed by the district instructional management plan before awarding such students a Carnegie unit.

## **TELEPHONE USE**

The school phone is for business. Students may use it only in an emergency. Students shall not be called to the office to receive incoming calls except in the event of an emergency.

## **TEXTBOOKS**

Textbooks are loaned to the student free of charge for the duration of the school year and are to be kept clean and neat at all times. No writing of any kind is permitted in the books, and fines shall be assessed to those who misuse their books.

Textbooks which have been lost or damaged to such a degree that they cannot be reissued shall be paid for at a resale price that is based on the number of years used at the time it was issued.

Cost will be assessed as follows: If, at anytime during the session, the pupil loses a textbook, he/she shall be charged a replacement fee. This fee will be based upon an average life of four years for each textbook, and he/she shall be given a 25% discount off the contract price for each year the book has been in use. If a student pays a fine based on the total cost of the textbook, the book then belongs to that student. If any book is lost, damaged, or destroyed, the student must pay such loss before he/she will be entitled to any further textbooks.

### **K-6**

**A minimum fine of 50 cents shall be assessed as damages for reusable textbooks.**

### **7-12**

**A minimum of \$1.00 shall be assessed as damages for reusable textbooks.**

## **TRANSFER STUDENTS [JBCD]**

In the event a student transfers to another school district, within or outside the State of Mississippi, records will be forwarded to the school upon request from that school. This policy will meet the requirement of the Family Education Rights and Privacy Act and will eliminate the need for the written consent of parents or students.

The permanent record will be kept permanently in the school from which the student transfers. This applies to transfers from within or outside of the school district.

Transfer students must meet all district and/or state requirements for graduation. The district will determine the final graduation requirements for transfer students.

Students who have attended another school must have an official drop slip from the previous school and must bring the last report card upon registration.

### **Valedictorian/Salutatorian**

The valedictorian is the student who has earned the highest grade point average (GPA) in the graduating class.

The salutatorian is the student who earned the second highest GPA in the graduating class. Letter grades will be used to compute the GPA. However, numerical grades will be used to determine if there are co- or multiple valedictorians and salutatorians.

All students have the option to take four courses during their senior year on a four by four schedule or seven courses during their senior year on a seven-period day.

If a student chooses to enroll in a non-weighted elective course in their senior year and earns an A in that class, and that grade adversely affects the rank in class, that grade may not be used to determine class rank. However, the grade is counted in the GPA for college admission and scholarships.

### **Co- and Multiple Valedictorians and Salutatorians**

In selecting the valedictorian, if the GPA of the top graduates is the same or is a difference of less than .03, then co-valedictorians or multiple valedictorians will be named.

In selecting the salutatorian, if the second highest GPA-- after the valedictorian's GPA is determined-- is the same or is a difference of less than .03, then co-salutatorians or multiple salutatorians will be named. Both weighted and non-weighted courses will be used to determine the GPA.

When co-valedictorians and co-salutatorians are named, they will be honored in alphabetical order.

### **Honor and Highest Honor Graduates**

All seniors who earn a GPA of 4.0 or above for all courses taken for credit starting in the eighth grade to the grading period that ends in March of their senior year will be named highest honors graduates. All other seniors who earned a GPA of 3.75 or above for this time period will be named honor graduates. These students will be listed in rank order based on their GPA.

### **WITHDRAWAL FROM SCHOOL [JB CD]**

To be properly withdrawn from school, parent(s)/guardian(s) must come by the school office and secure the proper forms and instructions for completing the withdrawal.

## **SECTION 2 - ALTERNATIVE SCHOOL POLICY [IFB, JCD]**

### **ALTERNATIVE EDUCATION CLASSES FOR MISBEHAVIOR [ IFB,JCD ]**

#### **Curriculum and Instruction**

The alternative school program is available to middle and high school students. The classroom setting consists of computer based instructional curriculum reinforced by additional core objectives of English, Mathematics, Science and Social Studies.

Students who misbehave and who are sent to the alternative classroom jeopardize their chances on engaging in the full course load in which they enrolled during registration.

Provisions will be made for teachers during their planning to provide limited instruction to students in the alternative classes.

The alternative classroom will have either a certified teacher or a classified facilitator. Schools with a high number of students in the alternative class may require a certified teacher. This teacher will also serve as a tutor for the students in the class when they are not actively engaged in course work.

Students in the alternative classroom will be required to complete all assignments and tests within the same time frame as students in the general classroom.

All intervention and remediation work will be a part of the general education of the school's curriculum.

#### **Behavior and Guidelines**

Principals will clearly explain the concept of the alternative program to all students at the beginning of the school year. Ideally, all students should obey the rules of the school discipline policy. However, some students will choose to disobey the rules and guidelines that have been set for them. Students should be forewarned about the consequences for misbehavior.

- Students will be confined to a single classroom for the entire school day.
- Students will go from the bus/car directly to the alternative classroom.
- Students will not be allowed to participate in nor attend any extracurricular or co-curricular activities.
- Students will not eat lunch with other students or socialize during the breaks.
- Students who misbehave in the alternative school classroom are subject to expulsion.

## **LAUDERDALE COUNTY EDUCATIONAL AND SKILLS CENTER POLICY [IFB, JCD]**

### **Purpose:**

The purpose of the Alternative School for Lauderdale County School District is to offer a program for students who cannot function in a regular classroom setting; who will benefit from a small group setting for a period of time; or whose behavior is such that it curtails or disrupts the learning environment for the student and peer. The alternative school is planned to be an appropriate placement after interventions for academic and behavior modifications in the student's home school prove to be ineffective.

### **Alternative School Mission Statement:**

The Lauderdale County School District's Alternative School program is based on the following:

- Relationship: a commitment to remove cultural, social and socio-economic barriers to student achievement.
- Rigor: a commitment to deliver a high level of academic instruction.
- Relevance: a commitment to relate each student's educational experience to a successful future.

### **Accreditation Standards for Alternative School:**

An Alternative School is one that is defined as a public elementary / secondary school that:

- Addresses needs of students that typically cannot be met in a regular school.
- Provides non-traditional education
- Serves as an adjunct to a regular school
- Falls outside of regular, special education, or vocational education

### **Reason for Referral**

The Alternative School process begins in the student's home school with a referral from a Principal or Assistant Principal. Students may be referred in one of the following ways:

1. A student is a repeat offender of school rules. All other interventions have failed and academic progress of the student is at risk.
2. A student breaks a major school rule and needs immediate alternative school referral. Any compulsory-school age child who has been suspended for more than 10 days or expelled from school, except for any student expelled for possession of a weapon or other felonious conduct.
3. A student is returned to school by order of any chancellor or youth court judge.
4. A student's parent request placement of the student in the alternative school program.



**Steps in the Referral Process:**

When the decision is made to enroll a student in the alternative school program, the following steps should be followed:

1. A conference is held between the student, parents and the alternative school Principal to discuss the reason for the referral and sign the alternative school agreement.
2. The referring school administrator or the Counselor will forward the student's academic progress and discipline record to the alternative school.
3. The alternative school staff will develop the student's improvement plan when the student is enrolled. The improvement plan will contain behavioral and academic performance goals for the student while attending the alternative school. A list of interventions will be given to the alternative school teachers before the student arrives.
4. A student with a disability will have a revised IEP upon admittance into alternative school.

**Major Aspects of the Alternative School**

1. Counseling by the behavior interventionist at the alternative school
2. Classwork, homework, and tests assigned by the alternative school teachers
3. Parental Involvement

**Role of the Behavior Interventionist**

1. Keeps a folder containing the student's personal data and records of each counseling session for every alternative school student.
2. Conducts individual and group counseling sessions by meeting with each student. This may include or require parent attendance to become a partner in the resolution of the student's behavior issues.
3. Acts as a liaison between the home school and the alternative school.

**Role of the Alternative School Teacher**

1. Keeps a folder on each alternative student containing grades, improvement plans and documentation.
2. Maintains discipline in the classroom by enforcing all rules and regulations
3. Assists students with their academic work and behavioral needs
4. Administers all tests to the students
5. Communicates with parents and students on the progress the student is making.

**Returning to the Home School Setting:**

In order for a student to return to their home school, the following requirements must be met:

1. Students have met the goals in the improvement plan.
2. The length of placement at the alternative school has been served.
3. Extra time has been completed (if applicable).
4. Parents of the alternative school student must meet with the principal before returning to their home school.

## **Returning to the Home School Setting: continued....**

5. The alternative school principal recommends the student return to their home school.
6. A student with a disability must have a revised IEP before going back to the home school

## **GUIDELINES**

### **Transportation**

1. Students must ride the bus to and from their home school or be transported by the parent.
2. If a student that is assigned to the alternative school participates in a fight on the bus, the student will be suspended from riding the bus and disciplinary action will be taken.
3. Alternative students are not allowed to drive personal vehicles to the alternative school facility.

### **Arrival at School**

1. All students will be searched upon arrival to the alternative school.
2. Students are to go directly to their assigned room unless directed to another area
3. No book bags are allowed at the alternative school.

### **In School**

1. Students are expected to follow the classroom rules and respect the teacher.
2. Students are to remain seated until the teacher gives them different instructions.
3. Students must be recognized by the teacher before speaking.
4. Lunch will be served in the classroom.
5. Checkouts: students are dismissed only to parents or legal guardians.
6. Cell phones are prohibited at the alternative school and on the bus. Refer to student handbook concerning consequences.
7. Lockers will not be assigned to students.
8. Students are not allowed to use school phones unless it is an emergency.
9. Students who attend the alternative school are not allowed to participate or attend any extra-curricular activity sponsored by the Lauderdale County School District.
10. Students will not be allowed to attend Summer School while assigned to the alternative school.

### **Departure**

1. Students will remain in class until they are notified of dismissal to the home school bus.
2. Students who are transported by parents must be picked up by 3:00 p.m.

### **Attendance**

All students are expected to attend the alternative school for the number of days assigned by the home school. Extra days added for minor discipline infractions and unexcused absences must be served before being dismissed from the alternative school.

**Dress Code**

All students are required to follow the dress code found in the student handbook. Each student will wear the school uniform from their home school to eliminate the need for parents to purchase a different color shirt. Points of emphasis concerning dress code while at the alternative school are as follows:

- All shirts must be tucked in (males only)
- Pants cannot be worn below the waistline.
- Belts must be worn and buckled at all times.
- Shoes must be worn with tied laces; house shoes are not allowed.

Students will be given a warning at the first time a dress code violation occurs. After a second dress code violation occurs an additional day will be added to the student's placement at the alternative school.

**Discipline**

The Lauderdale County School System has the safety of students as a priority; therefore, no student will be allowed to fight for any reason on the way to and from school, while at school, or at any school event. A student that fights will be immediately suspended from school with the possibility of expulsion if it is their second fight.

Students must follow the guidelines of the alternative school in addition to the handbook of the Lauderdale County School District. Failure to adhere to the school guidelines will result in disciplinary action leading to expulsion from the Lauderdale County Alternative School.

The first major offense committed by the alternative school student will result in a three day suspension. The second offense will result in a five day suspension. The third offense will result in a ten day suspension with a recommendation for expulsion.

Students committing minor offenses such as dress code violations will result in an additional day added to the student's placement at the alternative school. Further violations of minor offenses will result in additional days.

Any student guilty of possession of a weapon, drugs, alcohol or under the influence of drugs or alcohol will be recommended for expulsion.

**Medication Policy**

The Lauderdale County Alternative School will administer medication only at the written request of the student's physician. Medicine can also be administered after the district health form has been completed. Refer to the student handbook for further information concerning medication.

**Attendance Policies**

Refer to the student handbook for information on excused and unexcused absences.

### **Extended Absences**

When a student anticipates being absent for five or more consecutive days, the parent must notify the alternative school to make arrangements for assignments to be done outside of class.

### **Make-up work**

A student who misses class assignments and tests must complete the make-up work within 3 days of returning to school. All work must be made up to complete the student's academic improvement plan or additional days will be added to the student's placement at the alternative school.

### **Check-outs**

1. Any student needing to checkout must be signed out at the alternative school by a parent or legal guardian. This information will be on file at the alternative school.
2. The student will be escorted to the office from the classroom after the parent has signed the student out. Proof of identification will be required to check out a student.
3. The Principal will handle all emergency situations.
4. Teachers do not have the authority to permit a student to leave campus.

### **Visitation Policy**

Parents are encouraged to visit their child's school during regular school hours. All visitors are required to use the main entrance of the building. All visitors will be required to sign in at the main office, leave personal items in the vehicle, and obtain a visitor's badge to be worn while on campus. Parents may visit the teacher or request to observe the classroom. The request to observe the classroom must be made at least one day in advance and be approved by the Principal. The Principal retains the authority to deny access to any individual who has or may disrupt the learning environment or lacks a valid legal purpose. Our shared commitment and cooperation is essential for the safety of our students and staff.

### **Graduation for Senior Alternative School Students**

Any student enrolled in the alternative school program at the end of their senior year and meeting graduation requirements must have approval from an administrative committee in order to participate in commencement activities at the home school.

The administrative committee consists of the building principal, alternative school principal, district administration, school counselor, behavioral interventionist, and senior sponsors from the home school. The committee must consider discipline tendencies of the student when making a decision.

The decision for students to participate in graduation activities will be based on the individual student. If students have approval to participate in graduation activities, the parent/guardian and student must sign a contract agreeing to the behavior expectations of the graduation ceremony. The student will also be subject to being charged with disorderly conduct depending on the severity of the situation.

## SECTION 3 - ASSESSMENT POLICY [IIA, II]

### ACT INFORMATION

The ACT is required of every student who plans to attend any one of the major Mississippi colleges and universities. Participation in this testing program is allowed by all college-bound students. This test will be administered by LCSD to all juniors during the spring semester as part of the State Accountability Model. Students may pick up their registration forms in the counselor's offices or career centers for all other administrations.

### The ACT Test Assessment

Students will receive twelve scaled scores on the ACT Assessment – four test scores, seven sub-scores and a composite score. See the school counselor for the dates of the ACT administration.

SCORES	SUB-SCORES
English	Usage/Mechanics <u>Rhetorical Skills</u>
Mathematics	Pre-Algebra/Elementary Algebra Intermediate Algebra/Coordinate
Algebra	<u>Plane Geometry/Trigonometry</u>
Reading	Social Studies/Sciences <u>Arts/Literature</u>
Science Reasoning	Biology/Physical Science/Chemistry/Physics
Composite Score	

ACT Prep is offered in each high school as an elective.

### MS ASSESSMENT REQUIREMENTS [IIA, II]

The primary goals of the Lauderdale County School District assessment system are to promote instructional improvement in classrooms throughout the district and to provide valid, reliable data for accountability purposes in compliance with Mississippi State law and State Board of Education policies. Our district provides information needed for schools to make school level decisions about the effectiveness of instructional programs in each of our local schools. Our district wants to provide parents with the information that measures what students are actually learning in our classrooms.

## **MS ASSESSMENT REQUIREMENTS [IIA, II] continued...**

The strength of the assessment system is the emphasis on criterion-referenced tests, which measure a defined curriculum, such as fifth grade mathematics. Teachers have taught the material, and students know what to expect on the test.

Our schools continue to administer other tests that are specific to programs and needs at each individual school, such as, the American College Testing (ACT), the Preliminary Scholastic Aptitude Test (PSAT), etc...

All Assessments required by the Mississippi Department of Education will be administered accordingly. These assessments will include but not limited to:

### **K-2 Diagnostic Assessment**

- An informal assessment of reading and mathematics in grades K-2

### **Grade Level Testing Program**

- A criterion-referenced test in reading, language, and mathematics in grades 3-8
- A criterion-referenced test in science in grades 5 and 8

### **3rd Grade Reading Summative Assessment**

- Beginning in the 2014-2015 school year and thereafter, a student scoring at the lowest achievement level in reading on the established state assessment for 3<sup>rd</sup> grade will not be promoted to 4<sup>th</sup> grade unless the student meets the good cause exemptions for promotion.

### **Subject Area Testing**

- Criterion-referenced, end-of-course tests in Algebra I, Biology I, English II, and U.S. History from 1877

### **Mississippi Career Planning and Assessment System**

- A criterion-referenced test administered to students completing vocational programs at the secondary level.

## **MS ALTERNATE ASSESSMENT**

IDEA 97 requires that the state develop and conduct an alternate assessment for students with disabilities who cannot participate in the state and district-wide assessment programs. *See the school counselor for further details.*

## **SECTION 4 - ATHLETICS [IDFA]**

### **ATHLETICS [IDFA]**

#### **Seventh and Eighth Grades**

Each county school may offer basketball, football, baseball, track, and soccer for boys in the seventh and eighth grades. Basketball, softball, soccer and track may be offered to girls.

#### **Ninth through Twelfth Grades**

Each county school offers basketball, baseball, football, soccer and track for boys in grades nine through twelve. Golf, tennis, and cross-country are offered at some schools.

Basketball, softball, soccer and track are offered for girls in grades nine through twelve at all of the schools.

Eligibility for high school activities is set by the Mississippi High School Activities Association. If a student wishes to take part in the athletic program, he/she should contact the coach.

#### ***BAND***

Band is offered in all the schools. Eligibility for participation will adhere to the same eligibility requirements set by the Mississippi High School Activities Association for Athletics.

#### **CHEERLEADERS**

Eligibility for cheerleaders shall be determined by the same requirements set by the Mississippi High School Activities Association for Athletics.

## **SECTION 5 - ATTENDANCE POLICY [JBD]**

### **ABSENCES AND ATTENDANCE [JBD]**

The Lauderdale County School District supports the philosophy that the instructional program is the vital part of formal education. Experience has shown that a high quality of work is virtually impossible with irregular attendance. Thus, students are expected to attend school at all times when school is in session.

The Mississippi Compulsory School Attendance Law requires that children up to age 18 attend school. If a compulsory-school-age child has an absence that is more than thirty-seven percent (37%) of the instructional day, the student must be counted absent the entire day. If a compulsory-school-age child has not enrolled in a school within fifteen (15) calendar days after the first day of the school year which the child is eligible to attend or if the child has accumulated five (5) unexcused absences during the school year, the principal shall report, within two (2) school days or within five (5) calendar days, whichever is less, the absences to the school attendance officer. After a student has accumulated five (5) unexcused absences; each subsequent absence will be reported to the school attendance officer as an unexcused absence. If the absence is excused upon the student's return to school, the superintendent or his designee will notify the school attendance officer of the change. The superintendent or his designee also shall report any school suspensions or student expulsions to the school attendance officer when they occur.

An attendance report from the school shall be sent to the parent after a student has been absent five (5) days for any reason. A subsequent notice, requiring a conference between the parent and the principal, shall be sent after the student has been absent ten (10) days.

Attendance is maintained for each class in which a student is enrolled. A student must be present 63% of the class period in order to be counted towards attendance. Students will be counted absent if they do not meet this requirement.

An absence may be excused or unexcused.

#### **Excused Absences**

An absence may be excused if the student presents a parent note or a medical or dental note upon return to school that contains the reason why the student was absent from school and if the reason meets the requirements set forth in the Mississippi Compulsory School Attendance Law. Each of the following shall constitute a valid excuse for temporary nonattendance of a compulsory-school-age child, provided satisfactory evidence of the excuse is provided to the superintendent or his designee:



### **Excused Absences continued...**

- Attendance at an authorized school activity with prior approval of the principal.
- Illness or injury.
- Isolation ordered by the County Health Officer or the State Board of Health or appropriate school official.
- Death or serious illness of a member of the immediate family. The immediate family shall include grandparents, parents, brothers, and sisters, including stepbrothers and stepsisters.
- Medical or dental appointments
- Attendance at court if a party is involved in a case or under subpoena to be there.
- Attendance at a religious event if required by a student's religion. (Must have prior approval of the principal.)
- Any valid educational opportunity that may arise. The educational value must be demonstrated to the principal in advance of the absence.
- Conditions that the superintendent or his designee determines are sufficient to warrant the student's nonattendance. Under no circumstances may this criterion be used to circumvent the intent and spirit of the compulsory attendance law.

Students will be allowed to make up class work missed during excused absences. This work must be made up in a manner satisfactory to the teacher. In the event of extended illness, make-up work should be completed before the end of the grading period, if possible. Students should use their own initiative to find out and make up work that they have missed as a result of their absences.

When it becomes apparent that a student will be absent for an extended period of time, the school will provide assistance to students in keeping up with school work, where practical and feasible. When a student has received medical attention, a medical excuse must be presented upon return to school.

Absences due to extended periods of illness and/or hospitalization of the student, verified by a doctor's statement, and absences approved by the principal which are due to extenuating circumstances will not be counted in determining excessive absences if the student is being served as home bound. In order to attain home bound status, the parent, counselor, and an administrator must determine and implement an educational program which the student can implement at home.

## **Unexcused Absences**

The following circumstances are times when an absence shall be unexcused:

- All absences in excess of five (5) days in grades K-4 and three (3) days in grades 5-12 during any one semester shall be unexcused unless
  - (a) a doctor's note is presented, or
  - (b) the principal excuses the absence for extenuating circumstances.
- An absence is unexcused if a note by a parent, guardian, or doctor is not presented two (2) days after the student returns to school or the note does not identify a lawful reason for the absence.

When a student is suspended from school, the student can make up all daily work missed but will receive 70 percent of whatever grade is earned. The student can make up the district core tests (chapter tests, end-of-unit tests, etc.), nine weeks tests, term tests on the block, semester and final examinations and will receive whatever grade he/she earns.

It is the responsibility of the student to secure and make up all daily work while he/she is out, and the assignments must be turned in the day he/she returns to school. The student will be given three days after he/she returns to school to make up all tests missed.

## **Other Things to Know About Attendance K-12**

- Students who come on the school campus should never leave without making satisfactory arrangements with the principal. Students leaving the campus without making such arrangements will be considered truant (or skipping).
- Students who wish early dismissal must bring a note from home signed by a parent or guardian stating the reason for requesting early dismissal. This note should be taken to the principal's office. Early dismissal may be excused or unexcused.
- If a student wants to go home before school is dismissed, he must not hitchhike. He must have a ride provided by his parents, and he must get special permission from the principal before leaving the campus.
- Students who leave school during the day for illness are expected to remain at home for the rest of the day.
- Students are not permitted to leave school without permission from a principal.
- Students who are in school all day every day shall receive Perfect Attendance Awards at the end of the year. To receive Perfect Attendance Awards, a student must not be tardy or checkout of any class.
- Students placed in in-school suspension will be counted present at school, but will not be eligible for perfect attendance in each of the classes missed.
- Any student who participates in an extra-curricular or athletic activity must attend school **all** day unless the absence is excused.
- Students must be in attendance for 180 days.
- Students who are on a school-sponsored activity are not to be counted absent and should not be considered absent in awarding perfect attendance.
- All admission slips must be picked up before school starts.

**A student may not check out before or during an activity period unless a parent/guardian signs him/her out and returns with the student to sign him/her in. Phone calls may not be made to check a student out during an activity period.**

Teachers are to send to the office the names of students that have missed their class ten (10) or more times per term.

### **Planned Absences**

The school district does not participate in activities that require any student to miss more than five (5) class periods in courses for which grades and/or units of credit are issued during the school year. The school district does not participate in activities that require a student to have more than three (3) planned absences in the same class period in courses for which grades and/or units of credit are issued. A planned absence is an absence from school that occurs because a student is representing the institution or participating in an activity that is sponsored and approved by the institution. A student shall not be allowed more than three (3) planned absences in the same academic period during the academic year.

These absences do not include field trips associated with an academic class. Individual students who become eligible to compete or participate in events or activities at the state or national level as a result of their success at the local or district level will not be considered to be in violation of this rule since the competition/participation could not be anticipated by the school district. School administrators must manage student participation in entry level events (science fairs, athletic contests, student organization contests, etc.) so that students are not absent from any one class more than three (3) times or for more than five (5) classes in all. Decisions concerning individual student absences for activities not related to the school program (Boy Scouts, 4-H Clubs, Legislative Pages, FFA, etc.) are not the responsibility of the school or school district officials and should not be confused with school sponsored activities.

### **Attending College Days**

Students who wish to attend a college day must make the request to the principal in advance. Students are to arrange with the teachers to make up all work missed. Students may be granted an excused absence for one day provided these guidelines are followed.

### **CHECK-OUT PROCEDURE [JGFC]**

All sign-out notes, other than permanent sign-out notes, shall be brought to the office each morning before the homeroom bell. Parents of students signing out must call the school each morning between 7:00 a.m. and 8:30 a.m. to give their permission for these students to sign out. The names of these students and the time they are to sign out shall be on the absentee report each day. Students shall sign out at the beginning or at the end of a period, except for sickness or for an emergency. Parents who need to arrange for a student to not ride the bus, to ride a bus, or to be picked up should submit this request in writing to the school by 1:00 P.M. Unless prior arrangements have been made with the administration, requests will not be taken over the phone.

## **CHECK-OUT PROCEDURE [JGFC] continued...**

Teachers shall not have to sign these sign-out notes. If a student has to sign out due to sickness or for an emergency, the student may complete a request form for missed assignments. Upon receiving the request, teachers will complete the request form and return it to the office. The student may pick up any missed assignment(s) the following day.

Students who leave school early without a valid reason will be considered skipping and will be suspended.

Sign-out procedures shall be explained to all students during an assembly at the beginning of the school year. Parents are notified of this procedure through this handbook.

- No note shall be accepted after school has started or without the correct telephone number already on the note. If an incorrect number is on the note, it shall invalidate the note. If a falsified signature is on the note, it shall invalidate the note.
- No calls shall be made without a proper note to sign out. Exceptions shall be made only in case of extreme emergencies.
- Students are to get a sign-out sheet from the office, and sign out at the proper time.
- No student is to sign out for another student. If caught doing so, students shall lose their sign-out privileges.
- No calls may be made for students to pick up articles left at home.
- No calls will be made for students to take another student home.
- Those students who leave campus without permission or who sign out without proper permission shall be suspended from school or placed in in-school suspension.

**The school requires identification from anyone who comes to check a student out of school.**

## **EARLY DISMISSAL FOR BAD WEATHER OR OTHER SITUATIONS [EBBD]**

The schools in the district will keep students on the regular schedule. Under limited circumstances, the district (in cooperation with the Local Emergency Management or other agencies) may decide to dismiss school early for the safety and protection of the students and staff. Parents should stay weather alert and have a plan to care for their child/children if there is a reason to dismiss early.

In the case of early dismissal for an emergency, the district will notify parents through the media. Parents should arrange to have someone responsible for their elementary child. The bus drivers will not knowingly leave an elementary or middle school child unattended at home. The schools will remain open so that the bus driver will return the child to school. The bus drivers will call the school to let the principals know when all students have safely arrived at home.

## **TARDIES [JBD]**

The practice of being prompt is considered by Lauderdale County School District to be an acquired habit which enhances students' ability to succeed in adult life. Students who are not in the classroom and not involved in the instructional process cannot achieve at the same level as the student who is present and involved. In addition, students who are tardy disrupt the instructional process for other students in the class. Tardiness, both to school in the morning and to each class, will be considered as harmful to the instructional process. Tardies should be reported to the office daily, and consequences are based on cumulative tardies computed on a semester basis.

### **Grades 9-12**

**NOTE:** Oversleeping, clock failure, missed rides, etc., will not be excused. Tardies for other reasons will be considered upon their own merits if the parent calls the student personnel office before the student arrives or sends a written note stating the specific reasons for tardiness. This note must have a telephone number where the parent can be reached if clarification is necessary.

<u>First Tardy</u>	-	<u>Warning</u>
<u>Second Tardy</u>	-	<u>Teacher Detention</u>
<u>Third Tardy</u>	-	<u>Office Detention</u>
<u>Fourth Tardy</u>	-	<u>In-school suspension</u>
<u>Fifth and All Subsequent Tardies</u>	-	<u>In-school suspension and loss of driving privileges (if student drives)</u>

### **Grades 5-8**

<u>First and Second</u>	-	<u>Warning</u>
<u>Third and Fourth</u>	-	<u>One (1) Day Detention</u>
<u>Fifth and All Subsequent</u>	-	<u>One (1) Day In-school suspension and parent conference</u>

## **SECTION 6 - CAFETERIA POLICY [JGHR]**

### **CAFETERIA POLICY [JGHR]**

Breakfasts and lunches are served each day in all Lauderdale County schools with the exception of early dismissal when lunch may not be served. The cost of a full price breakfast is **\$1.30** and the cost of a full price lunch is **\$2.30 for grades K-12.**

Free and reduced price breakfasts and lunches are available to those who apply and qualify. Free and reduced price applications are sent home with every student at the beginning of school and are available in each school office, cafeteria, and in the county food service office. A student may apply at any time during the school year.

## **CAFETERIA POLICY [JGHR] continued....**

The U.S. Department of Agriculture has determined that all homeless children and youth are automatically eligible for free meals.

Students will not take food out of the designated areas. A student may purchase individual components of the meal and other food items offered in the cafeteria only if the full meal unit is purchased. Any student in the cafeteria may purchase water, milk and ice cream without a full meal unit.

In compliance with Federal (USDA) guidelines and the Mississippi Board of Education Policy on Competitive Food Sales, commercially prepared competitive food and drink items will not be distributed or sold one hour before breakfast or one hour before lunch and until the end of either serving period. This includes meals purchased from an organization as fundraisers.

The principal may establish a charge fund in accordance with school board policy.

The system used in identifying student meal status will be the number system. The concept of the number system requires that all students be assigned a number for the school year enabling each student to eat breakfast and lunch in the school cafeteria.

Students may pay in advance for meals at a place and at times designated by the principal for this purpose. Students may also pay in advance on a weekly, bi-weekly, and monthly basis.

Misconduct in the cafeteria will result in appropriate placement on the disciplinary ladder.

As a courtesy to parents we have allowed **Students who forgot or misplace their lunch money to charge.**

Parents will receive a phone call, written notification or both from the Office of Child Nutrition/Manager of money owed. Parents are expected to repay the cafeteria within a week.

Also, any child with an outstanding balance will not be allowed to purchase extra sale items.

### **Payment Procedures:**

- **Personal checks accepted for meal purchases. No cash can be given back from a personal check.**
- **Student name and ID number should be written on each check submitted.**
- **An advance payment method is available in addition to daily payments. We recommend advance payments.**
- **Online advanced payment is available on [www.mypaymentsplus.com](http://www.mypaymentsplus.com)**

## SECTION 7 - CELL PHONE

### CELLULAR PHONE POLICY

In order to provide students with a conducive learning environment during the school day, this policy is written to enable students to learn in an environment free of as many distractions as possible. While the administration understands that the cellular phone has many benefits, the school is not a place where students should use cellular phones. Students who need phone service during the school day may ask permission to use the school phone in the office. There have been many instances where the cellular phones have been disruptive, used for bullying and text messaging during the school day, used the camera phone during the school day, etc.

Teachers and administrators will enforce this policy in all schools.

No cellular phones are allowed on campuses or on the buses. If a student is found to have a cellular phone on campus, these are the incremental disciplinary actions:

#### First Offense:

The parent will be notified and the phone will be confiscated for one month to the date of the offense. If the date of return of the phone falls during a holiday or after the last day of school, the phone may be picked up the first day after the return to school from the holiday or on the last day of school. If it falls on a weekend, the phone may be picked up on Friday.

#### Second Offense:

The parent will be notified and the phone will be confiscated for three (3) months to the date of the offense. If the date of return of the phone falls during a holiday or after the last day of school, the phone may be picked up the first day after the return to school

from the holiday or on the last day of school. If it falls on a weekend, the phone may be picked up on Friday.

#### Third Offense:

The parent will be notified, the student will automatically receive three (3) days of out-of-school suspension and the phone will be confiscated until the end of the school year and may be picked up at that time.

Violation of cellular phone usage during state tests will result in out-of-school suspension.

- **Since cellular phones are not allowed during the school day, it is obvious that there will be no text messaging during the school day. Further, no text messaging is allowed between students and school personnel at any time.**
- **Since cellular phones are PROHIBITED, any damage or loss due to theft will not be the responsibility of the school nor the Lauderdale County School District, whether in the student's or administration's possession.**

### BYOD - (Bring Your Own Device)

The following schools are pilot schools for the Bring Your Own Device initiative: West Lauderdale Middle, West Lauderdale High, and Southeast Middle.

The mentioned schools allow students to use cellular phones when instructed by the classroom teacher. However, all students must use phones as instructed and adhere to the district's cellular phone policies at all times.

## **SECTION 8 - DISCIPLINE POLICY**

### **DISCIPLINE PLAN/CODE OF CONDUCT [GAH, JBAC, JCAA, JCB, JCBB, JCBD, JDA, JDB, JDC, JDD, JDE]**

#### **Goal**

The goal is to implement a consistent discipline plan that will foster maximum learning and the acquisition of social skills necessary for a productive life in a democratic society.

The Lauderdale County School District adopts a positive approach to discipline. The focus is on the prevention of unacceptable behavior. The premise is that each student is a unique and worthwhile individual whose rights are respected. Further, we respect and uphold our cultural, racial, and societal differences. The district will not tolerate or condone any negative references or slurs made toward any person. The success of this discipline plan involves the cooperative effort of students, parents, teachers and administrators.

The philosophy concerning discipline in the Lauderdale County School District is based on the theory that our students are young ladies and gentlemen, and as such should be capable of conducting themselves in accordance with all the standards of conduct in the best high schools in America.

Every student should bear in mind that a complete and accurate record of student conduct is being kept by the school. A good record is an asset. A bad record is a liability. Special awards and/or recognition for good citizenship are given by each school to encourage appropriate behavior.

Due process will be afforded all students as prescribed in the school board policy. The Lauderdale County School District prohibits the use or possession of weapons, illegal drugs, and alcohol and will cooperate with all law enforcement officers to control possession or use on school property. The possession or use of weapons, illegal drugs, and alcohol on school property is prohibited. Public school officials may conduct unannounced searches of school property, such as students' lockers.

#### **Expectation of Students**

The student is expected to adhere to the rules and regulations of the school system and the classroom. Each student should feel a personal responsibility in the learning process. Staying on task discourages misbehavior and encourages learning.

#### **Role of Teachers**

The teacher must be consistent in enforcing the rules of the school system. The classroom rules should be posted and clearly understood by the student. The teacher will not deviate from the stated procedure to be followed when infractions occur. Good classroom control requires constant vigilance and intelligent action on the part of the teachers.



### **Role of Teachers continued....**

The teacher should keep accurate records of disciplinary action, such as why and when action was taken, etc. Documentation is required by law. The teacher must be sure that the student understands when and why punishment will occur.

The teacher should be available for parent conferences. All conferences shall be scheduled in advance through the office.

The teacher will complete a discipline form for any incident that could have serious consequences for the child and/or the community.

### **Role of Parents**

Communication between the parent and the school is vital to the child's success in school. A child needs to feel loved, wanted, and respected. Fostering a child's positive self-concept lays the foundation for appropriate behavior.

The school has the responsibility to ensure that no student's learning will be infringed upon by another student's constant misbehavior. An individual's chronic misbehavior is the responsibility of the parents.

### **Role of Administrators**

The administration should implement a consistent discipline program. Principals who support their teachers and demonstrate a sincere concern for the welfare of students create a positive learning environment. Implementing an effective discipline program is the responsibility of the principal.

**Since no policy can be written that will cover every unique situation, the judgment of the seriousness of an offense and the disciplinary action to be taken rest finally in the hands of the administration (in consultation with the faculty member(s) immediately involved or witness to the incident).**

### **Corporal Punishment**

The Lauderdale County School District encourages the teacher to use corporal punishment only when it is considered to be an effective and suitable means of discipline and/or when other measures used to promote good conduct have been tried and failed to produce positive results.

Instance of corporal punishment **shall be** reported to the parent(s) by the principal or teacher who administered the punishment. If an offense is serious enough to warrant corporal punishment, it must be administered in the principal's office in the presence of another certified staff member. A written record shall be made by the teacher, signed by the witness, and given to the principal each time a teacher administers corporal punishment. This written record must contain all pertinent facts relating to the misconduct and shall become part of the disciplinary file of the student involved. Parents shall have the right to deny corporal punishment to their child by making a written request which will be placed in the student's cumulative record. The principal will maintain a "no paddling" list on file in the school office.

## **Due Process of Law**

Each student is entitled to due process of law. The essential elements of due process are notice of the charge and an opportunity to defend against the charge. The extent and the amount of due process of law to which a student is entitled is related to the nature and the severity of the charge.

The majority of discipline charges against students are of a minor nature and in such cases due process of law is met when the teacher informs the student of the nature of the charge, gives the student an opportunity to respond to the charge, the teacher decides whether the charge is true or false, and the teacher imposes punishment that is related to the severity of the offense.

When the charge against the student is serious enough that the punishment, provided the charge proves to be true, could be in-school suspension or suspension from school for a period of from one to three days, the student is entitled to an opportunity for a hearing before the principal or another administrator designated by the principal. In such cases, the student shall be given oral or written notice by the principal or his designee of the charges against the student. If the student denies the charges, the student shall be given a summary of the evidence that the principal or his designee has to support the charges; and, the student shall be given an opportunity to present the student's evidence to support the denial.

If the student requests a hearing, the principal or his designee shall hear the evidence in support of the charge and evidence in opposition to the charge after which a prompt decision shall be made. If the punishment does not exceed three days of in-school suspension or suspension from school there shall be no appeal from the decision. When the charge against the student is serious enough that the punishment, provided the charges proves to be true, is a recommendation by the principal that the student be expelled from school; the student is entitled to an opportunity for a hearing before the Board of Education.

In such cases, the student and the student's parent or guardian shall be given written notice of the charges and the evidence the principal or his designee has to support the charges. If the student denies the charges, the student shall be entitled to request in writing a hearing before the board. Such written request must be given to the principal or his designee within 24 hours of a regular school day after the receipt of the written notice of the charges from the principal or his designee.

In the event that a written request for a hearing before the Board is made, the Board shall convene a meeting within five days of the receipt of such written request. During such hearing before the Board, the principal or his designee shall present evidence in support of the charges and the student may present evidence in opposition to the charges. After the hearing, the Board shall promptly render a decision.

If the Board fails to convene a hearing within five days of the receipt of the written request, the student shall be reinstated to school attendance pending the later convening of a meeting by the Board for the requested hearing.

**Disciplinary action may result in one or more of the following or other methods decided upon by the principal:**

- Meaningful work
- Other non-physical punishment
- Corporal punishment
- In-school suspension
- Suspension
- Expulsion
- Detention

Expulsion is at the discretion of the Lauderdale County Board of Education. The following are infractions that will result in in-school suspension, out-of-school suspension, or expulsion:

- Severe or repeated classroom disruptions
- Possession and/or use of tobacco products
- Possession and/or use of alcohol
- Insubordination
- Unauthorized leaving of campus/allowing unauthorized persons to leave campus with you
- Stealing/Extortion/Bullying
- Willfully destroying school property
- Possession and/or shooting of fireworks
- Soliciting gang participation through initiation activities, literature distribution, etc.
- Cheating
- Violation of state statutes
- Use of unacceptable language
- Harassment of others
- Displaying or showing signs of gang related activities
- Falsified doctor's notes/report cards
- Other justifiable causes

### **CARE OF SCHOOL PROPERTY [JCBD]**

All buildings and whatever they contain in the way of equipment are provided at a great expense by parents, the taxpayers of Lauderdale County.

Pupils should pride themselves in doing everything possible to take care of school property and should encourage others to do so. Placing chewing gum on tables, desks or chairs mars them. If a student is found doing this, he/she will be punished. If a student is found guilty of damaging property, he/she will be subject to paying a fine and being punished.

## **School Discipline Plan**

The following information contains the disciplinary plan for all Lauderdale County School District sites.

### **Discipline**

Discipline is that set of policies, rules, and laws and their necessary enforcement by which order is maintained for the benefit of all. Discipline should have the qualities of understanding, fairness, firmness, consistency, and friendliness. It is the responsibility of school personnel, the student body, the home, and the community to provide for a school atmosphere which promotes a climate conducive to learning.

A student may be suspended or expelled or the placement of a student changed to an alternative class.

- A parent, guardian or custodian of a compulsory school age child enrolled in the school district shall be responsible financially for his/her minor child's destructive acts against school property or persons.
- A parent, guardian or custodian of a compulsory school age child enrolled in the school district may be requested to appear at school by the school attendance officer
- or an appropriate school official for a conference regarding acts of their child, or for any other discipline conference regarding the acts of the child.
- Any parent, guardian or custodian of a compulsory school age child enrolled in the school district who refuses or willfully fails to attend such discipline conference as specified in the above paragraph may be summoned by proper notification by the superintendent of schools or the school attendance officer and be required to attend such discipline conference.
- A parent, guardian or custodian of a compulsory school age child enrolled in a public school district shall be responsible for any criminal fines brought against such student for unlawful activity occurring on school grounds or buses.

### **Classroom Discipline**

Every teacher has a discipline plan which is posted in his/her room. The plan has the following format:

1. Classroom rules are posted and explained.
2. A set of consequences for breaking the rules is posted and explained.
3. Rewards for positive behavior are made known.

*NOTE:* In addition to the posted rules and consequences, each student receives a personal copy from each teacher.

## Discipline Program – Grades K-12

The discipline program which will govern student behavior includes, but is not limited to, the following examples of behavior together with the consequences that will follow. The student who engages in the type of misbehavior described will be placed on the appropriate step of the discipline ladder, with the consequences clearly listed.

1.	Open defiance of a teacher	1. Steps 1-5
2.	Profanity or vulgarity (to include acts, gestures, or symbols directed at another person)	2. Steps 1-4
3.	Smoking (including electric cigarettes) or possession of tobacco or tobacco related products at or in the immediate vicinity of the school	3. Steps 3-4
4.	Use, sale, or possession of drugs on or near school	4. Steps 5-6
5.	Use, sale or possession of alcohol on or near school	5. Steps 5-6
6.	Defacing or otherwise injuring property that belongs to the school district	6. Steps 1-6
7.	Fighting at school, on the way to or from school , or at school activities	7. Steps 3-6
8.	Use or possession of dangerous objects (excluding weapons)	8. Steps 4-6
9.	Use or possession of fireworks	9. Steps 4-6
10.	Improper behavior in the cafeteria or on the campus	10. Steps 1-5
11.	Improper behavior at assemblies or other school activities	11. Steps 1-5
12.	Stealing ( to include restitution)	12. Steps 2-6
13.	Cutting classes	13. Steps 2-4
14.	Truancy	14. Steps 2-4
15.	Leaving campus without authorization	15. Steps 2-4
16.	Gambling or possession of gambling devices	16. Steps 1-5
17.	Harassment, intimidation, or threatening (bullying) of other students	17. Steps 2-6
18.	Refusal to identify oneself properly when requested to do so by faculty or staff member	18. Steps 2-5
19.	Misbehavior on the school bus	19. Steps 1-6
20.	Continuous disobedience	20. Steps 1-5
21.	<ul style="list-style-type: none"> <li>Cheating</li> <li>Forgery</li> <li>Disrespect</li> </ul>	21. Steps 4-6
22.	<ul style="list-style-type: none"> <li>Arson</li> <li>Assault/Battery - Employees or Students</li> <li>Bomb Threats/Explosives</li> <li>False Alarms</li> <li>Theft/Robbery</li> <li>Sexual Offense</li> </ul>	22. Steps 5-6
23.	Tardies as defined in Board Policy	23. See Tardies
24.	Unlawful activity or association	24. Steps 3-6
25.	Use or possession of weapons	25. Steps 5-6
26.	Other misbehavior as determined by the administration	26. Steps 1-6

## **Discipline Ladder**

- Step 1.
1. Contact parent or legal guardian
  2. Student conference/reprimand
  3. Removal from ladder if not referred to office for five school days from date of entry onto this step.
- Step 2.
1. Contact parent or legal guardian
  2. Detention, corporal punishment, or parent care
  3. Removal from ladder if not referred to office for ten school days from date of entry onto this step.
- Step 3.
1. Contact parent or legal guardian (may require personal visit with building administrator)
  2. In-school/out-of-school suspension, one to three days
  3. Loss of all privileges during time of suspension.
- Step 4.
1. Contact parent or legal guardian (may require personal visit with building administrator)
  2. In-school and out-of-school suspension, one to five days
  3. Out-of-school suspension, one to five days
  4. Loss of all privileges during the time of suspension
  5. Removal from ladder if not referred to office for twenty school days after return to school for suspension
- Step 5
1. Contact parent or legal guardian (personal visit with building administrator)
  2. Out-of-school suspension, three to ten days
  3. Referral to central office administrator
  4. Other terms as dictated by central office administrator
  5. Loss of privileges during the time of suspension
  6. Parent may be required to attend classes with student
  7. Removal from ladder if not referred to office for twenty-five school days after return to school
- Step 6
1. Recommendation for expulsion
  2. A student may be recommended for expulsion at any time if the administrator feels that the student's actions warrant such recommendation

- A. Incentive is provided for the student to improve his/her behavior through provisions of a probationary period that allows a student to remove himself/herself from the discipline ladder by improved conduct.
- B. A parent/guardian conference with an administrator is required before a student can return to school after a suspension. (Steps 3, 4 or 5) Telephone calls will not be sufficient.
- C. A student may enter the discipline ladder at any step, depending upon the nature of the offense.
- D. Failure to complete the punishment as designated will result in additional consequences in the assertive discipline program.
- E. Return to the office during the probationary period prescribed in the discipline ladder will result in additional consequences in the assertive discipline program.
- F. Loss of privileges means that during the time stated the student cannot participate in assemblies or any school function designated as an extra activity, including athletic events, dances, plays, extracurricular programs, field trips, school-sponsored activities, etc.

### **Severe Clause**

Any problem considered severe by the administration, including but not limited to fighting, violations of drug-alcohol-tobacco regulations, possession of a weapon on campus, or gross disrespect for a staff member, could warrant application of any of the steps three through six on the school-wide discipline plan and may result in the student's being referred to law enforcement officials.

### **Detention [JDC]**

Students will be given a minimum of one day's notice prior to detention. Failure to report for detention as scheduled will result in additional disciplinary action.

### **Suspension / In-School Suspension [JDD]**

A student may be suspended, expelled, or sent to the alternative education class for misconduct in the school or on school property, (as defined in Section 37-11-29) on the road to and from school, or at any school-related activity or event. Further, this includes misconduct occurring on property other than school property or other than at a school-related activity or event when the conduct by a student, in the determination of the school superintendent or principal, renders that the student's presence in the classroom is a disruption to the educational environment of the school or is a detriment to the best interest and welfare of the students and teacher in a class as a whole.

When a student is placed in in-school suspension, the teacher and/or the in-school suspension officer shall provide school work for the student. If a student refuses to do his work, the principal may add days to the suspension. The following rules will apply:

- Lunch shall be catered to the students.
- Students shall be placed in study carrels, if available.
- Students may not participate in extra-curricular activities during the suspension.
- Students shall be denied break privileges.

## **Suspension / In-School Suspension [JDD] continued...**

A student placed in in-school suspension for the third time will be considered for out-of-school suspension.

After the first and second out-of-school suspensions, a parent/guardian must appear in person or contact the principal before the student returns to school.

After three out-of-school suspensions, the principal may recommend expulsion to the school board, but in certain cases expulsion may be recommended on the first offense.

Additionally, the student may be referred for placement in the alternative education class on campus.

### **Suspension**

Suspension is a forfeiture of participation in regularly scheduled school activities for not more than ten (10) school days, including all extra-curricular activities. Students may be assigned to either in-school or out-of-school suspension. In all cases, parents/legal guardian must come to the school for a personal conference with the designated school administrator before the student will be allowed to return to classes.

In compliance with federal guidelines, special education students shall not be suspended for more than three (3) days; all other district and federal requirements in regard to such suspensions shall be followed.

School principals shall have the authority to suspend students from school attendance for unacceptable behavior, while walking to and from school, being transported by school bus, and all school-sponsored activities regardless of time or place are considered as extensions of the school day shall be governed by these same procedures. In order to establish effective school discipline, principals shall have the authority to place student in the care of their parents for the remainder of the school day. Such placement shall not be construed as a suspension.

Any suspension must be preceded by appearance of the student before the principal or his/her designee, at which time the pupil will be informed of the violation and the basis of the accusation. The principal shall investigate the situation causing the violation, to the extent possible and reasonable, including but not limited to interviewing other students and faculty members who may have witnessed the infraction. The student shall be

allowed to have other students or faculty called in who would possibly support his/her side of the story and place such conduct in what he/she deems to be the proper context.

In all instances of suspension, parents shall be notified by telephone if they can be reached with reasonable effort and by letter from the principal sent on the day of suspension. During any period of out-of-school suspension, the student shall not be permitted to be on school grounds or attend or participate in any school-related activity including band, athletics, chorus, strings, etc.

In the event the suspension occurs during the last ten (10) days of any term or semester, the student shall be permitted to take such final examinations or submit such required work as would be necessary to complete the course of instruction for that semester or term, provided that all work is completed after the regular school day.



## **Parental Assistance Program**

***Parents of students who are having serious disciplinary problems may be asked to come to the school and to attend classes with their child/children during an entire day in order to monitor conduct and establish new behavioral patterns.***

## **Expulsion [JDE]**

Expulsion is the total exclusion of the student from participation in or attendance at any school-related activity. The school board shall be the sole authority to expel a student from school. A student who has been expelled by the school board from the Lauderdale County School District must apply in writing to the board for possible readmission. Requests for readmission must be sent to the Superintendent of Education. The school board, on recommendation of the Superintendent or his/her designee, may expel or exempt students from attendance in accordance with the provisions of the statutes of the State of Mississippi.

## **Exclusion of students against whom court charges have been filed**

Under certain circumstances, the Superintendent may exclude students from school until the charges against them have been disposed of by the courts.

## **Enrollment of students suspended or expelled from other school systems**

Schools in the Lauderdale County School District shall not enroll nonresident students from other school systems while said students are under suspension or after they have been expelled.

## **DRUG, ALCOHOL, AND TOBACCO USE [EBAB, GBRM, JCDAC]**

The Lauderdale County School District prohibits the use or possession of weapons, illegal drugs, and alcohol; and will cooperate with all law enforcement officers to control its possession or use on school property. **Any student with a felony drug charge will be expelled.**

Public school officials may conduct unannounced searches of school property such as students' lockers.

## **Drug use:**

No pupil attending school or attendance center in this district shall be permitted to carry upon his person or in any other manner or have in his possession in any way alcoholic beverages, paraphernalia, morphine, marijuana, cocaine, opium, heroin, or their derivatives or compounds, drugs commonly called LSD, "pep" pills, tranquilizers, or any other narcotic drug, barbiturate, substance ingredient or compound which, when taken orally, intravenously, inhaled or in any other manner, may cause the person to be under the influence thereof; and no pupil shall use any of the same at any attendance center of this school district. The provisions of this policy shall not apply to any pupil who is under the care of a licensed physician and who is taking medication which is under the supervision and direction of such physician. Prescription medication should be sent to school in original prescription bottle that is labeled with the child's name, date, and name of medication. Upon receipt of medication, school personnel must count medication and document on the medication log. All prescription medicines will be kept under lock and key in a location designated by the principal.

**Drug abuse:**

Students shall also be notified that any person addicted to or dependent upon a controlled substance may seek advice concerning such problems and information as to where they may obtain treatment and rehabilitation from:

- A medical practitioner or hospital
- College or university counseling bureaus
- Counselors or teachers in elementary, junior and high schools
- Ordained and licensed ministers
- Staff members or drug treatment center

**Alcohol and tobacco use:**

No student regardless of age, shall possess, consume, purchase, or distribute any alcoholic beverage or tobacco products (a) on school property, (b) at any place where an interscholastic athletic contest is taking place, (c) during the course of any field trip, or (d) during the course of any trip or activity sponsored by the Board of Education or under the supervision of the Board of Education or its authorized agents.

**ELECTRONIC DEVICES/OTHER PROHIBITED ITEMS**

1. Electronic Devices: Radios, tape players, iPods, MP3 players, compact disc players, video games, pagers, tapes, etc. will be taken.
2. Candy and other food items should not be brought to school to sell or exchange without principal's approval.
3. No weapons (*real or toy*) should be brought to school. Brass knuckles and box cutters are considered weapons in the Lauderdale County School District and should not be brought to school.
4. Any other items that will be disruptive to the learning process. These items include trading and playing cards, dice and other gambling paraphernalia, matches and lighters, and large sums of money not designated for school activities.

Students should bring only school supplies. The teacher or principal will contact parents if students are to bring other items.

## **SECTION 9 - DRESS CODE POLICY [JCA]**

**DRESS CODE [JCA]**

There is a definite relationship between good dress habits, good work habits, and proper student behavior; therefore, dress and grooming of students are proper concerns of school administrators and teachers. The school district recognizes that parents and students share the responsibility for proper student dress and appearance. Any type of dress that attracts undue attention to the student and creates a disturbance in the school is in bad taste and is not acceptable.

## **DRESS CODE [JCA] continued.....**

The school district has established the following guidelines to aid parents and students in selecting the proper dress.

All students should use maturity and common sense in choosing their school attire. Cleanliness and overall hygiene should be practiced at all times; and hair should be clean, combed, and out of eyes.

All students are required to wear shoes.

Wearing earrings in pierced ears is acceptable. If any other part of the body is pierced, no instruments or jewelry may be worn in the exposed body part.

**Any type of clothing or accessories that are, in the opinion of the principal, obscene or suggestive is not acceptable. Clothing must be worn properly.**

### **STUDENTS:**

***Tops/Shirts for each school will vary:***

**School Colors below:**

**Clarkdale:** *maroon, gray, or white*

**Northeast:** *red, white, or gray*

**Southeast:** *red, white, or royal blue*

**West Lauderdale:** *red, white, or black*

Undershirts must be white or the **same** color as the approved school colors.

#### **Styles**

Short or long sleeve polo  
Short or long sleeve oxford/blouse  
Sweaters

#### **Notes**

Jumpers for elementary students  
Shirts must be worn tucked into the pants on all boys  
(Exceptions may be made based on the principal's discretion)  
Sweaters must be worn over an approved top  
Only pre-approved school logos will be allowed on tops

#### **Prohibited**

No brand logos  
No denim  
No sleeveless tops  
No label, insignia, print, writing, or monogramming may appear on tops (other than the school insignia/logo)  
No head covering, such as caps, hats, hoods for grades K-12

**Bottoms for Clarkdale, Northeast, Southeast and West Lauderdale**

**Solid color-khaki or black**

"Dockers" style pants  
Pleated  
Flat front  
"Dockers" style shorts  
Pleated  
Flat front

Skirts/Skorts  
Pleated  
Flat front  
Capris  
Pleated  
Flat front

### Notes

Pants must be worn with a belt through the belt loops and properly fastened.  
Belts must be worn with skirts/skorts/pants if belt loops are present on the skirts/skorts/pants.  
All bottoms must be hemmed.  
Pants must fit properly and cannot be more than one size too big.  
Skirts, skorts, and shorts must not exceed 4 inches above the knee.

### Prohibited

- ✓ **No** flair legs
- ✓ **No** spandex, polyester, or other tight fitting bottoms
- ✓ **No** warm up suits
- ✓ **No** over-length styles
- ✓ **No** sagging
- ✓ **No** holes, cuts, or tears are permitted

### Footwear

#### Notes

All shoes must be properly tied or fastened.

#### Prohibited

- ✓ **No** house shoes/slippers/shower shoes / "heelies"

### Jackets

#### Notes

Jackets can be no longer than mid-thigh.  
Lightweight jackets/sweaters should be in **school colors [See page 61] (or solid black or solid khaki)**.  
School letter jackets are allowed.  
All jackets and coats must be in **school colors [see page 61] (or solid black or solid khaki)**.  
There can be no lettering on this outer wear. The logo on any jackets or coats can be no larger than two inches.

#### Prohibited

- ✓ **No** Dusters / Long coats

### Exceptions to the dress code

Students may wear an approved top that associates that student with an athletic team or activity group on a given day that corresponds with an event associated with a team sport or activity.  
Students may wear approved apparel other than the approved dress code on days associated with special school functions or activities designated by the administration.

### **Accessories**

All guidelines concerning accessories are covered in the student handbook.

***In all instances, the style and manner in which clothing is worn and the way in which clothing fits, will determine the appropriateness or inappropriateness of the dress code.***

***Students violating the dress code will not be allowed to attend class until appropriately dressed.***

**NOTE: If a student chooses to wear shorts to school, it is the responsibility of the parents and the students to select and purchase shorts that are appropriate for school. This means that the parents and students should choose the appropriate style and check the length to insure that they are at a minimum – no more than four inches from the tops of the knees. If a student wears shorts that are shorter than this length, the student will be asked to change. This notice also applies to the length of girls' skirts and dresses.**

**Students who do not follow the dress code will be disciplined as follows:**

- For the first violation, the student will receive a warning and must adhere to the dress code before returning to class.
- For the second and all subsequent violations, the student will be put in in-school suspension.

### **New Students**

- Upon enrollment during the school year, a student will have 5 school days in which to comply with the dress code. (Administration may grant additional time due to extenuating circumstances)

## **SECTION 10 - ENROLLMENT [JBA, JBB, JBC, JGCB]**

### **ENROLLMENT REQUIREMENTS [JBA,JBB,JBC,JGCB]**

#### **Kindergarten**

A student who is five years of age on or before September 1 may enter kindergarten. The following forms are required upon registration. Students may **not** enter school without the following:

1. Certified Birth Certificate
2. Immunization Form (May be obtained from a physician, County Health Department, and NAS Medical Facility)
3. Residency Verification (filed homestead exemption application or automobile registration and 2 other documents)
4. Social Security Card

## ENROLLMENT REQUIREMENTS [JBA,JBB,JBC,JGCB] continued....

### **First Grade**

State law requires that a child must be six years of age on or before September 1 of this school year to be able to enter first (1) grade. The following forms are required upon registration:

1. Certified Birth Certificate
2. Immunization Form (May be obtained from a physician, County Health Department, and NAS Medical Facility)
3. Residency Verification (filed homestead exemption application or automobile registration and 2 other documents)
4. Social Security Card

### **Enrollment and Assignment of Students**

Expulsion Notice: A child or parent must now indicate on the registration form if the child has been expelled from any public or private school or is currently a party to an expulsion proceeding. If the Cumulative Record or application shows that the child has been expelled, the District may deny admission until the Superintendent or his designee has reviewed the record and determined that the child has participated in successful rehabilitative efforts including progress in an alternative or similar program.

Temporary Admission: If a child is a party to an expulsion proceeding, the child may be admitted to school pending final disposition of the proceeding. If it results in expulsion, the school may revoke admission.

Denial of Admission for Violent/Other Acts: If the child was expelled or is a party to an expulsion proceeding for an act involving violence, weapons, alcohol, illegal drugs or other activity which may result in expulsion, the District is not required to grant admission or enrollment before one calendar year after the date of expulsion. 37-15-9 Mississippi Code Annotated of 1972.

### ***Enrollment of Homeless Students***

The District will immediately enroll homeless children and youth. Unaccompanied youth must also be immediately enrolled in school: they may either enroll themselves or be enrolled by a parent, non-parent caretaker, older sibling or the homeless liaison.

*(See Homeless Children and Unaccompanied Youth Policy for more details)*

## **SECTION 11 - GRADUATION OPTIONS**

### **GRADUATION REQUIREMENTS [IHF]**

On December 13, 2002, the State Board of Education passed policy IHF-2, a change to graduation requirements. Beginning in school year 2001-02, all Subject Area Testing Program tests count for graduation. A student's graduation requirements are determined by the year he/she enters the 9<sup>th</sup> grade.

### **Subject Area Testing**

- Students will not be required to pass any end-of-course Subject Area Test in a course for which the Carnegie unit was earned by the student in a Mississippi public school prior to the 2001-02 school year.
- Students entering a Mississippi public school will not be required to pass any end-of-course Subject Area Test in a course for which the school accepts Carnegie units earned by the student in a public school of another state as fulfilling the requirements for a Mississippi high school diploma.
- Students entering a Mississippi public school will not be required to pass any end-of-course Subject Area Test in a course for which the school accepts Carnegie units earned by the student in a private school as fulfilling the requirements for a Mississippi high school diploma, provided the private school is accredited regionally or by the state of Mississippi.
- Students entering a Mississippi public school will be required to pass any end-of-course Subject Area Test in a course for which the school accepts Carnegie units earned by the student in a private school as fulfilling the requirements for a Mississippi high school diploma if the private school is not accredited regionally or by the state of Mississippi.
- Students entering a Mississippi public school will be required to pass any end-of-course Subject Area Test in a course for which the school accepts Carnegie units earned by the student through home schooling as fulfilling the requirements for a Mississippi high school diploma.
- Any Mississippi public school student who fails to pass a required Subject Area Test will be offered a chance to retake the test three times each year until a passing score is achieved.
  - At or near the end of the fall semester,
  - At or near the end of the spring semester, and
  - At or near the end of summer school
- Any Mississippi public school student shall not be awarded Carnegie unit credit unless the core objectives identified in the Mississippi Curriculum Framework have been mastered. Passage of the required Subject Area Test is a separate requirement towards graduation and shall not be criteria for awarding Carnegie unit credit.

### **Graduation Credits for Students**

Beginning with the 2006-2007 graduating class, students on a seven-period day, twenty-seven (27) Carnegie units are required for graduation. For students on a four by four schedule, thirty (30) Carnegie units are required for graduation. This refers to both diploma options.

### **GRADUATION PRACTICE**

In order to take part in graduation ceremonies, a student must attend the graduation practices as set up by the principal or class sponsors.

## GRADUATION OPTIONS

"State Board Policy 3804 provides for an "Additional Assessment Options" for students to meet the graduation requirements related to passing high school end-of-course exams outlined in the State Board Policy 3803. Students are now able to meet the Subject Area Testing Program (SATP) graduation requirements through these approved alternative measures."

- (1) Additional Graduation Options: State Board Policy 3803 contains the following revision effective for students enrolled in the 2014-2015 school year:
  - (a) Beginning with school year 2014-2015, students shall graduate by passing the course and meeting one(1) of the following options:
    - (i) Passing the applicable end-of-course Subject Area Test;
    - (ii) Using options outlined in State Board Policy 3804;
    - (iii) Using the end-of-course Subject Area Test score with the overall course grade based on the Concordance Table for each of the four end-of-course Subject Area Test as provided to the school districts by the Mississippi Department of Education (MDE). (Students must be enrolled in school in order to utilize this option.)
  - (b) Beginning with school year 2015-2016, in addition to (a) as previously discussed, all students enrolled may achieve a combined minimum score from the end-of-course Subject Area Test to meet the requirement for graduation in lieu of passing the applicable end of course Subject Area Test.
  - (c) Beginning with school year 2016-2017, all students enrolled in an end-of-year course Subject Area Test course for the first time must participate in the assessment in order to earn the Carnegie Unit. The assessment score will constitute 25% of the student's final grade in the course. Any Mississippi public school student who fails to pass a required end-of-course Subject Area Test, prior to school year 2016-2017, will be offered opportunities to retake the test.

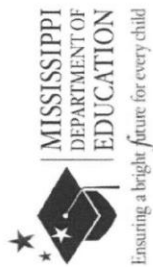
**Graduation Options Quick Reference Chart for the Subject Area Testing Program Requirements**

Assessment Options	Algebra I	Biology I	English II	U.S. History
ACT	17 (ACT Math Sub Score)	17 (ACT Science Sub Score)	17 (ACT English Sub Score)	17 (ACT Reading Sub Score)
Dual Credit / Dual Enrollment	C or higher in MAT credit-bearing course	C or higher in BIO credit-bearing course	C or higher in ENG credit-bearing course	C or higher in HIS credit-bearing course

The Graduation Options listed below are applicable to any Subject Area Testing Program assessment.

ASVAB + MS -CPAS or Industry Certification	Must have an ASVAB AFQT Score of 36 plus one of the following:  1. CPAS score that meets the attainment level assigned by Federal Perkins requirements (60 combined year 1 and year 2 scores) OR 2. Industry certification attainment based on industry standards
ACT WorkKeys + MS-CPAS or Industry Certification	WorkKeys Silver Level plus one of the following:  1. CPAS score that meets the attainment level assigned by the Federal Perkins requirements (60 combined year 1 and year 2 scores) OR 2. Industry certification attainment based on industry standards





## Concordance Tables for SATP2 for Use with State Board Policy 3803, Option 2(c)

Note for all Concordance Tables:

**Pass** indicates the student meets the graduation requirements for Option 2(c).

**Fail** indicates the student does **not** meet the graduation requirements for Option 2(c).

Concordance Table: Algebra I SATP2				
Course Grade	Scale Score Range			
	646-644	643-642	641-639	<639
D	Pass	Fail	Fail	Fail
C	Pass	Pass	Fail	Fail
B	Pass	Pass	Pass	Fail
A	Pass	Pass	Pass	Fail

Note: Cut score is 647.

Concordance Table: Biology I SATP2				
Course Grade	Scale Score Range			
	644-640	639-637	636-635	634-632
D	Pass	Fail	Fail	Fail
C	Pass	Pass	Fail	Fail
B	Pass	Pass	Pass	Fail
A	Pass	Pass	Pass	Fail

Note: Cut score is 645.

Concordance Table: English II SATP2				
Course Grade	Scale Score Range			
	644-641	640-639	638-637	636-635
D	Pass	Fail	Fail	Fail
C	Pass	Pass	Fail	Fail
B	Pass	Pass	Pass	Fail
A	Pass	Pass	Pass	Fail

Note: Cut score is 645.

Concordance Table: U.S. History SATP2				
Course Grade	Scale Score Range			
	640-637	636-635	634-633	632-631
D	Pass	Fail	Fail	Fail
C	Pass	Pass	Fail	Fail
B	Pass	Pass	Pass	Fail
A	Pass	Pass	Pass	Fail

Note: Cut score is 641.

## How to Use the Concordance Tables

- Step 1. Identify the appropriate Concordance Table for the course (i.e., Algebra I, Biology I, English II, or U.S. History).
- Step 2. Identify the student's final passing course grade for the class (i.e., A, B, C, or D).
- Step 3. Identify the student's highest scale score on the corresponding SATP2 assessment.
- Step 4. Using the appropriate Concordance Table, identify if the combination of course grade and test score meet on a "Pass" or "Fail" cell.

**Example:** Student A earned a 77 final course grade in U.S. History and has taken the SATP2 test in U.S. History three times, earning the following scale scores: 632 in May 2014; 640 in September 2014; 638 in January 2015.

- Step 1. Use the U.S. History Concordance Table.
- Step 2. Student A's final passing course grade for the class is a 77, which is a **C** based on district policy.
- Step 3. Student A's highest scale score U.S. History SATP2 scores is **640**.
- Step 4. Following the column for a **640** scale and the row for a **C** course grade, the combination meets on a "Pass" cell. Student A **MEETS** graduation requirements.

Concordance Table: U.S. History SATP2			
Course Grade	Scale Score Range		
	640-637	636-635	632-631 <631
D	Pass	Fail	Fail
C	Pass	Pass	Fail
B	Pass	Pass	Fail
A	Pass	Pass	Pass

Note: Cut score is 641.

Note for all Concordance Tables:

**Pass** indicates the student meets the graduation requirements for Option 2(c).  
**Fail** indicates the student does not meet the graduation requirements for Option 2(c).

## SECTION 12 - HOMELESS POLICY [IB, JAA, JBCCA, JQN]

### EDUCATION OF HOMELESS CHILDREN AND UNACCOMPANIED YOUTH [ ]

The Lauderdale County School District, in compliance with the McKinney-Vento Homeless Assistance Act (McKinney-Vento Act), as reauthorized by the *No Child Left Behind Act of 2001* (Public Law 107-110), shall ensure that all homeless children and youth, including preschool-aged children, are provided with equal access to free appropriate education programs. Homeless students will have access to the education and other services that they need in order to have an opportunity to meet the same challenging State of Mississippi academic achievement standards to which all students are held.

Homeless children and youth will not be segregated from the mainstream school environment on the basis of their homelessness. The District will ensure that homeless children and youth are protected from discrimination and harassment on the basis of their homelessness. The District will make reasonable efforts to identify homeless children and unaccompanied youth of school age within the district and eliminate barriers in District policies or practices that would prevent them from receiving an education.

#### Definitions

- A. The McKinney-Vento Act defines “homeless children and youth: as individuals who lack a fixed, regular, and adequate night-time residence. The term includes:
1. Children and youth who are:
    - a. sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as *doubled-up*);
    - b. living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
    - c. living in emergency or transitional shelters;
    - d. abandoned in hospitals;
    - e. awaiting foster care placement;
    - f. children and youth who have a primary night time residence that is a private or public place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
    - g. children and youth who are living in a cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar setting; and
    - h. migratory children and youth who are living in circumstances described above.
  2. Unaccompanied youth: a youth not in the physical custody of a parent or guardian, who meets the definition above.
  3. Enroll and enrollment: attending school and participating fully in school activities.
  4. Immediate: without delay.
  5. Parent: a person having legal or physical custody of a child or youth.
  6. School of Origin: the school the child or youth attended when permanently housed, or the school in which the child or youth was last enrolled.
  7. Liaison: the staff person designated by the Lauderdale County School District as the person responsible for carrying out the duties assigned to the liaison by the McKinney-Vento Act.

#### Identification

In collaboration with school personnel and community organizations, the liaison will work to identify homeless children and unaccompanied youth in the district.

# SECTION 13 - INTERNET POLICY [I,J]

## INTERNET POLICY [I,J]

### **Lauderdale County School District Acceptable Computer/Network/Internet Use Policy**

**Introduction:** The goal of the Lauderdale County School District in providing network services to teachers, staff, and students is to promote educational excellence by facilitating resource sharing, innovation, and communication. The Internet is an electronic communications network that provides vast, diverse, and unique resources.

The purpose of providing these resources is to improve learning, teaching through research, teacher training, collaboration, dissemination, and the use of global communication resources. Lauderdale County School District provides computer equipment, computer services, and Internet access to its students and staff for educational purposes only. The guidelines in this document are there to help facilitate this goal and they must be adhered to by all who access the network.

**Acceptable Use:** The use of Lauderdale County School District's network/Internet is to support research and education in and between schools and academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of the network/Internet must be in support of education and research and consistent with the educational objectives of Lauderdale County School District.

- Transmitting, accessing, or retransmitting any material(s) in furtherance of any illegal act or conspiracy to commit any illegal act in violation of local, state, or federal law or regulations and/or school district policy is prohibited. This includes, but is not limited to copyrighted materials, threatening or obscene materials, harassing, pornographic or materials protected by trade secret.
- Users will not post chain letters or engage in "spamming" (that is sending an annoying or unnecessary message to large numbers of people).
- Users shall not access, transmit, or retransmit any material that promotes violence or the destruction of property by devices including, but not limited to, the use of firearms, explosives, fireworks, smoke bombs, incendiary devices, or other similar materials.
- Use for commercial activities by for-profit institutions is generally not acceptable.
- Use for product advertisement or political lobbying is also prohibited.
- Users shall not use the network for any illegal activity including, but not limited to, unauthorized access including hacking.
- Attempting to bypass network controls and filters by any means is prohibited.
- Unapproved remote access to the LCSD network is strictly prohibited.
- Users shall not use the passwords of others to access the network or any other electronic communication or telecommunication services unless approved by the site administrator, district technology staff, or the superintendent.

**Privileges:** The use of Lauderdale County School District services is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. The site and/or network administrator(s) will deem what is inappropriate use, take appropriate action, and determine consequences. Also, the site and/or network administrator(s) may deny access at any time as required. Users should report any security issue of a questionable nature to the proper site or network administrator.

**Filtering:** Lauderdale County School District is CIPA (Children's Internet Protection Act) compliant. The Children's Internet Protection Act (CIPA) is a federal law enacted by Congress to address concerns about access to offensive content over the Internet on school and library computers. CIPA imposes certain types of requirements on any school or library that receives funding for Internet access or internal connections from the E-rate program – a program that makes certain communications technology more affordable for eligible schools and libraries. In early 2001, the FCC issued rules implementing CIPA. In accordance with CIPA, Lauderdale County School District utilizes several different forms of filtering and network monitoring devices. However, users must also recognize that no filtering system is perfect, and that in the event inappropriate material is accessible, the District shall not be held liable. Accessible inappropriate material should be reported immediately to your site administrator or network administrator.

**Etiquette (Network Etiquette)**

The use of access requires that you abide by accepted rules of network etiquette. These include, but are not limited to the following:

**\*BE POLITE.** Do not send abusive or harassing messages to ANYONE.

**\*USE APPROPRIATE LANGUAGE.** In all messages, do not swear or use vulgarities or any other inappropriate language. Anything pertaining to illegal activities is strictly forbidden. (Note that E-mail is not guaranteed to be private. Messages relating to or in support of illegal or violent activities must be reported to authorities and appropriate action will be taken.)

**\*PRIVACY.** Do not reveal or provide the personal address, phone number, or other information about yourself or any other person. Lauderdale County School District will not disclose any personal information about students. Any user will immediately report to the LCSD any attempt by other internet users to engage in inappropriate conversations or personal contact. The system administrators and approved staff are required to monitor activity on all devices accessing the LCSD network. There should be no expectation of privacy on any device accessing the LCSD network. Any information on your school computer/email is LCSD property and may be searched at any time without notice.

**\*CONNECTIVITY.** Do not use the network in such a way that would disrupt the use of the network by others. Users should not use the district network with activities that put a strain on network resources and bandwidth such as: online games, music, running resident programs such as chat, instant messenger service (AOL, MSN, Yahoo, etc.) All use should serve an instructional purpose and be educational in nature.

**\*EDUCATION.** Lauderdale County School District staff will educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act. The training provided will address:

I. The Standards and acceptable use of Internet Services as set forth in the Lauderdale County School District's Internet Safety Policy.

II. Student safety with regard to:

- a. Safety on the Internet;
- b. Appropriate behavior while online
- c. Cyberbullying awareness and response.
- d. Safe and appropriate use on social networking websites and in chat rooms while away from school.

**Services:** Lauderdale County School District will not be responsible for any damages you may suffer. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained via Lauderdale County School District network services, is at your own risk. Lauderdale County School District denies any responsibility for the accuracy or quality of information obtained through network services.

#### **Use of Personal Devices**

Use of personally owned equipment will be evaluated on a case by case basis. Users must first notify the Computer Department of such anticipated use. Any device that accesses the district network must be approved by the Computer Department and meet minimum standards with regards to anti-virus and spyware protection prior to use. This includes, but is not limited to personal computers, notebooks, laptops, tablets, e-Readers, Internet capable phones, and other devices. LCSD or its employees will not be held liable for any damage, theft or loss of personally owned equipment. Users will assume all risks associated with the use of the personally owned equipment within the LCSD and on the LCSD network. LCSD computer department will not be responsible for the upkeep or maintenance of personal devices used on the network.

**Maintenance:** Users agree not to allow anyone to work on Lauderdale County School District computers and network equipment without the permission of the District Technology Staff. This includes but is not limited to, unapproved installation of software, hardware, or network devices/cabling.

**Security:** Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem within the Lauderdale County School District network, you must notify a system administrator either in person or via the network. Do not demonstrate the problem to other users. Do not use forged messages or post anonymous messages. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Lauderdale County School District network services. Under no conditions should a user provide his/her password to another person or use another person's password.

**Email and Messaging:** Lauderdale County School District will retain district email on our server for a period of no more than three years. All email older than three years will be purged and deleted from our servers and no longer available. Email will be purged and deleted at the end of every month.

**Vandalism: [EBCA, JCBD] Vandalism** may result in cancellation of privileges and/or criminal prosecution. This includes, but is not limited to, contamination, deletion or reconfiguration of data or degradation of system performance in any way.

**NOTE:** The Lauderdale County School District will fully cooperate with local, state, or federal officials in any investigation related to illegal activities conducted through the user's internet account or access to the district network.

(Revised and Adopted on Nov. 2003)

(Revised May 2010)

(Revised May 2012)

## **SECTION 14 - MEDICAL**

### **COMMUNICABLE DISEASES AND INFECTIONS [JGC]**

The law provides the school district the power to exclude any student suffering from contagious or infectious diseases. Each staff member has the responsibility to observe students and notify the principal of any student suspected of having an infectious or contagious disease. Students with the following diseases/infections must inform the school administration for assistance with procedures that must be followed regarding return to school:

Lice	Chicken Pox	German Measles	Staph
Red Measles	Mumps	Mononucleosis	
Scarlet Fever	Hepatitis	Ringworm	
Conjunctivitis (pinkeye)	Impetigo	Scabies	
Methicillin-resistant staphylo- coccus aureus (MRSA)			

#### **Head Lice**

If a child has head lice, the following procedures will be taken:

- One consecutive occasion is defined by the Mississippi Department of Health as initial treatment for live bugs and/or nits with a follow-up treatment in 7-10 days as noted on the Pediculosis School referral form.
- Parents will be notified to pick up their child at school, if deemed necessary.
- After proper treatment with a killing product and removal of nits, the child may return to school.
- Upon his/her return to school, an empty box, bottle or box top from the louse killing product used should accompany him/her. The child will be checked to ensure proper treatment was administered prior to allowing the child to return to his/her classroom.
- If a product requires a re-treatment, a re-treatment date should be scheduled for seven (7) days later and proof should be sent to the school.

According to House Bill 154, passed in the 1997 Legislative Session:

“If a student in any public elementary or secondary school has had head lice on three (3) consecutive occasions during one (1) school year while attending school, or if the parent of the student has been notified by the school officials that the student has had head lice on three (3) consecutive occasions in one (1) school year, as determined by the school nurse, public health nurse, or physician, the principal/administrator shall notify the county health department of the recurring problem of head lice with that student.

### **Returning to school**

The principal may require a written note from the student's family doctor or public health department for a student returning to school after having a communicable or infectious disease.

### **Fever over 101**

Students must be fever free for over 24 hours.

## **MEDICATION POLICY K - 12 [JGCD]**

Medication shall be administered to students with chronic conditions such as asthma, diabetes, seizures, and any students requiring emergency medication provided the policies and procedures below are followed at all times.

It is the position of the Lauderdale County Schools that all other medication should be given by parents when it is at all possible. It is desirable for most medication to be administered before and after school, but it is realized that this is not always possible. However, should medication be administered at school by school staff, the following policies and procedures must be followed:

- 1) A Parental Authorization for Administration form must be submitted by the parent with specific instructions. If the medication is a prescription drug, written instructions from the prescribing physician must be received and filed by office personnel or school nurse.
  - Asthma Action Plan i.e. Inhaler/Nebulizer
  - Allergy Action Plan i.e..Benadryl, Epi Pen
- 2) All medication must be kept under lock and key in a location designated by the principal.  
\*\*Unless written documentation from Physician authorizing the student to carry and self administer needed medication.
- 3) A record card shall be attached to all prescription drugs showing the time when the medication was given to the student, by whom, the amount given, and the date. (This card shall be kept in a permanent place for documentation.)



## **MEDICATION POLICY K - 12 [JGCD] continued.....**

- 4) All medicines shall be delivered to the school Health Office by the parent in the original container in which the medicine was sold. Medicine will not be transported between home and school on a daily or weekly basis. Prescription medications should be brought to school in original prescription bottle that is labeled with the child's name, date, and name of medication. Upon receipt of medication, school personnel must count medication and document on the medication log.
- 5) If medication requires equipment for administration (i.e., cup, spoon, dropper), the parent is responsible for supplying the equipment, labeled with the student's name.
- 6) When medication is discontinued or at the end of the school year, medication not taken home by the parent will be disposed of by school staff.

Under no circumstances shall any staff member prescribe any medication to a student or employee of the Lauderdale County School District.

### **NOTE:**

**See Parental Authorization for Administration of Medication Form located in the back pages of this book.**

## **IMMUNIZATION**

Immunizations recommended by the State Department of Health in the form of a certificate from the examining physician or the County Health Department are required.

All students entering the seventh grade must have a Certificate of Vaccination issued by the health department or physician verifying that they have received a recent Tdap vaccination (at age seven or later) **prior** to entering school.

## **FIRST AID [JGFG]**

**First-aid is the immediate and temporary care given a victim of an accident or one who becomes suddenly ill, until the services of a physician can be obtained.**

1. All injuries must be reported to the proper authorities.
2. All teachers should have access to first-aid supplies.
3. The principal's office or school nurse's office has first-aid supplies on hand.
4. In the event a student gets sick or is involved in an accident on a school conducted trip, he/she will be cared for at the discretion of the person in charge.
5. In the event a student is involved in an accident while at school, the school will decide on the necessity of administering first-aid and/or having the child transported to the doctor or hospital. The decision will in no way obligate the school to pay doctor or hospital bills.

## **SECTION 15 -RESIDENCY**

### **RESIDENCY REQUIREMENTS [JBC]**

In July 2002, the School Board adopted a policy that ALL students will establish residency annually by providing at least 2 of the documents listed below. All new students or any student who has changed their legal residence with their parent(s) or guardian(s) will verify residency as follows:

Every student must provide at least two of the following items:

- Homestead Exemption application
- State of Mississippi Road and Privilege Tax
- Registration Receipt (Vehicle Tag Receipt)
- Mortgage documents or property deed
- Apartment or home lease
- One utility bill
- Affidavit and/or personal visit by a designated school district official
- Any other documentation that will objectively and unequivocally establish that the parent or guardian resides within the school district; and, in the case of a student living with a legal guardian who is a bona fide resident of the school district
- Certified copy of filed petition for guardianship, if pending, and final decree when issued.

Other procedures apply to students who are homeless or who live with adults other than parents or legal guardians. Enrollment may not be denied or delayed due to the lack of any document normally required for enrollment, including: proof of residency [See Homeless Policy]

### **ADDRESS CHANGE**

Inform student personnel if you change your address or telephone number during the school year. Proof of residence must be furnished.

## **SECTION 16 -SAFETY**

### **CORRIDOR COURTESY [JAC]**

1. All students are responsible to all adults at all times.
2. Keep corridors open to traffic by walking to the right. DO NOT BLOCK TRAFFIC BY STANDING IN GROUPS.
3. Pass through corridors quietly. Be considerate of others in the hall and classrooms.
4. Discard trash in the containers provided. Keep the school clean by picking up paper from the floors.
5. Leave the school building within 15 minutes after dismissal unless under the supervision of a teacher.
6. Students must sign out from their classroom when leaving for any reason during the class period.
7. Students should not be in the hallways during class time.

## **CRIME STOPPERS**

Lauderdale County School District students can report information about any situation that they believe could endanger the safe operation of their school. The information can be given anonymously by calling Meridian/Lauderdale County Crime Stoppers at **601-485-1860**. The caller remains anonymous and can earn up to a \$1000 cash reward when authorities are able to prevent a crisis situation due to the information provided by the caller.

## **MISSISSIPPI SCHOOL SAFETY ACT OF 2001 [JCB]**

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

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

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

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

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

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

**MS STATE LAWS: PREVENTION OF SCHOOL VIOLENCE ACT SENATE BILL 3349  
PROHIBITION OF WEAPONS ON SCHOOL PROPERTY [JCB, JCBE, JCBF]**

1. **Educational Property.** Any public or private school building or bus, public or private school campus recreational area, athletic field, or other property owned or actually used or operated for school purposes.
2. **Student.** A person enrolled in a public or private school or a person who has been suspended or expelled within the last five (5) years from a public or private school, college, or university, whether the person is an adult or a minor.
3. **Switchblade Knife.** A knife containing a blade or blades which opens automatically by the release of a spring or a similar contrivance.
4. **Weapon** shall mean any of the following: gun, rifle, pistol or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive, BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshots, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades, any sharp pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation for food, instruction and maintenance of educational property.
5. It shall be a felony for any person to possess or carry whether openly or concealed, any gun, rifle, pistol or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive on educational property (this does not apply to a BB gun, air rifle, or air pistol). Any person violating this section shall be guilty of a felony and, upon conviction thereof, shall be fined not more than \$5,000.00 or imprisoned for not more than three (3) years or both.
6. It shall be a misdemeanor for any person to possess or carry whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors, and razor blades, and any sharp pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation for food, instruction and maintenance of educational property. Any person violating this section shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than \$1,000.00 or imprisoned not exceeding six (6) months or both.
7. It shall be a misdemeanor for any person to cause, encourage or aid a minor who is less than eighteen (18) years old to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), and any sharp pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation for food, instruction and maintenance of educational property. Any person violating this section shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than \$1,000.00 or imprisoned not exceeding six (6) months or both.

8. Exceptions to Weapons Prohibition. Include weapons used solely for educational or school sanctioned ceremonies, carried by persons as authorized by law, kept in a home school and used in organized shooting events as well as certain non-prohibited weapons in vehicles under parental control and used to transport a student and carried, concealed in whole or part, if going or returning from a legitimate weapon-related sports activity.

### **Enrollment and Assignment of Students**

Expulsion Notice: A child or parent must now indicate on the registration form if the child has been expelled from any public or private school or is currently a party to an expulsion proceeding. If the Cumulative Record or application shows that the child has been expelled, the District may deny admission until the Superintendent or his designee has reviewed the record and determined that the child has participated in successful rehabilitative efforts including progress in an alternative or similar program.

Temporary Admission: If a child is a party to an expulsion proceeding, the child may be admitted to school pending final disposition of the proceeding. If it results in expulsion, the school may revoke admission.

Denial of Admission for Violent/Other Acts: If the child was expelled or is a party to an expulsion proceeding for an act involving violence, weapons, alcohol, illegal drugs or other activity which may result in expulsion, the District is not required to grant admission or enrollment before one calendar year after the date of expulsion. 37-15-9 Mississippi Code Annotated of 1972.

### **Parental Responsibility**

Weapons Possession: A parent may be guilty of a misdemeanor and fined up to \$1,000.00 and/or up to six (6) months in the county jail for knowingly allowing a child (under 18) to have, own, or carry a concealed weapon. 97-37-13 Mississippi Code Annotated 1972.

General Responsibility for Child's Acts: The district's discipline plan must be given to students and parents must sign a statement verifying notice of the plan. The plan must include statements regarding parental responsibility and any parent, guardian, or custodian of a compulsory school age child who refuses or fails to perform any of the duties imposed, shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed \$3,500.00. 37-11-53 Mississippi Code Annotated 1972.

A parent, guardian, or custodian of a compulsory school age youngster enrolled in a public school district shall be responsible for any criminal fines brought against such student for unlawful activity occurring on school grounds (fine not to exceed \$3,500.00). 37-11-53 Mississippi Code annotated 1972.

Damages: The public school district is entitled to recover up to \$20,000.00 in damages in addition to any other recovery, from the parents of a child (7-17 years of age) who maliciously and willfully damages or destroys property belonging to the School District. 37-11-53 Mississippi Code Annotated 1972.

Attendance at Discipline Conference: Any parent, guardian, or custodian of a compulsory school age child who shall fail to attend a discipline conference to which such parent, guardian, or custodian has been summoned shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed \$250.00. 37-11-53 Mississippi Code Annotated 19

## **Reporting Requirements**

Teachers and School Employees: Any teacher or other school employee who has knowledge of any unlawful activity or violent acts which occurred on educational property or during a school-related activity shall report such activity or acts to the principal of the school who shall notify the appropriate law enforcement officials as required by this section. 37-11-29 Mississippi Code Annotated 1972.

Principals: 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, possession of a firearm in violation of a law, possession of a weapon in violation of a law, or possession of a controlled substance in violation of a law, the principal shall immediately report the act to the appropriate local law enforcement agency.  
37-11-92 Mississippi Code Annotated 1972.

Superintendents: The superintendent shall notify in writing the parent, guardian, or custodian, youth court and law enforcement of any expulsion of a student for criminal activity. 37-9-14 Mississippi Code annotated 1972.

The superintendent shall notify the youth court and local law enforcement by affidavit, of the occurrence of any crime committed by a student or students upon school property or during any school related activity, regardless of location and identity of the student or students committing the crime.

If any person charged with making reports as set out above, shall willfully fail, refuse or neglect to file any such report, he/she shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than \$1,000.00 or be imprisoned not exceeding six (6) months or both.

## **POLICY ON SEARCHES FOR ILLEGAL DRUGS ON SCHOOL PROPERTY [JCDA, JCDAC]**

**The Superintendent or his designee shall have the right to call upon law enforcement officials to assist school personnel in the general search of school property, including student lockers, for the possession and/or use of illegal drugs. Persons and cars/vehicles may be subject to search if there is reasonable suspicion.**

The law enforcement officers may, in their discretion, use dogs that are specially trained in locating illegal drugs; and, the law enforcement officers may use other non-invasive tools such as electronic devices, to assist them in their search for illegal drugs on school property.

In the event searches reveal the likelihood of the existence of illegal drugs in a specific location on school property, the school personnel shall immediately turn all further investigation over to law enforcement officers who will conduct the remaining investigation as the law provides. School personnel must cooperate with law enforcement officers during further investigation.

## **POSSESSION OF ILLEGAL DRUGS, ALCOHOL, AND WEAPONS [JCBH, JCDAE, JCDAE-2]**

The Lauderdale County School District prohibits the use or possession of weapons, illegal drugs and alcohol; and will cooperate with all law enforcement officers to control their possession or use on school property. Students in possession of these illegal items will be placed in the alternative school or be expelled.

Public school officials may conduct unannounced searches of school property such as students' lockers.

## **SEXUAL HARASSMENT [JB]**

In accordance with Title VII of the 1964 Civil Rights Act, as amended in 1972, Section 703, no student in the Lauderdale County School District shall be subject to sexual harassment.

It is the intent of the school district to maintain an environment free from sexual harassment of any kind. Unwelcomed sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited. Student-on-student harassment is also prohibited and should be reported to a teacher/administrator.

Complaints of violation of this policy may be made to the appropriate building administrator, without fear of reprisal. Should violations prove to be legitimate, the offending employee/student shall be subject to disciplinary action. Further, student-on-student harassment is a Step IV violation of the code of conduct. Should a student-on-student sexual harassment complaint prove to have merit, any student violating the policy will be disciplined accordingly.

## **THREATS/BULLYING/HARASSING/DISCRIMINATION [JDDA, JDDA-P]**

The Lauderdale County School District prohibits bullying and harassment in our schools. The school board believes that all students and employees are entitled to a safe, equitable, and harassment-free school experience. Bullying, harassment, or discrimination will not be tolerated and shall be just cause for disciplinary action. Proactive steps through character education programs, PBIS and classroom discussions will be taken in grades K-12 to prevent such aggressive behavior by students.

### **Definitions**

**"Bullying"** means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as: unwanted purposeful written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting, or dehumanizing gesture, by an adult or student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation, is carried out repeatedly and is often characterized by an imbalance of power.

*Bullying may involve, but is not limited to:*

- |                     |                  |                      |             |
|---------------------|------------------|----------------------|-------------|
| 1. unwanted teasing | 2. threatening   | 3. Intimidating      | 4. stalking |
| 5. cyberstalking    | 6. cyberbullying | 7. physical violence | 8. theft    |

## **PROCEDURES FOR PROCESSING A COMPLAINT [JDAA-P]**

Any student, school employee or volunteer who feels he/she has been a victim of bullying, harassing, or discriminating behavior, or has witnessed or who has reliable information that a student, school employee or volunteer has been subject of bullying, harassing, or discriminating behavior shall report such conduct to a teacher, principal, counselor or other school official. The report shall be made promptly but no later than five (5) calendar days after the alleged act or acts occurred. The school official shall complete a "Bullying/Harassing/Discriminating Behavior" complaint form which shall include the name of the reporting person, the specific nature and date of the misconduct, the names of the victim of the misconduct, the names of any witnesses and any other information that would assist in the investigation of the complaint. The report shall be given promptly to the principal or superintendent who shall institute an immediate investigation. Complaints against the principal shall be made to the superintendent and complaints against the superintendent shall be made to the Board Chairman.

The complaint shall be investigated promptly. Parents will be notified of the nature of any complaint involving their student. The District official will arrange such meetings as may be necessary with all concerned parties within five (5) working days after initial receipt of the complaint by the District. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing.

The District official conducting the investigation shall notify the victim and parents as appropriate when the investigation is completed and a decision regarding disciplinary action, as warranted, is determined.

If the victim is not satisfied with the decision of the District official, he/she may submit a written appeal to the Superintendent. Such appeal shall be filed within ten (10) working days after receipt of the results of the initial decision. The superintendent will arrange such meetings with the victim and other affected parties as deemed necessary to discuss the appeal. The superintendent shall provide a written decision to the victim's appeal within ten (10) working days. If the victim is not satisfied with the decision of the Superintendent, a written appeal may be filed with the Board. Such appeal shall be filed within ten (10) working days after receipt of the decision of the superintendent. The Board shall, within twenty (20) working days, allow the victim and parents as appropriate to appear before the Board to present reasons for dissatisfaction with the decision of the superintendent. The Board shall provide a written decision within ten (10) working days following the victim's appearance before the Board.

The Lauderdale County School District does not condone violence; however, according to the stipulation of Senate Bill 2015, the law recognizes the fundamental 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 menacing or threatening behavior through bullying or harassment.



## **Consequences**

Steps 2-6 are the consequences for bullying/harassment/intimidation as defined in the Discipline Ladder in the Student Handbook

## **THREATS/BOMB**

It is a felony under Mississippi Code Section for the false reporting of explosives in any private or public place. Verbally threatening to use explosives to cause damage to any school and/or physical harm will result in the student being charged with a felony. Any student who is seventeen years old or older will be processed in adult court.

## **UNSAFE SCHOOL CHOICE OPTION [JBCE]**

If an elementary or secondary public school is determined to be a “persistently dangerous school” as defined by the *No Child Left Behind Act*, the child will be allowed to attend a safe public elementary or secondary school with the district, including a public charter school. A “persistently dangerous school” is a public or charter school in which conditions during the past two years continually exposed its students to injury from violent criminal offenses.

## **VISITORS [KM]**

**All visitors must report to the main office to sign in.** They will be issued a visitor identification badge to be worn during the visit. Upon leaving the building or campus, visitors must report to the office to turn in the visitor identification badge and sign out.

Unauthorized persons shall not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering buildings or from loitering on school grounds. Such persons will be prosecuted to the full extent of the law.

## **Procedures for School Visitation**

Parents and other persons who wish to visit schools in the Lauderdale County School District must report to the school office for clearance. If visitors have received invitations from the school for special events such as grade level assembly program, they should follow the directions of the invitation.

Parents requesting to visit in classrooms should submit a written request to the principal at least twenty-four hours before the requested visit. Classroom request must be approved by the principal. The principal may waive the twenty-four hour requirement if he/she deems the waiver appropriate.

The principal shall have the right to deny visitation rights to any individual if, in the judgment of the principal, the visit might negatively affect the classroom procedures.

## **SECTION 17 - TRANSPORTATION**

### **AUTOMOBILES [JGFF]**

Students driving cars to school must park them properly in student parking lots or in marked spaces on street areas. All cars should be locked after arriving in the morning. Students are not to return to their cars during the day without written permission. Cars are not to leave the parking lot during the lunch hour and are not to be used for any purpose during lunch hours. Students are not to park in designated teacher or visitor parking spaces at any time during school hours (7:30 a.m. to 3:30 p.m.).

A permit is required for student parking on the campus. Permits may be obtained on a first-come basis, with seniors having first privilege.

STUDENTS MAY NOT SIT IN A PARKED AUTOMOBILE ON CAMPUS AT ANY TIME. WHEN STUDENTS ARRIVE AT SCHOOL, THEY ARE TO PARK THEIR AUTOMOBILES IN THE PROPER SECTION OF THE PARKING LOT AND COME DIRECTLY TO THE SCHOOL BUILDING.

### **Basic Rules and Disciplinary Procedures:**

**ALL VEHICLES NOT LEGALLY REGISTERED AND LEGALLY PARKED ARE SUBJECT TO BE TOWED AWAY AT THE OWNER'S EXPENSE AT ANY TIME. ALL SAFETY RULES OF THE ROAD MUST BE OBSERVED WHEN DRIVING ON CAMPUS.**

1. All vehicles parked illegally will be towed at the owner's expense, and parking privileges will be revoked.
2. Speeding or reckless driving will result in loss of driving privileges for a set period of time.
3. All drivers and front-seat passengers must wear seat belts. Failure to do so will result in loss of driving privileges for a set period of time.
4. Students must purchase a vehicle parking decal for the vehicle. The cost for a parking decal is \$10. If lost, parking decals will be replaced only once and there will be a \$5 replacement fee.

No middle school student is allowed to drive or keep a vehicle on campus.

### **Ross Collins Students**

Students will be allowed to drive or ride a bus to Ross Collins Vocational Center. The decision rests with the school principal. Students must return to their home campuses on time to go to the next scheduled class. Students who leave to go to Ross Collins at the end of the day may drive a car and may not return to the campus at the end of the day. Students will not loiter on campus between classes either going or returning to campus.

## **SCHOOL BUS [EDA, EDC, EDDB, JCDAD]**

School buses are school property; therefore, all rules and regulations of the school shall apply when students are being transported. The law holds the school bus driver responsible for keeping order on the bus.

Because of the school district's continuing efforts to provide safe transportation for all students, whether for a field trip, athletic function, a similar activity, or to and from home, students are expected to abide by the following standards of school bus behavior, in addition to the Code of Student Conduct. The bus driver is responsible for reporting to the principal on the proper discipline form.

1. Obey the bus driver at all times.
2. Stand off the roadway while waiting for the bus.
3. Be at the bus stop five minutes prior to a scheduled stop time.
4. Cross the roadway several steps in front of the bus.
5. Ride only on the assigned bus.
6. Board and depart at the assigned bus stop.
7. Act appropriately while waiting for the bus.
8. Give your proper name when requested by the bus operator or monitor.
9. Remain seated in assigned seats at all times when the bus is moving.
10. Remain silent at railroad crossing.
11. Refrain from bringing food, drinks, gum, and tobacco on the bus.
12. Refrain from displaying signs from the bus.
13. Refrain from using profane language or gestures.

### **SCHOOL BUS [EDA, EDC, EDDB, JCDAD] continued....**

14. Refrain from acts of vandalism.
15. Refrain from throwing any object from the windows of the bus.
16. Refrain from any conduct or behavior that interferes with the orderly, safe, and expeditious transportation of you or other bus riders.

Students may be filmed with video cameras at any time during their ride. The tapes may be utilized to determine violations of the Code of Student Conduct. Violations of these standards, the Code of Student Conduct, or any action or behavior by a student(s) to substantially distract the driver and causes or has the potential to cause a safety hazard on a moving bus may be the basis for suspension from school and/or expulsion from bus riding privileges.

Students who are enrolled in Alternative Classes and ride the bus must go to the designated place on campus. Failure to do so will result in dismissal from riding the bus. **[See Alternative School section of handbook]**

Rules for maintaining discipline on the bus shall also be applicable when transporting students to school-related activities such as athletic events and field trips.

In the event a student needs to ride home on a bus other than his/her regular bus, a written note signed by the parent or guardian must be presented to the principal for approval. Upon boarding the bus in the afternoon, the student should present the approved note to the bus driver.

The law prohibits parents/guardians from boarding the school bus without permission.

Fighting on the bus may result in suspension.

#### **Bus Infraction Consequences K – 12**

1st infraction	Principal determines the appropriate punishment
2nd infraction	3 days restriction from bus
3rd infraction	5 days restriction from bus
4th infraction	10 days restriction from bus

Principals will have the final decision regarding discipline matters.

Any subsequent infractions will result in restriction from riding the bus for the remainder of the year. If a student is restricted from riding his/her regular school bus, he/she is not allowed to ride on another bus route. Parents will be responsible for getting the student(s) to and from school.

## APPENDIX A-1

### GRADUATION REQUIREMENTS Career Pathway Option

#### SENIORS OF SCHOOL YEAR 2011-2012

<sup>1</sup> Compensatory Reading and Compensatory Writing shall not be included in the four English courses required for graduation. The two additional English credits must be from the student's program of study which includes Technical Writing, Creative Writing, English III, English IV, or any college-level dual credit courses.

<sup>2</sup> Compensatory Mathematics may not be included in the three mathematics courses required for graduation. Effective with eighth graders of 2008-2009, Pre-Algebra and Transition to Algebra may not be taken after a student completes Algebra I. For students pursuing the Career Pathway Graduation Option, at least one of the required mathematics courses must be above Algebra I and selected from the student's program of study. The allowable mathematics courses that can be taken which are higher than Algebra I are: Geometry, Algebra II, Survey of Mathematical Topics, Advanced Algebra, Trigonometry, Pre-Calculus, Calculus, AP Calculus AB, AP Calculus BC, Discrete Mathematics, Statistics, and AP Statistics, or any college-level dual credit courses. Effective with the eighth graders of 2004-2005, Pre-Algebra, Transition to Algebra, and Algebra I, may be taken in the eighth grade for Carnegie unit credit. Effective with the eighth graders of 2008-2009, Geometry may be taken in the eighth grade for Carnegie unit credit.

<sup>3</sup> For students pursuing the Career Pathway Graduation Option, at least one of the required science courses must be above Biology I and selected from the student's program of study. If a student's program of study allows, one unit may be in Concepts of Agriscience (AEST). A second science unit may be earned by completing a two course sequence selected from the following three options: Science of Agricultural Animals, Science of Agricultural Plants, or Science of Agricultural Environment. Two units may be in the following courses if the student completes the 2-course sequence: Agriscience I & II; Allied Health I & II; Health Science I & II, Aquaculture I & II; Forestry I & II; Horticulture I & II; Polymer Science I & II; Technology Applications I & II and Engineering I & II.

<sup>4</sup> Advanced placement U.S. History is accepted in lieu of the required U.S. History 1877 to Present. The third social studies credit should be selected based on the student's program of study.

<sup>5</sup> The credit earned for a State/Local Government course in any other state by an out-of-state transfer student who enters after the sophomore year can stand in lieu of Mississippi Studies or Mississippi State and Local Government. If the transfer student took a State/Local Government course in a grade level that did not award Carnegie unit credit, then any other ½ unit social studies course may be accepted. An out-of-state student who transfers after the junior year may substitute any other ½ unit social studies course. Credit earned for the first year of Marketing and Economics (Vocational) may be accepted in lieu of ½ unit in Economics.

<sup>6</sup> Credit earned in Allied Health I/Health Science I may be accepted in lieu of Comprehensive Health or Family and Individual Health to meet the graduation requirement for ½ Carnegie unit in Health. Interscholastic athletic activities, band, and ROTC if they meet the instructional requirements specified in the *Fitness through Physical Education Framework* may also be accepted.

<sup>7</sup> Career and Technical (CTE) courses must be based on the student's program of study and should include dual credit/dual enrollment options as found in Section 37-15-38 of the Mississippi Code of 1972.

<sup>8</sup> Evidence of proficiency in technology is accepted in lieu of the required courses if the student earns one unit in a technology-rich academic or career technical course related to their program of study.

<sup>9</sup> Electives must be selected from courses related to the student's program of study. Credits earned not approved for that student's program of study will not be counted toward graduation requirements.

## **APPENDIX A-2**

### **ASBESTOS INSPECTION AND MANAGEMENT Plan for School Buildings**

Please be informed by this notice that all school buildings of Lauderdale County have been re-inspected for asbestos and a current management plan is presently being implemented, and is to be filed with the Mississippi State Department of Education for their approval. A copy of the results of the inspection along with a management plan may be found in the Office of the School Principals and the Office of the Superintendent, located on the third floor of the Raymond P. Davis County Office Building, 410 Constitution Avenue, Meridian, Mississippi 39301.

The management plan outlines steps that will be taken by the school staff to safely manage or remove asbestos present in the facilities of the Lauderdale County School District. By using the funds from a combination loan/grant awarded by the Mississippi State Department of Education or local available funds, a large portion of asbestos has been removed from all facilities since the implementation of the management plans.

Please feel free to examine the management plan and ask any questions which may arise.

## APPENDIX A-3 [IDAD]

### PARENTAL AUTHORIZATION FOR ADMINISTERING MEDICATION TO STUDENTS

Lauderdale County School District

SCHOOL: \_\_\_\_\_ FAX#: \_\_\_\_\_ Grade \_\_\_\_\_

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Teacher \_\_\_\_\_

#### **TO BE COMPLETED BY PARENT/GUARDIAN:**

I request that my child (named above) receive:

\_\_\_\_\_ over-the counter medication provided by me and approved by a physician as documented below.

\_\_\_\_\_ medication prescribed by our physician as documented below.

#### **TO BE COMPLETED BY PHYSICIAN:**

I request that my patient (named above) receive the following medication during regular school hours.

Diagnosis \_\_\_\_\_

Name, Dosage, Means of administration \_\_\_\_\_

Time to be taken during school hours \_\_\_\_\_ Duration of treatment \_\_\_\_\_

Purpose of medication \_\_\_\_\_

Possible side effects and adverse reactions \_\_\_\_\_

- For asthma, please list circumstances under which the student is to receive medication:

\_\_\_\_\_

- For asthma medication:

This student has been instructed in self-administration of this medicine and may carry and use it at school as directed.

( ) does not apply ( ) no ( ) yes

- ▲ For anaphylaxis medication, please list the circumstances under which the student is to receive medication:

\_\_\_\_\_

- ▲ For anaphylaxis medication:

This student has been instructed in self-administration of this medicine and may carry and use it at school as directed. ( ) does not apply ( ) no ( ) yes

Physician's Name \_\_\_\_\_ Signature \_\_\_\_\_

Phone Number \_\_\_\_\_ Date \_\_\_\_\_

#### **PARENT/GUARDIAN SIGNATURE:**

I understand that in the absence of the school nurse: The principal or his/her designee will administer or observe my child taking the medication and that the medication may be administered or observed by non-medical personnel. In the case of self-administered asthma and/or anaphylaxis medications I am aware that the school district and its employees and agents will not be held liable should any injury be sustained by the student who has self-administered his/her asthma and/or anaphylaxis medication.

Parent/Guardian \_\_\_\_\_ Signature \_\_\_\_\_

Phone Number \_\_\_\_\_ Date \_\_\_\_\_

Revised 5/2010





**APPENDIX A-4 [IDAD]**  
**Emergency Health Care Plan**

**SEVERE ALLERGY TO:** \_\_\_\_\_

Student's Name: \_\_\_\_\_ School: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Weight: \_\_\_\_\_ Date Weighed: \_\_\_\_\_

**EMERGENCY TREATMENT**

If a student experience mild symptoms of :

Several hives

Itchy skin or If an ingestion (or sting ) is suspected:

Swelling at site of an insect sting

Treatment:

1. Send student to health office ACCOMPANIED.
2. Give \_\_\_\_\_ of \_\_\_\_\_ by mouth.
3. Contact the parent or emergency contact person.
4. Stay with student, keep student quiet, monitor symptoms, until parent arrives  
Watch student for more serious symptoms listed below.

Special Instructions (for health care provider to complete):

Symptoms that progress can cause a life threatening reaction: Severe allergic reaction

Hives spreading over the body

Wheezing, difficulty swallowing/breathing, swelling (face, neck), tingling/swelling of tongue

Vomiting

Signs of shock: (extreme paleness/grey color, clammy skin), loss of consciousness.

Treatment:

1. Give EpiPen® or EpiPen Jr.® Immediately, hold against upper outer thigh through clothing if necessary.
2. Call 911 (or local emergency response team) immediately.  
EpiPen® only lasts 20-30 minutes.  
\*\*Paramedics should always be call if EpiPen® is given\*\*
3. Contact parents or emergency contact person.  
If parents unavailable, school personnel should accompany the child to the hospital

Directions or use of EpiPen®:

1. *Pull of grey cap*
2. *Place black tip against upper outer thigh*
3. *Press hard into outer thigh, until it clicks.*
4. *Hold in place 10 seconds, then remove.*
5. *Discard EpiPen® in impermeable can and dispose per school policy, or give to emergency care responder.( Do not return to holder)*

Special Instructions (for health care provider to complete):

Physician's Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent/ Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Emergency Contact Phone # \_\_\_\_\_



## APPENDIX A-5 [IDAD]

### Skin Lesions/Wounds

Lauderdale County School District has the following policy regarding skin lesions/wounds.

Skin lesions/wounds can be various sizes and shapes and can also be contagious. (Can be open sores/areas that have redness or drainage.)

Skin lesions/wounds can be spread from one person to another by scratching, irritation, or non-treatment. Scratching can cause the germs to get under the fingernails; then scratching another part of the skin can cause the infection to be spread from one area to the next.

You should avoid close skin contact, sharing of towels, clothing and toiletries.

**\*While at school all lesions/wounds must be covered with a secured bandage to prevent the spread of infection.**

**\*The following documentation must be filled out and returned to school nurse before returning to school. Student must be under treatment by doctor for at least 24 hours before return to school.**

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### Skin lesion/wound proof of treatment

Student may return to school after treatment for **24 hours**. Proof of treatment must be submitted to the School Nurse prior to returning to class.

Name of Medication: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

