

PARENT AND STUDENT ACKNOWLEDGEMENT

**2018 - 2019 Student Handbook
Grades K-12
Lauderdale County School District**

The school is in need of your help and cooperation. When you have read and discussed the Parent and Student Handbook 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

**2018-2019
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 # _____

TABLE OF CONTENTS [Mississippi School Board Association Policy Numbers]	v, vi, vii
PARENT AND STUDENT ACKNOWLEDGEMENT	i
STUDENT AND PARENT COMPUTER / NETWORK/INTERNET AGREEMENT	iii
NOTICE OF NON-DISCRIMINATION [JAA, IDDF]	viii
INTRODUCTION/MISSION STATEMENT/OUR BELIEFS	1
FOREWORD	2
BOARD OF EDUCATION / CENTRAL OFFICE ADMINISTRATION	3
LAUDERDALE COUNTY SCHOOLS.....	3,4,5
SCHOOL CALENDAR 2018-2019	6
ACADEMICS - SECTION 1 [IHA,IHF,JCA,IDDFC,IDDF,JAB,JCB,IDCAB,IDAG,JS,JK,IDE, JBD,EGB,IJLB,IFBD,IHE,IDCA,AEBA,JBAB,JBCD,JRAB,JBCDA]	
Academic Regulations	7
Advanced Placement	7
Admission Standards for Mississippi Public Universities	8
Awards/Honors.....	7
Career Pathway	15
Cheating	7
Child Find	7
Clubs/Organizations & Requirements for Holding Office	8
College Prep Curriculum	10
Conference with Teacher/Principal	10
Correspondence and Online Courses	11
Credit Recovery Program.....	11
Dropping Courses	12
Diplomas Options (Entering ninth graders prior to 2018/2019)	12
Diploma Options (Effective 2018-2018 for entering ninth graders).....	17
Dual Enrollment.....	28
Exam/Grading Guidelines	28
Financial Hardship	30
Fundraisers	30
Gifted Education (QUEST-LCSD Gifted Education Program)	30
GPA.....	35
Grading Scale	36
Guidance.....	36
Homework	36
Incentive Program	36
Insurance	37
Library Books	37
Lost and Found	37
Mississippi Occupational Diploma (Ending with incoming ninth graders 2015-2016).....	14
Newspaper and Annual Staff.....	8,37
Plagiarism.....	37,38

Promotion Policy	38
Progress Reports / Report Cards	40
Summer School.....	41
Telephone Use	41
Textbooks / Fines.....	41
Transfer Students/Homeschooling	42
Valedictorian / Salutatorian	43
Withdrawal from School	43
ALTERNATIVE SCHOOL - SECTION 2 [IFB,JCD].....	44
Lauderdale County Educational and Skills Center Policy	
ASSESSMENTS - SECTION 3 [IIA,IIAAA]	50
ATHLETICS - SECTION 4 [IDFA]	51
ATTENDANCE POLICY - SECTION 5 [JBD].....	52
Absences and Attendance	52
Check-Out Procedure.....	55
Early Dismissal for Weather	56
Other Things to Know About K-12 Attendance.....	54
Tardies	56
CAFETERIA POLICY - SECTION 6 [JGHR]	57
CELL PHONE POLICY - SECTION 7	58
DISCIPLINE POLICY - SECTION 8	
[GAH,JBAC,JCAA,JCB,JCBB,JCBD,JDA,JDB,JDC,JDD, JDE].....	60
Care of School Property	63
Corporal Punishment.....	61
Detention	66
Discipline Plan/ Code of Conduct.....	60
Discipline Program	64
Drug, Alcohol, Electronic/Vapor Cigarette Use.....	68
Due Process of Law	61
Electronic Devices / Prohibited Items	69
Expulsion.....	68
Suspension/ In-School Suspension.....	67
DRESS CODE POLICY - SECTION 9 [JCDB]	69
ENROLLMENT POLICY - SECTION 10 [JBA,JBB,JBC,JGCB]	72
GRADUATION - SECTION 11 [IHF,IHFB].....	74
Graduation Requirements.....	74
Graduation Options	75

Graduation Option Opt-Out	76
INTERNET POLICY – SECTION 12 [IJ,IJB,OKBC]	77
LCSD Computer/Network Appropriate Use Policy Agreement Form	iii
MEDICAL – SECTION 12 [JG,JGA,JGC,JGCB,JGCC,JGCD,JGCDA,JGFG]	80
Communicable Diseases and Infections	80
Emergency Health Care Plan Form	99
First Aid	82
Immunization	82
Medical Authorization Form	97
Medication Policy	81
Skin Lesions/Wounds Form	101
RESIDENCY – SECTION 14 [JBC]	82
Address Change	83
SAFETY – SECTION 15 [JB, JCB, JBCD, JCDA, JCDAC, JDDA, JDAA-P, JDDA-P, KM, JCDAE, JCDAE(2), JDABA, JD]	83
Bomb Threats	90
Crime Stoppers	83
Mississippi School Safety Act of 2001	84
Possession or Use	87
Procedures for Processing a Complaint	88
Reporting Requirements	86
Searching for Illegal Drugs Policy	87
Sexual Harassment	87
Suicide Prevention	89
Threats/Bullying/Harassing/Discrimination	88
Unsafe School Choice Option	90
Visitors	90
Procedure for School Visitation	90
TRANSPORTATION – SECTION 16 [JGF, JCDAD, JGFF, EDA, EDDB, EDDAA]	91
APPENDICES	94,95,96

NONDISCRIMINATION

The Lauderdale County School District does not discriminate based on race, color, national origin, sex, disability, religion or age in the admission to and provision of educational programs, activities and services or employment opportunities and benefits. The Assistant Superintendent handles all inquiries or complaints regarding the Lauderdale County School District.

JAA

FREE APPROPRIATE PUBLIC EDUCATION

The Lauderdale County School District provides free appropriate public educational programming for disabled students ages three to twenty-one.

IDDF

The Lauderdale County School District Board Policies are online

www.lauderdale.k12.ms.us

INTRODUCTION

It is the purpose of the Lauderdale County School District to make better and more capable citizens of the students 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, as well as the staff at our 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 ensure that we all do better.

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

BOARD OF EDUCATION

Barbara Jones.....District I
Kelvin Jackson.....District II
James Thompson.....District III
Dusty Culpepper.....District IV
Terry Harper.....District V

CENTRAL OFFICE ADMINISTRATION (Physical Location)

301 46th Court
Meridian, MS 39305

(Mailing Address)

P. O. Box 5498
Meridian, MS 39302-5498

Telephone 601 693-1683, Fax 601 485-1748
Office Hours: 8:00 a.m. - 4:30 p.m. Monday - Friday

Superintendent of Education.....Dr. John-Mark Cain
Assistant Superintendent/Director of Personnel/ Title IX.....Ed Mosley
Director of Alternative Schools.....Rob Calcote/Tammy Matthews
Director of Curriculum grades K- 4th / Testing.....Teri Edwards
Director of Curriculum grades 5th - 12th.....Cheryl Thomas
Director of Federal Programs/MSIS.....Dr. DeShannon Davis
Director of Finance.....George Hedgepeth
Director of Special Services/ SpEd/504.....Diane Freeman
Director of Career and Technical Education.....Kevin Cheatham
Director of Child Nutrition.....Katina Dixon
Director of Technology.....Trent Airhart
Director of Transportation.....Larry Vick
Supervisor of Operations.....Steve Marlow

LAUDERDALE COUNTY SCHOOLS

Alternative School K-6

7763 Highway 39 North, Meridian, MS 39305

Office Hours.....8:00 a.m. - 4:00 p.m.
School Telephone.....601 483-3532
School Fax.....601 485-0846
Tammy Matthews.....Principal

Alternative School 7-12—Educational & Skills Center

910 Hwy 19 North, Meridian MS 39301

Office Hours.....7:30 a.m.— 3:30 p.m.
School Telephone.....601 581-3518
School Fax.....601 481-1360
Rob Calcote.....Principal

Clarkdale Attendance Center

7000 Highway 145, Meridian, MS 39301

Office Hours.....7:30 a.m. - 4:00 p.m.
Telephone601 693-4463
Fax601 483-6329
Dr. Angela McHenryK-4 Principal
Joe Walton5-8 Principal
Ken Hardy9-12 Principal
Dr. Roy McNeill9-12 Assistant Principal

Northeast Elementary

6750 Newell Road, Meridian, MS 39305

Office Hours.....8:00 a.m. - 4:00 p.m.
Telephone601 485-4882
Fax601 482-5198
Lisa ShellyPrincipal
Angie NelsonAssistant Principal

Northeast Middle School

7763 Highway 39 North, Meridian, MS 39305

Office Hours8:00 a.m. - 4:00 p.m.
Telephone601 483-3532
Fax601 485-0846
Deborah BrownPrincipal
Steve NelsonAssistant Principal

Northeast High School

702 Briarwood Road, Meridian, MS 39305

Office Hours.....7:00 a.m - 3:30 p.m.
Telephone601 679-8523
Fax601 679-7515
Tim MoorePrincipal
Emily LeeAssistant Principal

Southeast Elementary School

2362-A Long Creek Road, Meridian, MS 39301

Office Hours7:30 a.m. - 4:00 p.m.
Telephone601 486-2500
Fax601 486-2515
Ryan PowellPrincipal
Steven HolifieldAssistant Principal

Southeast Middle School

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

Office Hours7:30 a.m. - 3:30 p.m.
Telephone601 485-5751
Fax601 485-2302
Brittney ChaneyPrincipal
Richard McDonaldAssistant Principal

Southeast High School

2362 Long Creek Road, Meridian, MS 39301

Office Hours 7:30 a.m. - 4:00 p.m.

High School Telephone 601 483-5501

High School Fax 601 483-6347

Russell Keene Principal

Jan Smith Assistant Principal

West Lauderdale Elementary

10350 Highways 495, Meridian, MS 39305

Office Hours 7:30 a.m. - 4:00 p.m.

Elementary Telephone 601 737-2279

Elementary Fax 601 737-8962

Elliot Brewer Principal

Tory Shirley Assistant Principal

West Lauderdale Middle School

9916 West Lauderdale Road, Collinsville, MS 39325

Office Hours 7:30 a.m. - 4:00 p.m.

Middle School Telephone 601 737-8689

Middle School Fax 601 737-5145

Glen Boothe Principal

Karen Williams Assistant Principal

West Lauderdale High School

9916 West Lauderdale Road, Collinsville, MS 39325

Office Hours 7:30 a.m. - 4:00 p.m.

High School Telephone 601 737-2277

High School Fax 601 737-2377

Shane Rodgers Principal

Sandy Reid Assistant Principal

SCHOOL CALENDAR 2018-2019
LAUDERDALE COUNTY SCHOOL DISTRICT
FIRST SEMESTER

August 1-3.....	Professional Development Days (Teachers Return)
August 6.....	First Day for Students
August 30 & 31.....	Mid-Term Exams (4 1/2 Weeks)
September 3.....	Labor Day (Schools/Offices Closed)
October 3 -5.....	1 st Term Exams (1 st Nine Weeks)
October 8 & 9.....	Fall Break (Schools/Offices Closed)
October 24.....	Parent/Teacher Conference Day
November 8 & 9.....	Mid-Term Exams (4 1/2 Weeks)
November 19-23.....	Thanksgiving Break (Schools/Offices Closed)
December 14, 17 & 18.....	2 nd Term Exams (2 nd Nine Weeks - Dec. 18 th 60% Day Students)
December 19 - January 4.....	Christmas Break (Schools/Offices Closed)
<hr/>	
STUDENT DAYS: 89	TEACHER DAYS : 92

SECOND SEMESTER

January 7-8.....	Professional Development Days (Schools/Offices Open and Teachers Return)
January 9.....	Students Return to School
January 21.....	Dr. M.L. King, Jr. Day (Schools/Offices Closed)
February 7 & 8.....	Mid-Term Exams (4 1/2 Weeks)
February 18.....	President's Day **Schools/Offices Closed
March 6 - 8.....	3 rd Term Exams (3 rd Nine Weeks)
March 11-15.....	Spring Break (Schools/Offices Closed)
March 20.....	Parent/Teacher Conference Day
April 17 & 18.....	Mid-Term Exams (4 1/2 Weeks)
April 19 & April 22.....	Easter Break (Schools/Offices Closed Friday, 4/19/19) ** (Schools/Offices Closed Monday, 4/22/19)
Graduation Dates.....	WL - May 20, SE - May 21, NE - May 23, & CD - May 24
May 23-24 & 28.....	4 th Term Exams (4 th Nine Weeks)
May 27.....	Memorial Day (Schools/Offices Closed)
May 29 (60% Day).....	Last Day for Students (60% Day)
May 30-31.....	Professional Development Days
<hr/>	
STUDENT DAYS: 91	TEACHER DAYS: 95

TOTAL STUDENT DAYS: 180

TOTAL TEACHER DAYS: 187

****Note—February 18 (President's Day) and/or April 22 (Easter Monday) may be used as make-up days if needed**

SECTION 1 – ACADEMICS

[IHA,IHF,JCA,IDDFC,IDDF,JAB,JCB,IDCAB,IDAG,JS,JK,IDE
JBD,EGB,IJLB,IFBD,IHE,IDCA,AEBA,JBAB,JBCD,JRAB,JBCDA]

ACADEMIC REGULATIONS

Kindergarten	Elementary	Middle/High School
3 = Exceeds	A (Excellent) 90-100	A (Excellent) 90-100
2 = Mastered	B (Above Average) 80-89	B (Above Average) 80-89
1 = Not Mastered	C (Average) 70-79	C (Average) 70-79
	D (Below Average) 60-69	D (Below Average) 60-69

ADVANCED PLACEMENT

Lauderdale County School District offers Advanced Placement courses in American History, English, Biology, Chemistry, Government, Calculus and Computer Science. 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

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. [See Appendix A-3]

CLUBS AND ORGANIZATIONS

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 Staff

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.

ADMISSIONS STANDARDS MISSISSIPPI PUBLIC UNIVERSITY **Admission Standards to IHL (Institute of Higher Learning)**

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

1. Complete the College Preparatory Curriculum (CPC) with a minimum 3.2 high school grade point average (GPA) on the CPC
Or
2. Complete the College Preparatory Curriculum (CPC) with a minimum 2.50 high school GPA on the CPC or a class rank in the top 50%, and a score of 16 or higher on the ACT* (Composite)
Or
3. Complete the College Preparatory Curriculum (CPC) with a minimum 2.00 high school GPA on the CPC and a score of 18 or higher on the ACT* (Composite);
Or
4. Satisfy the NCAA standards for student athletes who are "full-qualifiers" or "academic redshirts" under Division I guidelines

Or

Students who do not meet the above criteria are nonetheless eligible for admission. Such students must participate, however, in an on-campus placement process at the university of their choice.

***In lieu of ACT scores, students may submit equivalent SAT scores.**

The process will determine whether the student may be enrolled in regular freshman-level courses or be required to enroll in the summer semester with mandatory participation in the Summer Developmental Program. Successful completion of the summer semester entitles the student to continued enrollment in the fall semester at the university of his or her choice.

For more information on academic programs, admissions standards, and financial aid, please call 1.601.432.6458 for academic programs and admissions standards information or 1.800.327.2980 or 1.601.432.6663 for financial aid information.

FRESHMAN ADMISSION REQUIREMENTS FOR UNIVERSITY SYSTEM INSTITUTIONS (College Preparatory Curriculum)

The high school course requirements set forth below are applicable to students graduating from high school and entering a public institution of higher learning.

The minimum REQUIRED CPC for full admission into a Mississippi public university is as follows:	The minimum RECOMMENDED CPC for full admission into a Mississippi public university is as follows:
English: 4 Carnegie units <ul style="list-style-type: none"> All must require substantial communication skills (i.e., reading, writing, listening, and speaking). Compensatory Reading and Writing may not be included 	English: 4 Carnegie units <ul style="list-style-type: none"> All must require substantial communication skills (i.e., reading, writing, listening, and speaking). Compensatory Reading and Writing may not be included.
Mathematics : 3 Carnegie units <ul style="list-style-type: none"> Algebra I or its equivalent Math higher than Algebra 1 (2 units) 	Mathematics: 4 Carnegie units <ul style="list-style-type: none"> Algebra I or its equivalent Math higher than Algebra I (3 units)
Science: 3 Carnegie units <ul style="list-style-type: none"> Biology I or its equivalent Science higher than Biology I (2 units) 	Science: 4 Carnegie units <ul style="list-style-type: none"> Biology I or its equivalent Science higher than Biology I (3 units)
Social Studies: 3 Carnegie units <ul style="list-style-type: none"> U.S. History World History U.S. Government ½ unit) Economics (½unit) or introduction to World Geography (½ unit) 	Social Studies: 4 Carnegie units <ul style="list-style-type: none"> U.S. History World History U.S. Government (½unit) Economics ½unit) Introduction to World Geography (½ unit) Mississippi Studies (or state/local government course in any other state)
Art: 1 Carnegie unit <ul style="list-style-type: none"> Includes any one Carnegie unit (or two ½ units) of visual and performing arts course(s) meeting the requirements for high school graduation. 	Arts: 1 Carnegie unit <ul style="list-style-type: none"> Includes any one Carnegie unit (or two ½units) of visual and performing arts course(s) meeting the requirements for high school graduation.
Advanced Electives: 2 Carnegie units <ul style="list-style-type: none"> Option 1: Foreign Language I and Foreign Language II Option 2: Foreign Language I and Advanced World Geography Option 3: Any combination of English, Mathematics higher than Algebra I, Science higher than Biology I, Advanced Elective category, any AP course, any IB course 	Advanced Electives: 2 Carnegie units <ul style="list-style-type: none"> Option 1: Foreign Language I and Foreign Language II Option 2: Foreign Language I and Advanced World Geography Option 3: Any combination of English, Mathematics higher than Algebra I, Science higher than Biology I, Advanced Elective category, any AP course, any IB course
Technology: ½ Carnegie unit <ul style="list-style-type: none"> A course that emphasizes the use of technology as a productivity tool. Instruction should include utilizing various forms of technology to create, collaborate, organize, and publish information. The application of technology as a productivity tool, rather than specific hardware and/or software packages should be the focus of the course. 	Technology: ½ Carnegie unit <ul style="list-style-type: none"> A course that emphasizes the use of technology as a productivity tool. Instruction should include utilizing various forms of technology to create, collaborate, organize, and publish information. The application of technology as a productivity tool, rather than specific hardware and/or software packages should be the focus of the course
Total Carnegie units: 16 ½	Total Carnegie units: 19 ½
Notes: <ul style="list-style-type: none"> Pre-High School units: Courses taken prior to high school will be accepted for admission provided the course earns Carnegie credit and the content is the same as the high school course. Substitutions: Advanced Placement (AP) and International Baccalaureate (IB) courses can be substituted for each requirement in the college Preparatory Curriculum. Course Acceptance: A course may not be used to satisfy more than one requirement. The Required and Recommended College Preparatory Curricula (CPA) are approved by the IHL Board of Trustees, and the IHL Office of Academic and Student Affairs maintains a complete list of courses that can be used to satisfy the CPC requirements. See www.mississippi.edu/admissions/. 	

College Prep Curriculum

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

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

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

Social Studies: (4 Carnegie Units) World History, US History, AP US History, $\frac{1}{2}$ Introduction to World Geography, $\frac{1}{2}$ U. S. Government, $\frac{1}{2}$ Economics, $\frac{1}{2}$ 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.

Technology/Computer Science: ($\frac{1}{2}$ Carnegie Unit) A course that emphasizes the use of technology as a productivity tool. Instruction should include utilizing various forms of technology to create, collaborate, organize, and publish information. The application of technology as a productivity tool, rather than specific hardware and/or software packages, should be the focus of the course.

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

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. Phone 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 AND ONLINE COURSES

Each student receiving a standard or advanced diploma has earned Carnegie units from the **Approved Courses for Secondary Schools of Mississippi**. Only online 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))

CREDIT RECOVERY PROGRAM

As a means of helping students get back on track toward graduation and to encourage students to remain in school, the Lauderdale County School District School Board shall offer a "Credit Recovery Program" which allows students within the school district to earn credit for a course that was previously failed.

"Credit Recovery" shall be defined as a course-specific, skilled based learning opportunity for students who have previously been unsuccessful in mastering content / skills required to receive course credit or earn promotion.

Credit recovery courses are to be used only for graduation requirements. Students must have had a grade of 50 or above in the course to participate in a credit recovery course and the credit recovery grade shall be factored with the original failing grade in order to determine the student's final grade. A student who failed a course (such as English) may take the Credit Recovery Class in addition to the next level (of English) during the same school year.

Credit recovery courses shall be delivered via computer and online. The credit recovery course must be completed in nine weeks with 80 percent mastery. Teachers shall be trained to facilitate the online courses and the classes shall be asynchronous (students don't have to be online at a certain time). Certified staff shall be used to facilitate online credit recovery.

The school district shall allow time during the school day and after school so that students may work on course material. Students shall be allowed to log on and work on course material from home. Credit recovery programs may also be held in the summer similar to extended school.

The credit recovery program shall include an assessment of individual student's strengths and weaknesses in regard to course content, and based on this assessment, the students shall complete instruction only on the course objectives which have not been mastered. Parents shall be counseled about providing resources and motivation for their children. Upon mastery of the objectives, the student shall receive credit for the course.

Admission To And Removal From The Credit Recovery Program

Each participant shall complete an application process that requires—at a minimum—teacher recommendations, an outline of the course objectives that will be covered, mastery criteria, timelines for completion of the program and parental consent.

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.

DIPLOMA OPTIONS

Each student who entered the ninth grade in the Lauderdale County School District prior to the 2018/2019 school year has 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 the 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.

DIPLOMA OPTIONS

The following diploma options end with the incoming ninth graders of 2018/2019.

*****Required***

Option I Standard Diploma	Option II Advanced Placement Honors Diploma
Ninth Grade <ul style="list-style-type: none">• CCSS English I• Mathematics• Intro to Biology /Biology I• Mississippi Studies / World Geography• Electives (4) (3)	Ninth Grade <ul style="list-style-type: none">• CCSS Accelerated English I• Mathematics**• Biology I• Mississippi Studies / World Geography• Electives (4) (3)
Tenth Grade <ul style="list-style-type: none">• CCSS English II• Mathematics• World History• Science• Electives (4) (3)	Tenth Grade <ul style="list-style-type: none">• CCSS Accelerated English II• Mathematics (Advanced)• World History• Science (Advanced)• Electives (4) (3)
Eleventh Grade <ul style="list-style-type: none">• CCSS English III	Eleventh Grade <ul style="list-style-type: none">• CCSS Accelerated English III

<ul style="list-style-type: none"> • Mathematics • U. S. History • Science • Electives (4) (3) 	<ul style="list-style-type: none"> • AP English Language and Composition • Mathematics (Advanced) • AP History • Science • Electives (4) (3)
Twelfth Grade <ul style="list-style-type: none"> • CCSS English IV • Government/*<i>Economics</i> • Science • Mathematics • Electives (4) (3) 	Twelfth Grade <ul style="list-style-type: none"> • AP English Literature and Composition • Advanced Placement Social Studies • Advanced Placement Mathematics • Advanced Placement Science • Electives (4) (3)

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 will enroll in the AP courses listed on previous page that are offered.

Other guidelines to remember for both options:

- 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.
- 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. Compacted Math 7 / Compacted Math 8, Physical Education (credit awarded for grade eight only), Algebra I, and Computer Discovery
- All graduating seniors must pass the Subject Area Tests in the designated content areas.
- Health Science I/II – when both are completed and credits earned, Health Science II will receive credit on the 4.5 scale.

Other Guidelines

- Seniors who are eligible for graduation may be dismissed the last block on the four by four and the 6th and 7th periods on the seven period schedule.
- 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 without school and district administrative approval and board approval. 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 ninth, tenth and eleventh grades 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 at the previous school.
- 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 schedule to a school on the four by four block will be required to take the courses that are designated for their grade level. Accommodations may 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.

Each student in Mississippi schools must have an ISP personalized to meet his or her educational and career goals.

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

This applies only to specific Special Education students and must be approved by the IEP Committee.

Ending with incoming ninth graders in 2015-2016

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-one (21) 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.

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

Ending with incoming ninth graders in 2016-2017

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 tract curricula for students not wishing to pursue a baccalaureate degree.

Career Pathway Diploma



Curriculum Area	Carnegie Units	Required Subjects
English	4	English I English II
Mathematics	3	Algebra I
Science	3	Biology I
Social Studies	3	1 U.S. History ½ U.S. Government ½ Mississippi Studies
Health and Physical Education	½	½ Comprehensive Health, or ½ Physical Education
Career and Technical	4	(Selected from Student's Program of Study)
Integrated Technology	1	Technology Foundations, ICT, Stem
Additional Electives	2 ½	½ unit of PE or equivalent required
Total Units Required	21	

MS Code 37-16-17

Individual Career and Academic Plan (iCAP)

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

[See Appendix A-1 in back of Handbook]

**Lauderdale County School District Graduation Requirements
effective 2018-2019 for entering ninth graders**

Traditional Diploma Option

Curriculum Area	Carnegie Units	Required Subjects
English	4	English I, English II
Mathematics	4	Algebra I
Science	3	Biology I
Social Studies	4	1 World History ½ U.S. Government ½ Mississippi Studies 1 U.S. History ½ Economics ½ Geography
Physical Education	½	
Health	½	
Art	1	
College and Career Readiness	1	Must occur in the student's junior or senior year, or in the completion of a 4-year sequence.
Technology or Computer Science	1	
Additional Electives	5	
Total	24	

Requirements

- Students must identify an endorsement area during 9th grade. Endorsement requirements can only be changed with parental permission.
- For early graduation, a student must successfully complete an area of endorsement
- For early release, students must have met College or Career Readiness Benchmarks (ACT sub scores 17 English and 19 Math or earned a Silver level on ACT WorkKeys or SAT equivalency sub scores). Alternately, a student must meet ALL of the following:
 - Have a 2.5 GPA
 - Passed or met all MAAP assessments requirements for graduation
 - On track to meet diploma requirements
 - Concurrently enrolled in Essentials for College Math or Essentials for College Literacy

Traditional Diploma with Career and Technical Endorsement

Curriculum Area	Carnegie Units	Required Subjects
English	4	English I English II English III
Mathematics	4	Algebra I
Science	4	Biology I
Social Studies	4	1 World History ½ U.S. Government ½ Mississippi Studies
Physical Education	½	1 U.S. History ½ Economics ½ Geography
Health	½	
Art	1	
Career & College Readiness	1	Must occur in the student's junior or senior year, or in the completion of a 4-year sequence.
Technology or Computer Science	1	
CTE Electives	4	Must complete a 4-course sequential program of study
Additional Electives	4/*3	Electives must meet the advanced elective requirements in the IHL CPC
Total	28/*27	

Additional Requirements

- Earn an overall GPA of 2.5
- Earn Silver level on ACT WorkKeys
- Earn 4/*3 additional Carnegie Units for a total of 28/*27
- Must successfully complete one of the following:
 - One CTE dual credit or earn articulated credit in the high school CTE course
 - Work-Based Learning experience or Career Pathway Experience
 - Earn a State Board of Education approved national credential

Traditional Diploma with Academic Endorsement

Curriculum Area	Carnegie Units	Required Subjects
English	4	English I, English II, English III, English IV or Higher (Dual Credit)
Mathematics	5	Algebra I, two math courses above Algebra I
Science	4	Biology I, two science courses above Biology I
Social Studies	4	<div> 1 World History ½ U.S. Government ½ Mississippi Studies </div> <div> 1 U.S. History ½ Economics ½ Geography </div>
Physical Education	½	
Health	½	
Art	1	
Career & College Readiness	1	•Must occur in the student's junior or senior year, or in the completion of a 4-year sequence
Technology or Computer Science	1	
Additional Electives	7/*6	
Total	28/*27	

Additional Requirements

- Earn an overall GPA of 2.5
- Courses must meet MS IHL college preparatory curriculum (CPC) requirements
- Earn MS IHL and Community College readiness benchmarks (ACT sub scores of 17 English and 19 Math as approved by postsecondary for non-remediation at most community colleges and IHL college-ready courses in senior year, or the SAT equivalency sub score)
- Earn 4/*3 additional Carnegie Units for a total of 28/*27
- Must successfully complete one of the following:
 - One AP course with a C or higher and take the appropriate AP exam
 - One academic dual credit course with a C or higher in the course

Traditional Diploma with Distinguished Endorsement

Curriculum Area	Carnegie Units	Required Subjects
English	4	English I, English II, English III, English IV or Higher (Dual Credit)
Mathematics	5	Algebra I, two additional math above Algebra I
Science	5	Biology I, two additional science above Biology I
Social Studies	4	<div> 1 World History ½ U.S. Government ½ Mississippi Studies </div> <div> 1 U.S. History ½ Economics ½ Geography </div>
Physical Education	½	
Health	½	
Art	1	
Career & College Readiness	1	<ul style="list-style-type: none"> Must occur in the student's junior or senior year, or in the completion of a 4-year sequence
Technology or Computer Science	1	
Additional Electives	8/*7	<ul style="list-style-type: none"> Must meet CPC requirements for MS IHLs
Total	30/*29	

Additional Requirements

- Earn an overall GPA of 4.0
 - Courses must meet MS IHL college preparatory curriculum (CPC) requirements
 - Earn national college-readiness benchmarks on each subtest established by ACT of 18 in English and 22 math or SAT equivalency
 - Earn 6/*5 additional Carnegie Units for a total of 30/*29
-
- Must successfully complete one of the following:
 - Six AP o dual credit courses and take the appropriate AP exam

Alternate Diploma Option

Curriculum Area	Carnegie Units	Required Subjects
English	4	Alternate English Elements I-IV
Mathematics	4	Alternate Math Elements I-III Alternate Algebra Elements
Science	2	Alternate Biology Elements Alternate Science Elements II
Social Studies	2	Alternate History Elements (Strands: U.S. History and World History) Alternate Social Studies Elements (Strands: Economics and U.S. Government)
Physical Education	$\frac{1}{2}$	
Health	$\frac{1}{2}$	Alternate Health Elements
Art	1	
College and Career Readiness	4	Career Readiness I-IV (Strands: Technology, Systems, Employability, and Social)
Life Skills Development	4	Life Skills Development I-IV (Strands: Technology, Systems, Personal Care, and Social)
Additional Electives	2	
Total	24	

Requirements

- The Alternate Diploma is not equivalent to a traditional high school diploma and is not recognized by postsecondary entities that require a traditional high
- All students are required to participate in the Mississippi Assessment Program – Alternate Assessment (MAAP-A) with a score TBD
- Students who have met the criteria on their IEP for having a significant Cognitive disability (SCD) may participate in a program of study to earn the Alternate Diploma

Guidelines for new Lauderdale County School District Graduation Options (Entering ninth graders in 2018-2019 and thereafter)

- Students can earn multiple endorsements.
- All students are eligible for Honors and Highest Honors based on G.P.A.
Honors – 3.75 G.P.A. or higher
Highest Honors – 4.0 or higher
- MS IHL (4 year) public university admission requirements and CPC recommended courses (see page 9 of this handbook) apply to the academic and distinguished endorsement options. “Required” courses are required for the academic endorsement option. “Recommended” courses are required for the distinguished endorsement option
- IHL Institutions of Higher Learning (4 year public universities)
- CPC – College Prep Curriculum

Early Dismissal during Senior Year

Students who do not have an ACT sub score of 17 in English and an ACT sub score of 19 in Math (or SAT equivalency or the Silver level on the ACT WorkKeys for the CTE endorsement) **must meet all 4 of the following in order to be eligible to have early dismissal during their Senior year:**

1. Have the required 2.5 overall G.P.A.
2. Have passed or met all MAAP assessments (state tests)
3. Be on track to meet diploma requirements (passing all required classes)
4. Be concurrently enrolled in Essentials for College Math and/or Essentials for College Literacy

Early Graduation Requirements

- Students must meet requirements for a diploma endorsement (CTE, Academic or Distinguished) to graduate early.
- Students may graduate no earlier than December of their senior year.

Other guidelines to remember for above listed options

- 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. Compacted Math 7 / Compacted Math 8, physical education (grade eight only), Algebra I, and Cyber Foundations II.
- All graduating seniors must pass the Subject Area tests in the designated content areas.
- Health Science I/II – when both are completed and credits earned, Health Science II will receive credit on the 4.5 scale.
- 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 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.
- 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 designate for their grade level. Accommodations will be made to meet the needs of the individual student.
- For students who transfer in from another school system with a different schedule and/or different graduation requirements, accommodations for graduation requirements may be made to meet the needs of the individual student.
- Students may be assigned some electives.

The following guidelines apply to all students:

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"> • CCSS Math Grade 8 • Foundations of Algebra <i>[MDE Board Approved 5/21/15]</i> • CCSS Algebra I • CCSS Geometry • CCSS Algebra II • Algebra III • CCSS Advanced Math Plus • SREB Math Ready • Essentials of College Math • Calculus 	<ul style="list-style-type: none"> • CCSS Compacted Math 7** • CCSS Math Grade 8 ** • CCSS Algebra I • CCSS Geometry • CCSS Algebra II • Algebra III • CCSS Advanced Math Plus <div> AP Calculus AP Chemistry AP Biology </div> <div> } Two of the three </div>

**Beginning school year 2016-2017: Compacted Math Grade 7

Standard Diploma	Advanced Placement Honors Diploma
Introduction to Biology (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) AP Biology } AP Chemistry } Two of the Physics } three in the } 11 th and 12 th grades

- To enroll in dual credit courses all students must have at least a B average and meet the required ACT score for the course applied for
- Successful completion of at least 14 core high school units and/or junior status
- Academic dual credit courses will be averaged as part of the student's overall GPA on a 4.5 scale and placed on the student's final transcript
- CTE dual credit courses will be averaged as part of the student's overall GPA on a 4.0 scale and placed on the student's final transcript
- Each 3 hour college course will count as 1 Carnegie unit. Any student completing a course that has less than 3 college hours will only receive ½ 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.
- Dual credit courses will not be used in the calculations for valedictorian, salutatorian, and Best of Class.

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.

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 1-6 will be based on grade level work.

*Kindergarten will receive a standards – based report card.

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%

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 (4 ½) 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).

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 Schedule: 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%.

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 period.

FINANCIAL HARDSHIP WAIVER POLICY

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

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)

The Lauderdale County School District provides a program of enrichment for intellectually gifted students called "QUEST" in second through sixth grade. Students that qualify will spend time in a gifted "pull-out" enrichment program at their homeschool.

Mississippi Department of Education gifted regulations and state mandate require that intellectually gifted students in grades two through six be provided services by a teacher with gifted endorsement for a minimum of five hours per week.

Although the State of Mississippi recognizes permissive programming for academically gifted students in grades 9-12; artistically gifted children in grades 2-12; and creatively gifted children in grades 2-12, only intellectually gifted programs in grades 2-6 are mandated by law. At this time, the Lauderdale County School District offers the program for intellectually gifted children in the mandated grades, 2-6.

MISSION

The mission of the Lauderdale County School District Intellectually Gifted Program is to insure that intellectually gifted children, as defined by the Mississippi Department of Education, are provided an enriching, qualitatively different educational experience not available in the regular classroom that enables gifted students to realize their abilities and potential.

PROGRAM GOALS

The Lauderdale County School District QUEST Program in accordance with the Mississippi Department of Education's Regulations and Standards for Gifted Education

Programs, 2013, is committed to identifying intellectually gifted students and providing an enriching program that addresses their unique talents, needs, and learning styles. Due to the intellectual, emotional, and social needs of gifted students, as well as their potential for creativity, higher-level thinking, independent learning and leadership, the QUEST program addresses cognitive and affective needs with a curriculum that is qualitatively different from the regular classroom

STUDENT IDENTIFICATION PROCESS

The student identification process is separated into six stages which include referral (Mass screening or Individual), LSC review of referral data, parental permission for testing, assessment, assessment report, and the LSC eligibility determination stage.

The identification process consists of a combination of subjective and objective measures to determine eligibility for the gifted program and includes an equitable opportunity for the inclusion of students who are culturally diverse, underachieving, disabled under Individuals with Disabilities Act (IDEA) guidelines, physically handicapped, or ADD/ADHD, as well as students who exhibit classroom behavior such as extreme shyness, short attention spans, disruptiveness, continual questioning, and anxiety. Throughout the identification process, district personnel are careful to select measures that target the student's strengths.

All data collected as part of the identification process are protected by the Family Educational Rights and Privacy Act (FERPA). Access to this information is restricted to those personnel working directly with the identification process, working directly in the gifted education program, or that have a documented need to access. Parents will be informed of the information/data collected and may gain access to their children's records by written request to the school's gifted education personnel at any time. Upon completion of the identification process, results of the Assessment Team Report will be explained to the parents, and a copy of the assessment report provided.

STAGE 1: REFERRAL

Referral for the gifted education program is based on consideration of performance in the regular classroom, potential ability, test performance, intellectual characteristics, creativity, and/or leadership potential. While grades and/or achievement test scores might be an indicator of giftedness, by MDE Regulations, neither classroom behavior, grades, or achievement test scores may be used to eliminate a student from the identification process.

As mandated in MDE Gifted Regulations, the Lauderdale County School District follows the state minimal scale/percentile score criteria on all referral measures.

There are two types of gifted referral processes:

The Mass Screening Referral Process addresses those students who are mass screened for gifted eligibility.

Type Two – The Individual Referral Process addresses those students who are individually referred for gifted eligibility. ■■■

Type One: Mass Screening Referral Process

A normed group measure of intelligence will be administered to all first grade students in the mass screening referral process to assist in identifying students in

underrepresented populations. All students who obtain a full scale/composite score at or above the 90th percentile shall move forward in the referral process.

In addition to the normed group measure of intelligence obtained in mass screening, a student shall satisfy two of the following criteria before moving forward to Stage 2 of the identification process, LSC Review of Referral Data:

1. a score at or above the superior range on a normed published characteristics of giftedness checklist,
2. a score at or above the superior range on a normed published measure of creativity,
3. a score at or above the superior range on a normed published measure of leadership,
4. a score at or above the 90th percentile on total language, total math, total reading, total science, total social studies, or the composite on a normed achievement test,
5. a score at or above the 90th percentile on a normed measure of cognitive ability,
6. a score at or above the 90th percentile on an existing measure of individual intelligence that has been administered within the past twelve months, and/or
7. other measures that are documented in the research on identification of intellectually gifted students.

Type Two: Individual Referral Process

This process involves students who are individually referred for gifted eligibility. Any student who does not meet the minimum acceptable criteria (score in the 90th percentile) on the normed group measure of intelligence during the Mass Screening Referral Process and does not qualify for the Emerging Potential for Gifted criteria, can be referred by anyone for the Individual Referral for Screening Process. The individually referred student shall not be excluded from the referral process by his or her performance on the normed group measure of intelligence administered during the Mass Screening Referral Process.

All students in grades served by the program comprise the initial screening pool of potential recipients for gifted education services. A student may be referred for consideration, pending documentation of the above criteria, by a parent, teacher, counselor, administrator, peer, self, or anyone else having reason to believe that the student might be intellectually gifted. A referral must be initiated by written request to the teacher of the gifted. The person initiating the referral shall sign the referral form and date it. Once the student is referred, the district personnel shall collect the data required to satisfy the referral criteria. Once a referral form has been initiated, signed, and dated, only the LSC or parents can stop the identification process.

Students may be rescreened no sooner than one calendar year from the previous screening.

Students participating in the Individual Referral Process shall satisfy three of the following criteria before moving forward to the LSC Review of Referral Data Stage:

1. a score at or above the 90th percentile on a group measure of intelligence that has been administered within the past twelve months,
2. a score at or above the superior range on a normed published characteristics of giftedness checklist,
3. a score at or above the superior range on a normed published measure of creativity,

4. a score at or above the superior range on a normed published measure of leadership,
5. a score at or above the 90th percentile on total language, total math, total reading, total science, total social studies, or the composite on a normed achievement test,
6. a score at or above the 90th percentile on a normed measure of cognitive ability,
7. a score at or above the 90th percentile on an existing measure of individual intelligence that has been administered within the past twelve months, and/or
8. other measures that are documented in the research on identification of intellectually gifted students.

If the school receives outside testing results from the parent, the examiner who assessed the child must be Board certified in their respective field, provide a copy of the report, which includes: the child's name, date of testing, age, name of examiner, state test conditions and behaviors, and they must be addressed in the report with interpretation of scores. Date of evaluation must be within the past 12 months.

STAGE 2: LSC REVIEW OF REFERRAL DATA

Once the referral data have been collected, the LSC shall review all data and make one of the following recommendations:

1. the student has satisfied minimal criteria on at least three measures and should move forward to the assessment stage, or
2. the student has not satisfied minimal criteria on at least three measures, however, the LSC feels strongly that additional data should be collected and the student reconsidered at that time, or
3. the student has not satisfied minimal criteria on at least three measures and the identification process should stop.

Provisions for Emerging Potential for Gifted Populations

At this point the LSC shall make the decision as to the possibility that the student could be eligible for consideration as a candidate for an emerging potential for gifted assessment. If it is believed that the student might have emerging gifted potential, then the Emerging Potential for Intellectually Gifted Assessment Checklist will be completed for possible use during the assessment process. The Emerging Potential for Gifted category makes provisions for factors that exist and may put the student at a disadvantage when inappropriate instruments are used during the assessment process.

STAGE 3: PARENTAL PERMISSION FOR TESTING

If a student meets the criteria for referral, the Gifted Local Survey Committee will recommend individual assessment to determine eligibility for an "Intellectually Gifted" ruling. Written parental permission for testing must be obtained before any individual testing is initiated and parents will be notified in writing of their rights under FERPA.

STAGE 4: ASSESSMENT

District personnel shall review and compile all data available on the student. This data shall be made available to a licensed examiner who will administer an individual test of intelligence.

In no case will the examiner be related to the student being tested. The examiner shall review all available data on the student to select the most appropriate test of intelligence. Standard operating procedures will be followed during the selection and administration of all assessments as reflected in the examiner's manuals.

A student must score at or above the 91st percentile composite/full scale or the 91st percentile on approved subtests (as per publisher) in order to satisfy eligibility criteria. Identification criteria, as approved by the MDE on the Lauderdale County School District Gifted Education Program Proposal, must be satisfied for a student to be ruled eligible by the LSC for the intellectually gifted education program.

Emerging Potential for Gifted

Students who have satisfied criteria on the Emerging Potential for Gifted Checklist who did not satisfy minimal acceptable criteria on an individual test of intelligence, but, did score at least at the 84th percentile or have a scale score that falls within the range of the 90th percentile confidence interval of the state minimum scale/percentile score, may be administered one of the following additional measures to determine eligibility:

1. A test of cognitive abilities with a minimal score at the 90th percentile,
2. A group intelligence measure with a minimal score at the 90th percentile, or

Potentially Twice-Exceptional Students

In compliance with MDE gifted regulations, students who already have an eligibility ruling under IDEA and are being assessed for an intellectually gifted eligibility, will be considered potentially Twice-Exceptional. Students who did not satisfy all of the required minimal acceptable referral criteria, but did meet at least one referral criterion, shall have their results reviewed by the LSC and a licensed examiner. If the student scores at or above the 91st percentile on the individual test of intelligence composite score or approved subtest score or, in the opinion of the reviewing committee, would benefit from participation in the intellectually gifted program, the student may be granted a provisional eligibility for the intellectually gifted program for a period of one year. At the end of that year, the student's teacher of the gifted shall meet with the review committee to discuss the student's performance in the program. If the student has demonstrated success in the program, the LSC shall change the eligibility status from provisional to regular eligibility. If the student has not been successful in the program, the provisional eligibility shall be revoked.

STAGE 5: ASSESSMENT REPORT

District personnel shall compile an Assessment Report, which contains all the MDE required components.

STAGE 6: LSC ELIGIBILITY DETERMINATION

Once the Assessment Report is finalized, the LSC shall meet to review all data and determine if eligibility criteria have or have not been satisfied. The LSC shall rule that the student is or is not eligible for the intellectually gifted program.

Parental Notification

Parents of each student tested will be notified in writing about the results of their child's assessment for the intellectually gifted program and their rights under the Family Education Rights and Privacy Act (FERPA). District personnel shall offer to explain any of the results about which the parents have questions.

OUT-OF-STATE GIFTED ELIGIBILITIES

As each state has a unique set of eligibility criteria for placement in a gifted program, a student moving to Mississippi with a gifted eligibility from another state must satisfy Mississippi eligibility criteria before being considered for placement in the gifted program. The eligibility ruling from another state may be used to initiate the referral process in Mississippi.

There is no temporary placement in the gifted program while the student goes through the eligibility process within the district.

PLACEMENT IN THE GIFTED PROGRAM

Once a student is ruled eligible for placement in the gifted program, the parent has the right to agree to placement or withhold placement of the child in the program. Written parental permission must be obtained before the child can be placed in the program.

Once a student is determined eligible for a gifted program in Mississippi, no reevaluation testing is required to remain in the program. Although criteria may vary from district to district, an eligible determination is accepted by all school districts within the State of Mississippi.

Please visit www.lauderdale.k12.ms.us and click on the Special Services tab and select Gifted to see the LCSD Policies and Procedures for Gifted.

You may also contact, Diane Freeman, Director of Special Services, if you have any questions about QUEST.

GPA

All courses taken each year in which Carnegie unit is awarded will be used to calculate each student's GPA. The GPA will be used to determine the valedictorian, salutatorian, highest honors, honors, class rank and Best of Class. 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.

Dual Credit classes will not be included in calculating GPA for valedictorian, salutatorian or Best of Class.

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 -----60-69
F -----59 and below

Regular Courses (Un-weighted)

A -----4.0
B -----3.0
C -----2.0
D -----1.0
F -----0

Accelerated Courses (Weighted) & Academic Dual Credit Courses

A -----4.5
B -----3.5
C -----2.5
D -----1.5
F -----0

Advanced Placement Courses (Weighted)

A -----5.0
B -----4.0
C -----3.0
D -----2.0
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 - 12

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

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

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 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 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.

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

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 teacher support team chaired by the principal or his/ her designee 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.

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" or "U" average in an academic subject shall be considered for retention. The promotion/retention decision at the elementary school level shall reside with the regular classroom teacher and the Teacher Support Team. The building principal shall be the final authority should any questions arise.

All 3rd graders must exhibit an adequate level of reading proficiency as measured on the state approved reading assessment to be eligible for promotion, unless a good cause exemption as defined by the state is met.

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 10-12 (Entering tenth, eleventh and twelfth graders ending with 2019-2020 twelfth graders)

The following are required to progress to the next 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 (20) Carnegie units on the seven-period 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.

Grades 9-12 (Entering ninth graders in 2017/2018 and thereafter)

The following are required to progress to the next level:

- Ninth graders must earn seven (7) Carnegie units to progress to the tenth grade.
- Tenth grade students must earn fifteen (15) Carnegie units on the seven-period schedule and sixteen (16) Carnegie units on the block schedule to progress to the eleventh grade.
- Eleventh grade students must earn twenty-one (21) Carnegie units on the seven-period schedule and twenty-two (22) Carnegie units on the block schedule to progress to the twelfth grade.

PROGRESS REPORTS/REPORT CARDS

K – 12

Mid-term progress reports of satisfactory or unsatisfactory progress in each subject shall be provided to all parents.

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

Numerical averages [along with S, N, and U for 1-4 students only] 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:

Kindergarten	Elementary	Middle/High School
3 = Exceeds	A (Excellent) 90-100	A (Excellent) 90-100
2 = Mastered	B (Above Average) 80-89	B (Above Average) 80-89
1 = Not Mastered	C (Average) 70-79	C (Average) 70-79
	D (Below Average) 60-69	D (Below Average) 60-69
	F (Failure) 59 and below	F (Failure) 59 and below

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

A ----- 90 – 100
 B ----- 80 – 89
 C ----- 70 – 79
 D ----- 60 – 69
 F ----- 59 and below

Regular Courses	Accelerated Courses and Academic 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

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 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

- 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 who have failed a course and wish to participate in Summer School must have passed one semester of the course and failed the other with an average of at least 50.
- 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.
- Students who fail to demonstrate an adequate level of reading proficiency as measured on the state approved reading assessment and fail to meet a good cause exemption as determined by the state will be required to attend the extended school year program.
- No Subject Area Tested Course may be taken during summer session, unless the student has already passed the state subject area test, without school and district administrative approval.

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 any time 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

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 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.

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.

TRANSFER STUDENT / HOME SCHOOLING

STUDENTS FROM NON-ACCREDITED SCHOOLS

In accordance with the policy of the Mississippi Department of Education (as stated in MS Code 37-15-33 and amended in item twenty-six of the Mississippi Non-Public Accountability Standards, 1994), any student who wishes to transfer to the Lauderdale County School District from a school or program not accredited regionally or by a state board of education shall be given a standardized achievement test(s) or teacher-made special subject test(s) to determine the appropriate classification of the student **within 30 days** after filing for transfer. Notice of the administering of such test(s) shall be given to the applicant not less than **five days prior** to the date of the administration of such test. The transfer of the student shall not be finalized until the test has been given and the student has been assigned according to the grade and class for which the test shows he or she is best suited. No student shall be assigned to a grade more than three (3) grades above or below the grade or class that the student would have been assigned had he or she remained in the school/program from which the transfer is being made.

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 has earned the second highest GPA in the graduating class.

Letter grades will be used to compute the GPA, which will be rounded to the nearest thousandth (i.e. three decimal places). All courses that award Carnegie units will be used in the calculation with the following exceptions:

1. Dual-credit courses
2. Courses not taken during the academic year (e.g. Driver Education)
3. Non-weighted elective courses taken during the student's senior year that adversely affect the student's GPA. This does not include *required* non-weighted courses taken during the senior year (e.g. Health, Economics). All students have the option to take four courses each semester during their senior year on a block schedule and seven courses during their senior year on a seven-period day.

The determination of valedictorian and salutatorian will occur after grades are posted for the third term. In selecting the valedictorian, if the GPA of the top graduates is the same or is a difference of less than .03 (three hundredths), then numerical grades will be used to determine valedictorian and salutatorian. The numerical grades for the same courses used to compute GPA will be used. The average of the numerical grades will be rounded to the nearest hundred-thousandth (i.e. five decimal places). The student with the highest numerical average will be the valedictorian. The student with the second highest numerical average will be the salutatorian. In the event of a tie, then co-valedictorians or multiple valedictorians will be named.

If the GPA of the valedictorian is more than .03 (three hundredths) above the next GPA, a similar procedure will be used to determine the salutatorian. In selecting the salutatorian, if the GPA of the top graduates - after the valedictorian's GPA is excluded - is the same or is a difference of less than .03 (three hundredths), then numerical grades will be used to determine the salutatorian. The numerical grades for the same courses used to compute GPA will be used. The average of the numerical grades will be rounded to the nearest hundred-thousandth (i.e. five decimal places). The student with the highest numerical average will be the salutatorian. In the event of a tie, then co-salutatorians or multiple salutatorians will be named.

When co-valedictorians and/or 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

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 K-12 POLICY

[IFB,JCD]

ALTERNATIVE SCHOOL PROGRAM

The school board of this district shall establish, maintain and operate, in connection with the regular programs of said school district, an alternative school program. The alternative school program shall be operated as part of and in accordance with the regulations applicable to the regular school program and with all requirements of federal and state law (MS Code of 1972 Section 37-13-91, et al) and the guidelines of the State Department of Education.

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

1. The alternative school program shall serve compulsory-school-age children:
 - a. Who have broken a major school rule and needs immediate alternative school referral. Any student that has been suspended for more than ten (10) days or expelled from school, except that such placement may be denied when the expulsion was for possession of a weapon or other felonious conduct;
 - b. Who are referred for placement based upon a documented need by the parent, legal guardian or custodian because of disciplinary problems and documented evidence of interventions progress monitoring, and FBA support the need for change of placement;
 - c. Who are referred by order of a chancellor or youth court judge, but only with the consent of the principal; or
 - d. Who have been a repeat offender of school rules and whose presence in the classroom, in the determination of the school superintendent or principal, is a disruption to the educational environment of the school or a

detriment to the best interest and welfare of the students and teacher of such class as a whole. All other interventions have failed and academic progress of the student is at risk.

- e. Who are transitioning from non-public mental facilities to homeschool as deemed appropriate by the Teacher Support Team or IEP Committee.
-
- 2. Before placement in the alternative school program, the principal or program administrator of the alternative school program shall obtain verification of the child's suitability for the program from the appropriate guidance counselor and/or district behavior specialist. Before a student can be removed to an alternative school education program, the superintendent shall determine that the written and distributed disciplinary policy of this district is being followed and that the policy includes standards for:
 - a. 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;
 - b. The removal of a student to an alternative education program that will include a process of educational review to develop the student's individual improvement plan; the improvement plan will contain behavioral and academic performance goals for the student while attending the alternative school and a list of interventions will be given to the alternative school teachers before student arrives;
 - c. The referring school administrator or the counselor will forward the student's academic progress and discipline record to the alternative school; and
 - d. A student with a disability will have a revised IEP upon admittance into alternative school.
 - 3. The superintendent shall provide for the continuing education of a student who has been removed to an alternative school program. Students placed in the alternative school program are subject to the policies and rules of conduct and discipline as well as any other rules of conduct and discipline deemed appropriate by the superintendent and/or principal.
 - a. Students are expected to follow the classroom rules and respect the teacher
 - b. Students are to remain seated until the teacher gives them different instructions
 - c. Students must be recognized by the teacher before speaking
 - d. Lunch will be served in the classroom
 - e. Checkouts: students are dismissed only to parents or legal guardians
 - f. Cell phones are prohibited at the alternative school and on the bus. Refer to student handbook concerning consequences
 - g. Lockers will not be assigned to students
 - h. Students are not allowed to use school phones unless it is an emergency

- i. Students who attend the alternative school are not allowed to participate or attend any extra-curricular activity sponsored by the Lauderdale County School District
 - j. Students will not be allowed to attend Summer School while assigned to the alternative school
- 4. This district shall ensure the following components are included in the alternative school program:
 - a. Clear guidelines and procedures for placement of students into alternative education programs which at a minimum shall prescribe due process procedures for disciplinary and general educational development (GED) placement;
 - b. Clear and consistent goals for students and parents;
 - c. Curricula addressing cultural and learning style differences;
 - d. Direct supervision of all activities on a closed campus;
 - e. Attendance requirements that allow for education and work force development opportunities;
 - f. Selection of program from options provided by the local school district, Division of Youth Services or the youth court, including transfer to a community-based alternative school;
 - g. Continual monitoring and evaluation and formalized passage from one step or program to another;
 - h. A motivated and culturally diverse staff;
 - i. Counseling for parents and students;
 - j. Administrative and community support for the program; and
 - k. Clear procedures for annual alternative school program review and evaluation.
- 5. Any student who becomes involved in any criminal or violent behavior shall be removed from the alternative school program and, if probable cause exists, a case shall be referred to the youth court. The removal of a student from the alternative school program on these grounds shall be reported in accordance with the applicable school board policies.
- 6. In order for a student to return to their home school, the following requirements must be met:
 - a. Students have met the goals in the improvement plan
 - b. The length of placement at the alternative school has been served
 - c. Extra time has been completed (if applicable)
 - d. Parents of the alternative school student must meet with the principal before returning to their home school
 - e. The alternative school principal recommends the student return to their home school
 - f. A student with a disability must have a revised IEP before going back to the home school
- 7. This school district shall submit a report by July 31 of each calendar year to the State Department of Education describing the results of its annual alternative school program

review and evaluation undertaken pursuant to MS Code of 1972 Section 37-13-92. The report shall include a detailed account of any actions taken by the school district during the previous year to comply with substantive guidelines promulgated by the State Board of Education under MS Code of 1972 Section 37-13-92.

SPECIAL EDUCATION STUDENTS

Educational services for children with disabilities who have been suspended or expelled from school shall be provided based on the requirements of IDEA, applicable federal regulations and state regulations.

STUDENT CONDUCT AND GRADES

Criteria used in the evaluation process to determine a student's grade and code of conduct must be supported by rationale. The criteria must be in writing and must include the following:

1. **Course content** (goals, objectives, materials, etc.) as outlined in the curriculum guides
2. **Methods of evaluation of grades** will reflect some combination of the areas listed below:
 - a. Class work
 - b. Homework (non-applicable for K-6)
 - c. Test scores
 - d. Participation
 - e. Skill application
 - f. Preparation for class (non-applicable for K-6)

*Kindergarten students will receive a standards – based report card.

3. **The effect of absence on grades;** All students are expected to attend the alternative school for the number 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; see student handbook for information on excused and unexcused absences
4. 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
5. **Check-Out Policy is as follows:**
 - a. Any student needing to be checkout must be signed out at the alternative school by a parent or legal guardian. This information will be on files at the alternative school
 - b. 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
 - c. The Principal will handle all emergency situations
 - d. Teachers do not have the authority to permit a student to leave campus
6. **Procedures for making up assigned work and tests;** 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

7. **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. 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. Points of emphasis concerning dress code while at the alternative school are as follows:
 - a. All shirts must be tucked in (males only)
 - b. Pants cannot be worn below the waistline
 - c. Belts must be worn and buckled at all times
 - d. Shoes must be worn with tied laces; house shoes are not allowed
8. **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 for ten days with a recommendation for expulsion (MS Code 37-13-92). 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 the expulsion from the Lauderdale County Alternative School. The first major offense committed by the alternative school student will result in a one day (K-6) or three day (7-12) suspension. The second offense will result in a three day (K-6) five day (7-12) suspension. The third offense will result in a five day (K-6) ten day (7-12) suspension. The fourth offense by a K-6 student will result in a ten day suspension. 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. Multiple violations of dress code will result in suspensions from school. Further violations of minor offenses will result in additional days. Any student guilty of possession of a weapon, drugs, alcohol or under the influences of drugs or alcohol will be recommended for expulsion.
9. **Transportation Guidelines as follows:**
 - a. Students must ride the bus or be transported by the parent
 - b. If a student that is assigned to the alternative school participates in a fight on the bus, the student will be suspended for ten days and recommended for expulsion (MS Code 37-13-92)
 - c. Alternative students are not allowed to drive personal vehicles to the alternative school facility
10. **Arrival at School**
 - a. All students will be searched upon arrival to the alternative school
 - b. Students are allowed to go directly to their assigned room unless directed to another area
 - c. No book bags are allowed at the alternative school
11. **Departure from School**
 - a. Students will remain in class until they are notified of dismissal to the home school bus
 - b. Students who are transported by parents must be picked up by 3:00 p.m.

This school district, in its discretion, may provide a program of general educational development (GED) preparatory instruction in the alternative program.

Medication

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.

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 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 administrations, 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.

Major Aspects of the Alternative School

Counseling by the behavior interventionist or Weems Community Mental Health facility therapist at the alternative school

1. Class work, homework, and tests assigned by the alternative school teacher
2. Parental Involvement

ROLES

Roles of the Behavior Interventionist

Keeps a folder containing the student's personal data and records of each counseling session for every alternative school student.

1. Conducts individual and group counseling sessions by meeting with each student as deemed appropriate. This may include or require parent attendance to become a partner in the resolution of the student's behavior issues.
2. Acts as liaison between the home school and that alternative school

Roles of the Alternative School Teacher (K-12)

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

SECTION 3 - ASSESSMENT POLICY [IIA,IIAAA]

ACT INFORMATION

The ACT is required of every student who plans to attend any one of the major Mississippi colleges and universities. This test will be available to all juniors and seniors in the fall semester for a fee and will be administered to all juniors during the spring semester free of charge 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

English

Mathematics

Reading

Science Reasoning

Composite Score

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

SUB-SCORES

Usage/Mechanics

Rhetorical Skills

Pre-Algebra/Elementary Algebra

Intermediate Algebra/Coordinate Algebra

Plane Geometry/Trigonometry

Social Studies/Sciences

Arts/Literature

Biology/Physical

Science/Chemistry/Physics

MS ASSESSMENT REQUIREMENTS

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.

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

- Students who fail to demonstrate an adequate level of reading proficiency as measured on the state approved reading assessment and fail to meet a good cause exemption as determined by the state will be retained in 3rd grade.

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

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, power lifting, archery, 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 [JBD]

ABSENCES AND ATTENDANCE

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 for 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.

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

An absence may be excused or unexcused. Three days of absence, per semester, can be excused with a parent note.

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:

- 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.
- Perfect attendance is defined as being present 100% of the time that school is in session while the student is enrolled in the district. Any tardy, absence, or early dismissal makes the student ineligible for the recognition. A school/district related absence for official school sponsored activities will not count as an absence.
- 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

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.

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

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

The practice of being prompt is considered by Lauderdale County School District to be an acquired habit which enhances student 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

Breakfast and lunch is served each day in all Lauderdale County school cafeterias. In the event of early dismissal, lunch may not be served. The cost of a full price breakfast is **\$1.50**; full price lunch is **\$2.50**.

Free and Reduced Meal applications are sent home with every student at the beginning of school and are available in each school office, cafeteria, and in the Office of Child Nutrition. A student may apply at any time during the school year. Free and reduced breakfast and lunch is available to those who apply and qualify. The U.S. Department of Agriculture has determined that all foster and homeless students are eligible for free meals. **An online Free and Reduced Meal application is available under the parent tab on the district's website – www.lauderdale.k12.ms.us**

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.

Students will use their assigned MSIS number (assigned when student enrolls) for identification when purchasing a meal.

Students will not take food out of the designated areas. Misconduct in the cafeteria will result in appropriate placement on the disciplinary ladder.

As a courtesy to parents, students are allowed to charge meals in the event of lost or forgotten meal money. The principal may establish a charge fund in accordance with school board policy.

Parents will receive a phone call, written notification (or both) from the Office of Child Nutrition or the cafeteria manager if money is owed. Parents are expected to repay the cafeteria within a week or make payment arrangements. Any child with an outstanding balance will not be allowed to purchase extra sale items.

Payment Procedures:

- **Personal checks and cash are accepted for meal purchases. However, no cash can be given back from a personal check.**
- **Student name and MSIS number should be written on each check submitted.**

- Online advanced payment through the MyPaymentsPlus portal is available at www.mypaymentsplus.com or under the parent tab on the district's website – www.lauderdale.k12.ms.us

SECTION 7 - CELL PHONE [JCDAF]

CELL PHONE/ELECTRONIC DEVICES/BYOD

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 or other electronic devices. **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.

The use of any electronic communication devices including cellular phones, personal digital assistance devices, lasers, and related communication products (or other electronic items) by students are prohibited during the administration of scheduled statewide tests. This is also the case in any classroom or instructional or other prohibited setting located upon any campus of the Lauderdale County School District, except when used in conjunction with direct supervision of student or instruction and at the discretion of the teacher.

Students attending any school in the Lauderdale County School District are discouraged from using or carrying upon his/her person or in any other manner such items as beepers; portable telephones (cellular phones), radios, tape recorders or other electronic devices (electronic watches, etc.) that are not used and may interrupt the instructional program.

The use of cell phones/electronic devices by students without teacher permission during the normal school day is prohibited. Any cell phone/electronic device that is out and/or in use during the school day, without teacher approval, or that disrupts instruction, will be taken and the district policy consequences followed. All cell phones and electronic devices must be turned off during the day. No cellular phones/electronic devices are allowed out or in use on school buses. Unauthorized use of a cell phone during the school day will results in the following consequences:

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.

For any offense, refusal of a student to give a phone/electronic device to an administrator or person in charge, when requested, will result in suspension and/or alternative school placement for a minimum of 45 days.

Any electronic communication device used during any administration of statewide tests will be confiscated for the duration of the school year and may result in suspension or termination of the student from the regular environment for the remainder of the year.

- Since cellular phones and other electronic devices are prohibited during the school day, other than for instructional purposes when under the supervision of a teacher, there will be no text messaging or social media messaging during the school day. Further, no text or social media messaging is allowed between students and school personnel at any time.
- No student is required to have a cell phone or electronic device. The Lauderdale County School District does not accept responsibility for lost, damaged, or stolen devices, and will not be held responsible for any charges or fees that are incurred due to the use of personal devices, including but not limited to, cell phones.
- Since cellular phones and other electronic devices are prohibited, other than for instructional purposes when under the supervision of a teacher, 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 Board recognizes that electronic devices may enhance the teaching and learning process. Therefore, the Board approves a "Bring Your Own Device" program whereby staff and students, under the direction and supervision of the principal /teaching staff, may use their personal electronic devices for instructional purposes. Use of the LCSD network shall be governed by the District's appropriate use policy (IJ). Access to the District's wireless network, including the Internet, shall be made available to students, employees and members of the Board of Trustees for instructional and administrative purposes in accordance with the administrative regulations.

DEFINITIONS:

- 1.) "BYOD" is the Bring You Own Devise program that enables students to use their personal electronic devices (laptops, smart phones, tablets) for sanctioned educational purposes.
- 2.) "Use of a cell phone" includes any incoming or outgoing call, text message, message waiting, FB messaging, page, or means of communicating electronically.

SECTION 8 - DISCIPLINE POLICY

[GAH, JBAC, JCAA, JCB, JCBB, JCBD, JDA, JDB, JDC, JDD, JDE]

DISCIPLINE PLAN/CODE OF CONDUCT

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 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, or being under the influence of alcohol or drugs is prohibited. Public school officials may conduct unannounced searches of school property, such as student 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.

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 are 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, use, or under the influence of alcohol or drugs
- 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

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 that 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, possession or under the influence of drugs on or near school	4. Steps 5-6
5.	Use, sale, possession or under the influence 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"> Cheating Forgery Disrespect 	21. Steps 4-6
22.	<ul style="list-style-type: none"> Arson Assault/Battery - Employees or Students Bomb Threats/Explosives False Alarms Theft/Robbery Sexual Offense 	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 being referred to law enforcement officials.

Detention

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

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/district related activity or event. Further, this includes misconduct occurring on property other than school property or other than at a school/district 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.

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.

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/district 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 a 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/district 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

Expulsion is the total exclusion of the student from participation in or attendance at any school/district 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, TOBACCO AND ELECTRONIC/VAPOR CIGARETTE USE

The Lauderdale County School District prohibits the use or possession of weapons, the use, possession or being under the influence of illegal drugs and alcohol, or the use of tobacco or electronic/vapor cigarettes; and will cooperate with all law enforcement officers to control 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 student 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 school or 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, tobacco, electronic/vapor cigarette use:

No student regardless of age, shall possess, consume, purchase, or distribute any alcoholic beverage, electronic vapor cigarette, 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. **Paracord bracelets** are prohibited.
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 [JCDB]

DRESS CODE

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 or appearance (i.e. not limited to make up and/or hair color) which attracts undue attention to the student and creates a disturbance in the learning environment is in bad taste and is not acceptable.

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.

PARACORD BRACELETS are prohibited.

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 60] (or solid black or solid khaki).**

School letter jackets are allowed.

All jackets and coats must be in **school colors [see page 60] (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.

Elementary grades: Outer wear (jackets and coats) will be at the principal's discretion.

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

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, or NAS Medical Facility)
3. **RESIDENCY REQUIREMENTS:** In July 2002, the School Board adopted a policy that ALL students will establish residency annually. State law requires each parent/legal guardian must provide the school with at least two of the items listed below as verification of their address, except any document with a post office box as the address will not be accepted, nor will Identification (ID) cards.

Documents used for proof of residency **MUST** match; showing the same address.

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

- ◆ Filed Homestead Exemption Application
- ◆ State of Mississippi Road and Privilege Tax (Vehicle Tag Receipt)
- ◆ Mortgage Documents or Property Deed
- ◆ Apartment or Home Lease
- ◆ Driver's License (can be accepted with Homestead Exemption Application or State of Mississippi Road and Privilege Tax). No other form of proof can be used with a driver's license.
- ◆ Utility Bill: Only one utility bill will be accepted. The utility bill must be within 30 days of registration.
- ◆ 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.
- ◆ Certified copy of filed petition for guardianship, if pending, and final decree when granted

New students to district

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, or NAS Medical Facility)
3. **RESIDENCY REQUIREMENTS:** In July 2002, the School Board adopted a policy that ALL students will establish residency annually. State law requires each parent/legal guardian must provide the school with at least two of the items listed below as verification of their address, except any document with a post office box as the address will not be accepted, nor will Identification (ID) cards.

Documents used for proof of residency **MUST** match; showing the same address.

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

- ◆ Filed Homestead Exemption Application
- ◆ State of Mississippi Road and Privilege Tax (Vehicle Tag Receipt)
- ◆ Mortgage Documents or Property Deed
- ◆ Apartment or Home Lease
- ◆ Driver's License (can be accepted with Homestead Exemption Application or State of Mississippi Road and Privilege Tax). No other form of proof can be used with a driver's license.
- ◆ Utility Bill: Only one utility bill will be accepted. The utility bill must be within 30 days of registration.
- ◆ 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.
- ◆ Certified copy of filed petition for guardianship, if pending, and final decree when granted

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. Any students who are classified as homeless or who live with adults other than parents or legal guardians, must meet with the Homeless Liaison to determine placement. To make an appointment during July, please call the District Office. Enrollment may not be denied or delayed due to the lack of any document normally required for enrollment including proof of residency.

SECTION 11 - GRADUATION OPTIONS [IHF]

GRADUATION REQUIREMENTS

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 9th grade.

Subject Area Testing

- 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
- 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

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.

OPTIONS:

All graduation options are as follows:

Students may graduate by passing the course and meeting **one** of the following options:

1. Pass the applicable end-of-course Subject Area Test
2. Obtain a score of **17** or higher in the specific subject area on the ACT.
3. Earn a C or higher in an entry level, credit-bearing dual enrollment/dual credit /college credit course.
4. Obtain an Armed Services Vocational Aptitude Battery (ASVAB) AFQT (Armed Forces Qualification Test) score of 36 **plus one** of the following:
 - 1) Earn a CPAS (Career Planning and Assessment System) score that meets the attainment level assigned by Federal Perkins requirements.
 - 2) Earn an approved Industry Certification as specified in the Career Pathway's Assessment Blueprint and outlined in Appendix A-5 in the current edition of the *Mississippi Public School Accountability Standards*.
5. Obtain the *Silver Level* on the ACT WorkKeys **plus one** of the following:
 - 1) Earn a CPAS (Career Planning and Assessment System) score that meets the attainment level assigned by Federal Perkins requirements.
 - 2) Earn an approved Industry Certification as specified in the Career Pathway's Assessment Blueprint and in Appendix A-5 in the current edition of the *Mississippi Public School Accountability Standards*.

GRADUATION OPT-OUT

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

The Lauderdale County School District (LCSD) requires that all students receiving a diploma do so by earning 27/30 Carnegie units. The Opt-Out Request program, as outlined in Appendices A1-A3 of the Mississippi Public School Accountability Standards, 2016, provides alternate pathways to graduation for students failing to meet the LCSD requirements of the traditional pathway due to extenuating circumstances. The school administrator and counselors act on behalf of the student and submit the request for students to opt-out of the regular diploma requirement for specified reasons. The options are as follows:

- Appendix A-1/District Option: Students who are experiencing emergency situations that include, but are not limited to, health/personal issues which have thwarted regular attendance in school (behavior, substance abuse, endangerment to other students, etc); extreme/debilitating medical conditions; transfer from another school whose graduation requirements are less than LCSD and would prevent student from graduating with cohort class, etc. An informed Parental Consent Letter explaining the limitations of the Opt-Out is required for this option and submitted as part of the initial paperwork by the school.
- Appendix A-2: Students for whom this request is submitted are deficient in electives. This deficiency would prevent the student from graduating with his/her cohort class, etc. Students in this category must have at least 24 Carnegie units but fall short of the required 27/30.
- Appendix A-3/Career Pathway Diploma: Students enrollment in the Career Technical Program (CTE) qualifies them for this option. It is recommended that students complete the sophomore year, year one of the CTE, and be enrolled in CTE year two before applying for this option. Schools must have appropriate Career Pathway electives to support this option.

Counselors identify students who need to utilize the above options. The counselors then compile a file on the student, which consists of a signed letter of request from the school administrator, Subject Area Test Data, historical grade information, and other appropriate information from the cumulative records. Dependent upon the Opt-Out being requested, schools may also be required to submit an Informed Parental Consent Letter. This letter relates pertinent information and limitations of specific Opt-Outs to the student and parents/guardians. The information is then submitted to the appropriate curriculum specialist for review and verification. The request is either approved or denied. Any discrepancies in the student record are relayed to the counselor for immediate resolution. Discrepancies could include, but are not limited to, miscalculation of credits, missing course documentation from other schools, etc. Once complete, an approval letter is generated and then forwarded to the superintendent for final signature. The official signed letter is returned to the Curriculum Office where a copy is made and attached to the student file. The files for each student are housed in a secure location and organized by school. Official letters

are then returned to the requesting school. A copy is placed in the student's cumulative record and the original letter is given to the parents/guardians of the student. All diploma options are reported to the Director of MSIS for data reporting to the Mississippi Department of Education. **All Opt-Out requests must be submitted by April 15th of each school year.**

It is important to note that the Carnegie unit requirements for graduation in LCSD is 27/30 Carnegie units. The Opt-Out Program is not a graduation plan to be pursued by students, but rather utilized to assist those students for which graduation through traditional pathways is impossible due to extenuating circumstances. Each request submitted is reviewed on a case-by-case basis. The goal of this program is to work in concert with school counselors to ensure the best pathway to success for all students.

SECTION 12 - INTERNET POLICY

[IJ, IJB, IJBC]

INTERNET POLICY

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. Cyber bullying 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 13 – MEDICAL

[JG, JGA, JGC, JGCB, JGCC, JGCD, JGCDA, JGFG]

COMMUNICABLE DISEASES AND INFECTIONS

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)	Bed Bugs	

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, 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 100.5

Students must be fever free for 24 hours without the use of fever reducing medications before returning to school.

MEDICATION POLICY K - 12

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.)
- 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.**
- 5) 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.

6) 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.

7) When medication is discontinued or at the end of the school year, medication not picked up 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.

FIRST AID

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.

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 T-dap vaccination (at age seven or later) **prior** to entering school.

SECTION 14 –RESIDENCY [JBC]

RESIDENCY REQUIREMENTS

In July 2002, the School Board adopted a policy that ALL students will establish residency annually . State law requires each parent/legal guardian must provide the school with at least two of the items listed below as verification of their address, except any document with a post office box as the address will not be accepted, nor will Identification (ID) cards.

Documents used for proof of residency **MUST** match; showing the same address.

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

- ◆ Filed Homestead Exemption Application
- ◆ State of Mississippi Road and Privilege Tax (Vehicle Tag Receipt)
- ◆ Mortgage Documents or Property Deed

- ◆ Apartment or Home Lease
- ◆ Driver's License (can be accepted with Homestead Exemption Application or State of Mississippi Road and Privilege Tax). No other form of proof can be used with a driver's license.
- ◆ Utility Bill: Only one utility bill will be accepted. The utility bill must be within 30 days of registration.
- ◆ 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.
- ◆ Certified copy of filed petition for guardianship, if pending, and final decree when granted

Any students who are classified as homeless or who live with adults other than parents or legal guardians, must meet with the Homeless Liaison to determine placement. To make an appointment during July, please call the District Office. Enrollment may not be denied or delayed due to the lack of any document normally required for enrollment including proof of residency.

ADDRESS CHANGE

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

SECTION 15 –SAFETY

**[JB, JCB, JBCD, JCDA, JCDAC, JDDA, JDAA-P, JDDA-P, KM, JCDAE, JCDAE (2)
JDABA, JD]**

CORRIDOR COURTESY

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

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

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.**

1. **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.
2. **Switchblade Knife.** A knife containing a blade or blades which opens automatically by the release of a spring or a similar contrivance.
3. **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.
4. 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.
 5. 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.
 6. 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.
 7. 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

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 OR USE

The Lauderdale County School District prohibits the use or possession of weapons, the use, possession or being under the influence of illegal drugs and alcohol; and will cooperate with all law enforcement officers to control 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

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

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. cyber stalking | 6. cyber bullying | 7. physical violence | 8. theft |

PROCEDURES FOR PROCESSING A COMPLAINT

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

SUICIDE PREVENTION

Protecting the health and well-being of all students is of utmost importance to Lauderdale County School District. The Lauderdale County School District board has adopted a suicide prevention policy that will help protect all students through the following steps:

1. Students will learn about recognizing and responding to warning signs of suicide in friends using coping skills, using support systems, and seeking help for themselves and friends. This will occur in all health classes.
2. Lauderdale County School District will designate a suicide prevention coordinator to serve as a point of contact for students in crisis and to refer students to appropriate resources.
3. When a student is identified as being at risk, a school employed mental health professional who will work with the student and help connect them to appropriate resources will assess them.
4. Students will have access to national resources which they can contact for additional support such as:
 - ◆ The National Suicide Prevention Lifeline – 1-800-273-8255 (TALK),
 - ◆ www.suicidepreventionlifeline.org
5. All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are

encouraged to tell any staff member if they, or a friend, are feeling suicidal or in need of help.

6. Students should also know that because of the life or death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.
7. For a more detailed review of policy changes, please see the district's full suicide prevention policy at www.lauderdale.k12.ms.us.

BOMB THREAT

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

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

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 16 - TRANSPORTATION

[JGF, JCDAD, JGFF, EDA, EDDB, EDDAA]

AUTOMOBILES

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 campus in 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

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.

Exception: **HB 348 states**, in part: *Students are allowed to drink bottled water on the school bus when traveling from home to school and from school to home. The water must be in its original labeled and clear, plastic bottle with an unbroken seal at the time of boarding the school bus.*

12. Refrain from displaying signs from the bus.
13. Refrain from using profane language or gestures.
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 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/district 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
Ending with incoming ninth graders 2015-2016

¹ 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.

² 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.

³ 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.

⁴ 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.

⁵ 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.

⁶ 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.

⁷ 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.

⁸ 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.

⁹ 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, on the first floor of Lauderdale County School District's Central Office Building located at 301 46th CT, Meridian, Mississippi 39305.

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 CHILD FIND

Are you concerned about your child's speech, learning, behavior, or development?



What is Child Find?

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

How are children identified and located?

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

What is a multidisciplinary evaluation?

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

Child Find Request

Multidisciplinary Evaluation Team meets with the family

No testing needed

Multidisciplinary Evaluation

Who should I contact about making a Child Find request?

For a child birth through two years, contact your local Health Dept.

For a child three to twenty-one years, contact your local school district.

What should I bring to the meeting to determine if a multidisciplinary evaluation is necessary?

Although you do not have to bring anything with you, any records or information you have that can assist you in describing your concerns about your child would be helpful.

For more information contact:

Diane Freeman, Director of Special Services/Child Find Contact: 601-693-1683

PARENTAL AUTHORIZATION FOR ADMINISTERING MEDICATION TO STUDENTS
Lauderdale County School District

School _____ Fax# _____ Grade _____

Student Name: _____ DOB: _____ 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:

I understand that in the absence of the school nurse that 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 medication, I am aware that Lauderdale County School District, 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 Name _____ Signature _____

Phone Number _____ Date _____



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.
dose antihistamine
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

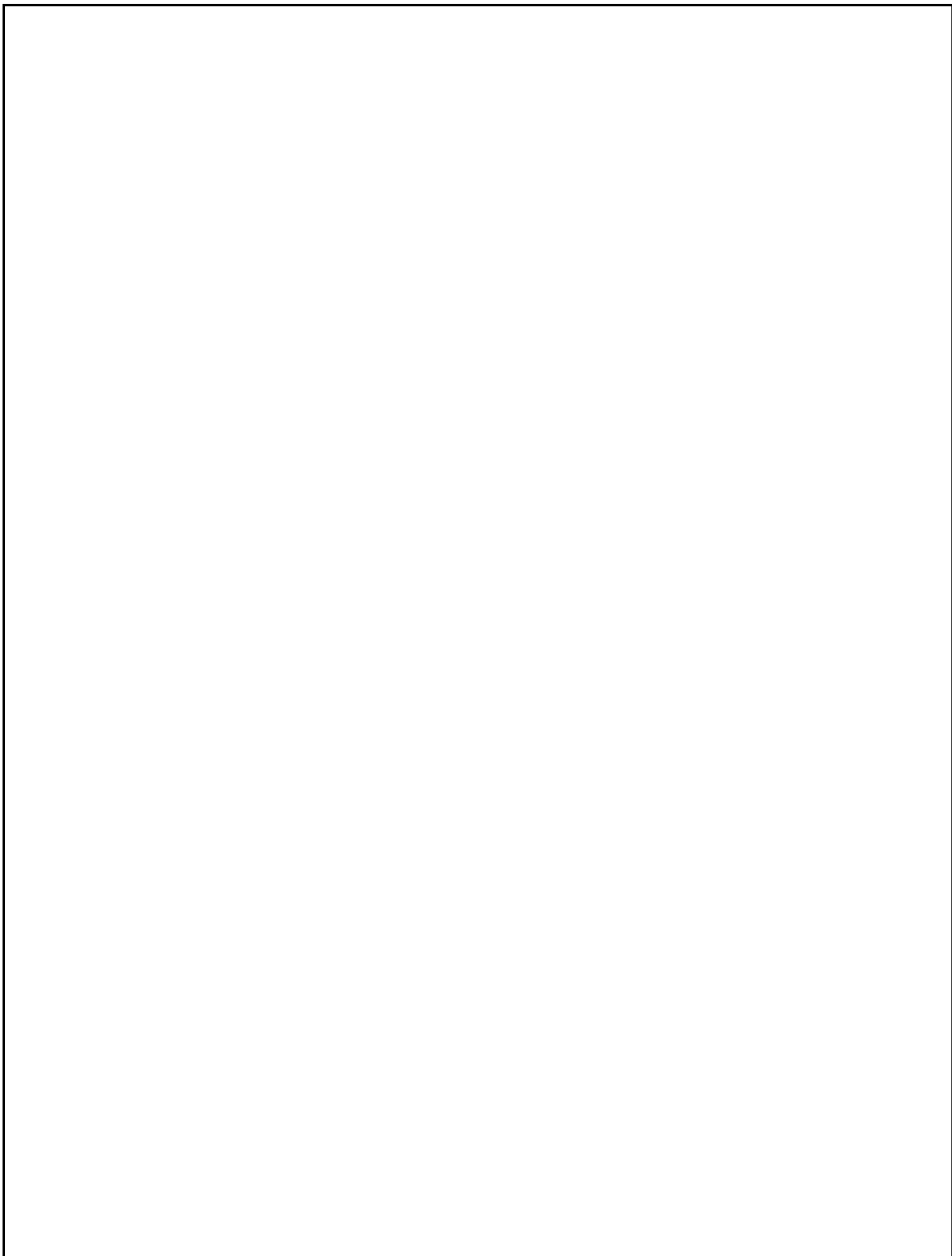
Directions or use of EpiPen®:

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 _____



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.**

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: _____

