



LOWNDES COUNTY
School District
CALEDONIA • NEW HOPE • WEST LOWNDES • CAREER TECH

STUDENT HANDBOOK

2021-2022

A Guide for Students and Parents

CHALLENGING ALL STUDENTS TO ATTAIN THEIR GREATEST POTENTIAL



LOWNDES COUNTY
School District
CALEDONIA • NEW HOPE • WEST LOWNDES • CAREER TECH

CALEDONIA



NEW HOPE



WEST LOWNDES



CAREER TECH



LOWNDES COUNTY SCHOOL DISTRICT

LOWNDES COUNTY SCHOOL BOARD

The Board of Education meets on the second Friday of each month at 12:30 p.m. The meeting is held in the board room of the Superintendent's Office, 1053 Highway 45 South, Columbus, MS 39701 (662-244-5000). Members of the board are:

Robert Barksdale, President	Wesley Barrett, Secretary	Jacqueline Gray
Jane Kilgore, Vice-President	Jeff Smith, Attorney	Brian Clark

CENTRAL OFFICE ADMINISTRATION

Sam Allison, Superintendent.	244-5005
Dr. Robin Ballard, N.B.C.T., Deputy Superintendent.	244-5020
Sayonia Garvin, Business Officer/Administrator.	244-5016
Veronica Hill, Personnel Director.	244-5010
Jeanise Andrews, Technology Coordinator.	244-5018
Dr. Christy Adams, Curriculum Coordinator	244-5007
Kristie Jones, Federal Programs Director	244-5030

SUPPORT STAFF

Andrew Matthews, Director of Child Nutrition.	244-5021
Greg Wheat, Maintenance Supervisor.	434-6123
Dennis Aldridge, Transportation Supervisor.	434-6299
Rhonda Locke, SPED Director	244-5024
Roger Gaudet, Network Manager.	244-5006

LOWNDES COUNTY SCHOOL DISTRICT SCHOOLS

Caledonia Elementary School (K-5).....	Roger Hill, Principal
9509 Wolfe Rd, Caledonia, MS 39740.....	Phone 356-2050 – Fax 356-2065
Caledonia Middle School (6-8).....	Karen Pittman, Principal
105 Confederate Drive, Caledonia, MS 39740.....	Phone 356-2042 – Fax 356-2045
Caledonia High School (9-12).....	Gregory Elliott, Principal
111 Confederate Drive, Caledonia, MS 39740.....	Phone 356-2001 – Fax 356-2036
New Hope Elementary School (K-5).....	Wes Carlisle, Principal
199 Enlow Drive, Columbus, MS 39702.....	Phone 244-4760 – Fax 244-4775
New Hope Middle School (6-8).....	Matt Keith, Principal
3419 New Hope Road, Columbus, MS 39702.....	Phone 244-4740 – Fax 244-4758
New Hope High School (9-12).....	Matt Smith, Principal
2920 New Hope Rd, Columbus, MS 39702.....	Phone 244-4701 – Fax 244-4725
West Lowndes Elementary School (K-6).....	Robert Sanders, Principal
1000 Gilmer-Wilburn Road, Columbus, MS 39701.....	Phone 244-5050 – Fax 328-2912
West Lowndes High School (7-12).....	Stefanie Jones, Principal
644 South Frontage Road, Columbus, MS 39701.....	Phone 244-5070 – Fax 327-3353
LCSD Alternative School	Antonio Magee, Principal
3419 New Hope Road, Columbus, MS 39702.....	Phone 244-5060 – Fax 327-4857
Career Technology Center	Susan Lingle-McClelland, Ed.S., Vocational & Tech Prep Director
1085 Lehmborg Road, Columbus, MS 39702.....	Phone 244-5038



LOWNDES COUNTY
School District
CALEDONIA • NEW HOPE • WEST LOWNDES • CAREER TECH

VISION

Provide a superior educational system that challenges all students to attain their greatest intellectual, social, and personal potential.

MISSION

Challenge all students to attain their greatest potential.

BELIEFS

- **Fully Engaged Students**
- **Productive and Purposeful Learning Environments**
- **Equity**
- **Shared Responsibility**
- **Mutual Respect**
- **Motivation Through a Wholistic Approach**
- **Individualistic and Challenging Instruction**

GOALS

- **Student achievement will increase annually.**
- **The district will develop and sustain a healthy, respectful, caring, safe learning environment for students, faculty, staff, and our community resulting in individual employee learning, student achievement, and overall district improvement.**
- **The district will develop and strengthen meaningful partnerships to fully engage with our parents, communities, and staff to strategically impact and support student success.**
- **Through recruitment and professional development, the district will assure that there is an effective teacher in every classroom, an effective principal in every building and an effective employee in every position.**
- **The district will utilize emerging technologies and programs at the highest level of achievement and accountability to ensure that students will be college and career ready.**



The policies and procedures in this brief booklet are the result of a concerted effort on the part of students, faculty, parents, and administration. This information has been carefully prepared to help you adjust to your school and become an integral part of this school district.

The ultimate purpose of education is to help young people become effective citizens in a democracy. Developing and accepting responsibilities and obligations of good citizenship lead to success in the world of tomorrow. We hope you will examine the many and varied activities in your school and participate in those activities that will prepare you to take your place in this complex society. Remember, your success will be directly proportional to your efforts.

Please let the principals know if they can help you in any way. Working together we can make a difference – not only in the lives of all students, but in the lives of everyone in this community, this country, and ultimately in the world.

We welcome you all. . . especially new students. Your educational experience can be whatever you make it. Always strive to make it outstanding.

Visit Our Website

at

www.lowndes.k12.ms.us

FIND OUT ABOUT THE EXCELLENT LEARNING
OPPORTUNITIES IN THE LOWNDES COUNTY
SCHOOL DISTRICT!

- ▶ Links to each campus can be found at this site. ◀
- ▶ View the LCSD Student Handbook Online!! ◀

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*****SCHOOL DISTRICT ORGANIZATION*****

POLICY MANUALS

This student handbook contains abbreviated versions of policies and procedures most relevant to the students, faculty, parents, and administrators of both elementary and secondary students. **Divisions and policy codes are aligned with the Lowndes County School Board Policy Manual.**

Complete policies may be found in the Lowndes County School Board Policy Manual. There are copies of this manual in the Superintendent’s Office and in the Principal’s Office of each school.

SCHOOL DAY (AE)

The school day must provide at least 330 minutes of instruction per day. Two 60% days per year are also allowed.

School officials will not be held responsible for students on school campuses prior to the beginning of the school day or after school is dismissed unless they are under the direct supervision of an authorized adult.

No school in the district will participate in activities that require any student to miss more than 20 class periods in courses for which grades and/or units of credit are issued during the school year.

Instruction is the primary focus of the school day. Please help us keep interruptions to a minimum so that students receive the maximum amount of instructional time.

School	Students		Teachers		Duty
CES	7:50	2:55	7:15	3:15	
CMS	7:40	3:00	7:20	3:20	
CHS	7:35	3:01	7:20	3:30	
NHES	7:50	2:50	7:15	3:30	
NHMS	7:40	3:00	7:15	3:15	
NHHS	7:40	3:10	7:20	3:20	Duty 7:10
WLES	7:45	2:45	7:20	3:20	Duty 7:00
WLHS	7:38	3:15	7:15	3:15	Duty 7:10

EXTENDED SCHOOL (AE)

This district offers extended school for promotion to students in grades 6-12 who meet the district’s requirement for attendance. The district also offers extended school for enrichment to students in K-5 when federal funds are available.

*****BUSINESS MANAGEMENT*****

SMOKE FREE BUILDINGS (EB)

Consistent with Public Law 103-227, 20 USC 6083, the Lowndes County School Board bans the use of all tobacco products in school buildings, on school property, and in school vehicles by all persons at all times. This ban extends to employees, students, and patrons attending school-sponsored athletic events/meetings and to all school-owned or operated vehicles and facilities.

CRISIS MANAGEMENT: DISASTER PLANS/DRILLS (EBBC)

1. Fire (Refer to the district's Emergency Procedures Plan.)

Alarm – The alarm will be a continuous blast of a fire horn. The schools that do not have a fire horn will sound repeated short rings of the bell.

The principal will sound the alert for evacuation and call 911 and the school superintendent. Teachers and students will evacuate the building immediately and go to the designated/alternate school site.

Evacuation routine:

1. Students will walk in a single file line to an authorized exit and go to a designated area.
2. Students will stay with their present class at all times. A teacher will check rest rooms.
3. Teachers will call roll in the designated area.
4. Everyone will wait for the “all clear signal,” which will be one long ring of the bell.
5. Students will re-enter their classes in an orderly manner.
6. Teachers will call roll.

2. Tornado (Refer to the district's Emergency Procedures Plan.)

Alarm – The alarm will be repeated long rings of the bell.

During severe weather, the principal will listen to the school radio for any weather alert. If emergency procedures are necessary, the following steps will be followed:

1. The principal will sound the alert.
2. Teachers and students will go to the designated area without delay.
3. Teachers and students will crouch with their arms placed on the side of their heads and their hands placed on the back of their necks until an all-clear signal is given.
4. When the danger is over, the signal will be sounded to return to class.

A tornado watch is a situation in which weather conditions are favorable for a tornado. A warning is a situation in which a tornado or funnel cloud has been spotted. All persons should take cover immediately.

3. Earthquake (Refer to the district's Emergency Procedures Plan.)

Alarm – The alarm will be repeated short-long-short-long rings of the bell.

4. Other disasters (Refer to the district's Emergency Procedures Plan.)

All other major disasters shall be reported to the Civil Defense and school officials shall follow their procedures.

Note: All disaster plans must be on file and the evacuation plan must be posted in the building. In the event of damages or injury, the principal will notify 911 and the superintendent.

EMERGENCY CLOSINGS (EBBC)

Upon approval of the School Board, the Superintendent may close any school because of an emergency situation. However, all schools so closed shall operate for the required full time after being reopened during the scholastic year. S37-13-65 (1987)

During inclement weather or other emergencies, personnel should refer to the following media concerning school closings:

<u>Television</u>	<u>Radio</u>	<u>Website</u>	<u>AIM</u>
WCBI . . . 328-1224	WACR . . . 328-1050	www.lowndes.k12.ms.us	Parent Notification System
WTVA . . . 327-6464	WSMS . . . 328-7124		(Please keep your school
WLOV . . . 494-8327	WKOR . . . 327-1183		informed of changes to
			your cell phone number)

The district provides an automated notification system via telephone to advise parents of emergency/early dismissals and special notices. Each student should have working numbers entered into the system. Parents are encouraged to immediately notify teachers/office of any changes in contact information in order to be properly notified.

CHANGE OF ADDRESS / PHONE NUMBERS

Parents should notify the school office when their addresses, telephone numbers, place of work, and/or work telephone numbers change. It is extremely important that parents can be reached at all times in case of an emergency.

NEXCHECK

Your Check is Welcome. The Lowndes County School District recognizes that occasionally a parent may inadvertently overdraw a checking account and a check may be returned by your bank. In order to recover these funds in a private and professional manner, the Lowndes County School District has contracted with Nexcheck, LLC, for collection of returned checks.

Checks should be written on a commercially printed check with your name, address, and contact telephone number. When a person writes a check to a school or the School District, he or she agrees that, if the check is returned for any reason, it may be represented electronically on the same account, and that the Service Fee for returned checks established by law may be debited from the same account.

If the check and fee are not collected electronically, Nexcheck will contact the check writer by mail and/or by telephone to make payment arrangements. All payments need to be made directly to Nexcheck, P.O. Box 19688, Birmingham, AL 35219. For your convenience, payments of both check and fee may be made electronically at www.nexcheck.com or over the phone (800-639-2435) using a credit card, debit card or electronic check.

TELEPHONES (IL)

The school office phone is to be used with the principal's permission only. Students will not be called out of class to answer the telephone; however, messages will be forwarded to them. Students will not be allowed to call home to check out, except in an emergency.

LOST AND FOUND

All items found on campus should be turned into the office, including money. If the owner does not claim the money within five days, it will be given to the finder. If a student loses an item, he/she should check in the office to see if it has been turned in. **Lost and found items will be turned over to charity if not picked up by the end of the school year.** Parents should write their child's name in all his/her clothes and jackets. Each year a great number of clothing items are never claimed.

ELEMENTARY PARTIES

Elementary parties will be limited to only those pre-approved by the building principal. Recess time will be utilized for the parties. Birthday parties for students and/or teachers are not allowed. However, parents may send refreshments for everyone to enjoy at recess.

ASBESTOS NOTIFICATION

The Asbestos Hazard Emergency Act of 1986 (AHERA) requires the inspection of all buildings in the school district for asbestos. The district has complied with this act. A management plan documenting these inspections is on file for public review. Upon request, this plan may be viewed in the Superintendent's office.

The asbestos identified in the management plan will be checked regularly by a licensed asbestos company and by Lowndes County School District staff to scrutinize any changes in the material which could cause a health hazard. Asbestos will be monitored according to EPA guidelines. If changes occur, the asbestos coordinator will notify the appropriate people as prescribed by law.

INSTRUCTIONAL PROGRAM

HIGHLY QUALIFIED TEACHERS

Parents have the right to request the qualifications of teachers and paraprofessionals. Parents will be notified if a non-qualified teacher will be teaching their child for four or more consecutive weeks.

CLASSROOMS

Students will be under the supervision of several teachers during the day. Each instructor will have his/her own rules/requirements that students must become familiar with and obey.

For significant instructional activities to take place, the students must accept part of the burden of responsibility. This includes, but is not limited to, being on time to class and having the necessary tools for learning. Students in grades 6-12 should arrive at school with their MacBook fully charged. Schools may sell school supplies.

HALLS

Movement in the halls should be quiet and orderly. Students should walk to the right. "Ganging up" or taking up the entire hall will not be permitted. Student movement in the hall is restricted to walking. *No running is allowed.*

PARENT CONFERENCES/VISITS

VISITORS

- Parents, friends, solicitors, and any other visitors coming onto any campus or into any building for any reason must first obtain permission from the principal or school office personnel to visit or make personal contact with students or teachers. Visitors will be issued a visitor's pass only after being approved. No classroom visits or observations are allowed during instructional time without prior permission from the building level principal with the teacher's knowledge.
- Staff members shall routinely check with visitors to confirm that visitation has been granted. A visitor's pass issued by the office must be visible at all times. If permission has not been secured, the staff will immediately notify the office.

PARENT CONFERENCES

- Parents are encouraged to become actively involved in their child's education. Parents are welcome to make an appointment through the teacher, counselor, or principal prior to a visit or conference with a teacher.

PROGRAM CHANGES

In middle school, schedule changes can be made or a course dropped only during the first full week of class and in high school changes may be made the first two full days of class if:

1. The change is possible in terms of the student's existing schedule and the change will not overload a particular class.
2. The change results in a reasonable program of studies in terms of the established curriculum.
3. The change is not based on teacher preference.
4. Final approval is granted by the principal.
5. Removal from any AP or Honors classes must have written parent permission.

DUAL ENROLLMENT/DUAL CREDIT

Dual Enrollment/Dual Credit is a program that allows high school students to simultaneously earn college or vocational credit toward a postsecondary diploma at a Mississippi public institution that will also count as credit toward a high school diploma.

Lowndes County School District encourages high school juniors and seniors to enroll in college courses. Students who wish to enroll in college classes should contact their principal or counselor.

Eligibility requirements:

1. Junior or Senior status
2. 3.0 GPA
3. Parent responsibility for fees and transportation
4. Unconditional permission granted by school administrators and/or counselors

Students must earn a C or better in the college course to receive high school credit for the class.

Students must take a minimum of five AP classes and/or Dual Credit courses and have an overall combined average in those classes of a 90 GPA or a 3.5 QPA to earn a silver cord at graduation.

MISSISSIPPI VIRTUAL PUBLIC SCHOOL

Lowndes County School District has approved the Mississippi Virtual Public School (MVPS) as a web-based educational service offered by the Mississippi Department of Education to provide students with access to a wider range of course work, with more flexibility in scheduling, and with the opportunity to develop their capacities as independent learners.

High school students may enroll in courses through the Mississippi Virtual Public School with prior approval from the principal or designee. MVPS is *not* a credit issuing or diploma-granting institution. The awarding of credit for successful course completion is determined by the principal or designee. **Note: Students enrolled in MVPS are limited to earning two (2) Carnegie units of credit during the academic year.**

Students interested in taking MVPS courses should contact their high school counselor or administrator.

SPECIAL EDUCATION PROGRAM (IDDF)

The Mississippi Department of Education shall establish goals for the performance of children with disabilities that will promote the purpose of IDEIA and are consistent, to the maximum extent appropriate, with other goals and standards for children established by the Mississippi Department of Education.

The educational programs and services provided for exceptional children shall be designed to provide individualized appropriate special education and related services that enable a child to reach his/her appropriate and uniquely designed goals for success.

ALTERNATIVE SCHOOL PROGRAM (IDDG)

Please see the Lowndes County School District Alternative School Handbook.

INSTRUCTIONAL SUPPORT SERVICES (IFB)

Students have access to student support services provided by a counselor, a social worker, a nurse, and other student support personnel.

CELL PHONES/ELECTRONIC DEVICES (IFBB)

Elementary and Middle School

Use of cell phones, iPods', smart watches, etc. (any electronic device) is prohibited during academic, instructional hours. This is from the time school begins in the morning until classes are dismissed in the afternoon and includes class changes, breaks, lunch, bus routes to and from school, and after school detention. If seen or heard, cell phones/electronic devices will be collected and turned in to the office.

High School

Use of cell phones or any electronic device is prohibited in the classroom at all times. Any electronic device seen or heard in the classroom will be collected and turned in to the office. Electronic devices can be permitted in common areas outside of instructional time as permitted by administration.

Students who are caught recording fights on their cell phone will be subjected to the same punishment as the ones who are fighting.

The sanctions for violating this rule are as follows:

- First offense:** Phone will be held until Parent/Guardian contact is made and returned to the student at the end of the day.
- Second offense:** Phone will be held in the office for 30 days. Parent may pick up the phone for a fee of \$25 before the 30 days.
- Third offense:** Phone will be held in the office for 60 days. Parent may pick up the phone for a fee of \$50 before the 60 days.

The school prohibits the possession and/or use of any electronic device, including cell phones and personal digital assistance devices, during the administration of scheduled statewide tests (Mississippi Public School Accountability Standards, 2009).

GRADING (IHA)

In kindergarten, a skills checklist is used to measure progress. A parent/teacher conference is also required in February and as needed during the year. Only the final average will be considered for promotion to first grade.

In grades 1-12, A, B, C, and D are passing. A indicates exceptionally fine work; B represents better than average work; C indicates average work; D indicates poor work. A grade of F indicates failure. The grade given at the end of the semester is a cumulative grade for that semester and is the one that is recorded. The numerical equivalent is given below. During school closures, weekly or chapter tests should be replaced with some rubric-based assessment or via a point system.

Elementary Grading Scale (Grades K-5)

- A = 94 -100
- B = 85 - 93
- C = 75 - 84
- D = 70 - 74
- F = 69 or below

Middle and High School Grading Scale (Grades 6-12)

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

In grades 1-5, equal weight will be given to all grades, including daily grades, and unit tests. Daily grades are defined as homework, pop quizzes, daily reports, and any other grade given in class or during forced closure on a daily basis. Unit tests are defined as weekly tests, chapter tests, projects, or other evaluative criteria that are comprehensive in nature.

No points or grades will be given for nonacademic class requirements.

In grades 6-8, periodic grades will be given. They will consist of daily grades, homework grades, and unit test grades.

For the 1st and 3rd nine weeks, the periodic average shall count 4/5 of the 9-week average and the 9-week test shall count 1/5 of the 9-week average.

In grades 9-12, periodic grades will be given. They will consist of daily grades, homework grades, and unit test grades.

Teachers will weight their scores for nine weeks grades on one of the following scales, as determined by the building level principal.

Grading Options

Grade Type	Option A	Option B	Option C	Option D	Option E
Test grades (T) (chapters tests, unit tests, projects, research, summative assessments)	50%	60%	45%	60%	* See below
Daily grades (D) (quizzes, classwork, project check-points, formative assessments)	30%	30%	35%	40%	* See below
Other (O) (Homework, participation, Bellwork)	20%	10%	20%		* See below

* Option E – Each assignment is assigned a point value by the teacher based on the rigor of the assignment. The final grade will be determined by the percent of possible points earned.

Term exams will count 1/5 of the term average. Semester 1 averages will be calculated by averaging Term 1 and Term 2 together. Semester 2 averages will be calculated by averaging Term 3 and Term 4 together.

The final average for yearlong classes shall be obtained by averaging the two semester averages. However, in order for students to receive credit, the first term can pull up second term, providing the second average is no lower than 55.

The term and final average, in courses that receive academic credit, will be rounded to the nearest hundredth (example: 96.48). Grades will not be rounded to the nearest whole number.

Final averages which exceed 100 are limited to those weighted classes listed under criteria for Valedictorian and Salutatorian.

No points or grades will be given for nonacademic class requirements.

AP and Dual Credit classes will be weighted on 5.0 point system the opportunity to competitively vie for programs and scholarships.

Dual Enrollment/Advanced placement, honors classes, and higher level classes (see below) will receive a weighted value at the end of each semester. Students in Advanced Placement/Dual Enrollment courses will receive a weighted value of 5%. Students in Honors courses will receive a weighted value of 3%.

Weighted courses to be used in computing class rank include: Advanced Placement/Dual Enrollment and Honors courses.

Grading Changes

(1) No school board member, school superintendent, assistant superintendent, principal, guidance counselor, other teachers, coaches, or other administrative staff members of the school or the central staff of a local school board shall attempt, directly or indirectly, to change, alter, or otherwise affect the grade received by a student from his/her teacher.

(2) (a) A teacher's determination of a student's grade as a measure of the academic achievement or proficiency of the student shall not be altered or changed in any manner by any school official or employee other than the teacher.

(b) A school official or employee having authority provided under formally adopted written rules and procedures adopted by the local school board to change a student's grade can take such action only upon it being determined that the grade is an error or that the grade is demonstrably inconsistent with the teacher's grading policy.

(3) Any local school district or personnel employed by the school district who violates the provisions of the laws shall cause the local school district or school to be subject to losing its accreditation in the manner determined by the policies and procedures of the State Board of Education.

The grading system shall be included in all student handbooks.

The superintendent or designee shall establish procedures to support this policy.

LIBRARY SERVICES (IFBD)

Each school has a library-media center with an organized collection of materials and equipment that represents a broad range of current learning media, including instructional technology.

The library staff offers an organized program of service to students and staff by providing access to the materials and equipment, by providing training/instruction in the use of materials/equipment, and by working with teachers and other staff members to design/provide learning activities for the students.

ELEMENTARY ACCELERATED READER/FRECKLE MATH GRADING POLICY

Accelerated Reader (AR) is a supplemental reading practice program where students read library books from a selected reading range according to each student's independent reading level. This level is determined by a combination of the STAR assessment, teacher professional judgment, and previous performance in the program. Point goals, which measure the amount of reading practice, are set according to the allotted practice time and the student's individual reading level.

Grades for AR make up 10% of the total periodic reading grade. One half of the AR grade comes from the comprehension grade or percent correct made on cumulative quizzes and the other half is derived from the percent of goal a student obtains. The remaining portion of the periodic reading grade (90%) pertains to the basic reading curriculum at the particular grade level.

REPORT CARDS (IHA)

Report cards are issued on the Thursday after the nine-week grading period. Numerals are used to designate a student's progress in grades K-12. Absences will be recorded on report cards. Parents are encouraged to set up a conference with the teacher if they would like to discuss their child's grades. Parents of elementary students must sign the report card and return it to the school the next day.

Students who make all A's in every subject taken each nine weeks will be on the *Superintendent's list*. Students who make all A's and B's in every subject taken each nine weeks will be on the *Principal's list*. These awards are to be based on quarterly grades and not yearly or term averages.

Term exams will count 1/5 of the term average. Semester 1 averages will be calculated by averaging Term 1 and Term 2 together. Semester 2 averages will be calculated by averaging Term 3 and Term 4 together.

TEXTBOOKS (ICFA)

Textbooks shall be selected from the list adopted by the Mississippi State Textbook Purchasing Board. They shall be selected by a textbook selection committee appointed by the superintendent or his designee. The textbooks shall be distributed and loaned to the students for use in their courses. Students who lose or damage a book must pay for it before any more books are issued. Students who refuse to pay book fines will be referred to the School Board for possible disposition by the Youth Court.

Book fines will be assessed according to the following schedule:

<u>Condition when issued</u>	<u>Condition when returned</u>	<u>Amount of Fine</u>
N	E	None
N	G	20% of contract price
N	F	40% of contract price
N	P	60% of contract price
E	G	None
E	F	20% of contract price
E	P	40% of contract price
G	F	None
G	P	20% of contract price

**** When books are lost, damaged beyond reading or repair, have missing pages, or have broken spines, the student will be assessed the full price of the book.***

EXEMPTIONS (*IDAF*)

Block Class Exemption

Students in grades 9-12 may be exempt from a final exam in a block class with an A average and no more than 10 absences or with a B average and no more than 5 absences. Students in a ½ credit block class may be exempt from the final exam with an A average and no more than 5 absences or with a B average and no more than 2 absences.

Yearlong Class Exemption

Students in grades 6-12 may be exempt from the 2nd semester exam in a yearlong class with an A average or with a B average and no more than 5 absences. These exemptions are based on semester averages.

Students in grades 6-12 with zero absences in a class may be exempt with a passing average in the class.

There will be no exemptions with any out-of-school suspensions. Principals will determine when averages and exemptions will be announced.

PROMOTION POLICY (*IHE*)

Promotion and retention shall be based upon the mastery of objectives identified in the curriculum frameworks. The district and the school conduct an annual analysis of student performance and take action to improve the instructional delivery and/or evaluation components when the review of student performance indicates weaknesses in mastery of the curriculum's objectives. The District follows an established Board policy that defines criteria for the academic promotion/progression/retention of students. Such criteria prohibit the retention of students for extracurricular purposes.

NOTE: This portion of the policy is jointly monitored and enforced by the Board of Education and the Mississippi High School Activities Association.

Elementary Promotion/Retention Policy (K-5)

Student's grades are based upon testing that reflects mastery of objectives at 70%.

Kindergarten Promotion:

Kindergarten students will be promoted by recommendation of the teacher and the principal based on mastery of the standards. Language Arts and Math standards must be mastered at 70% proficiency, with the exception of 10 Language Arts standards which must be mastered at 85% proficiency. Eight (8) out of the 10 target standards (listed below) must be mastered at 85% for promotion to first grade.

Kindergarten target standards are:

- RF.1d.: Recognize and name all upper and lower case letters of the alphabet
- RF.2a.: Recognize and produce rhyming words
- RF.2b.: Count, pronounce, blend, and segment syllables in spoken words
- RF.2c.: Blend and segment onsets and rimes in single-syllable spoken words
- RF.2d.: Isolate and pronounce initial, medial, and final sounds in CVC words
- RF.3a.: Produce the primary sound or most frequent sound for each consonant
- RF.3d.: Distinguish between similarly spelled words by the sounds that differ
- RF.4.: Read emergent-reader texts with purpose and understanding
- L.2c.: Write a letter for most consonant and short-vowel sounds
- L.2d.: Spell simple words phonetically, drawing on knowledge of letter sounds

NOTE: A score of 681 or greater on Star Early Literacy is considered to be a good target score for first grade readiness.

Process for retention of a kindergarten student will be:

1. Review of student yearly progress, growth, and promotion criteria
2. Documentation of parent notification
3. Recommendation of retention to school principal
4. Principal reviews and approves or denies retention

Literacy Based Promotion Act-Parent/Guardian Notification

As established by the Literacy Based Promotion Act of 2013, students will be promoted to 4th grade by earning a passing score (level 3 or above) in reading on the established state assessment for 3rd grade. If a K-3 student has been identified with a substantial reading deficit, the teacher will immediately and through quarterly progress reports, notify parents or legal guardians in writing the following information:

- A substantial deficit has been determined in reading
- A description of what student services and supports are presently being provided to the student
- A description of the proposed supplemental instruction and support to remediate the student's deficit areas
- Strategies that parents/legal guardians can use to help the student at home
- Notification that the student will not be promoted to the 4th grade if the reading deficiency cannot be remediated by the end of the 3rd grade

First through Fifth Grades

Promotion Criteria for First through Fifth Grades are listed in the table below. Students must attend school a minimum of 160 days during the school year to be promoted, excluding days for discipline suspensions and state-defined, excused absences. No student shall fail without supporting TST documentation documenting Tier 2 and Tier 3. Students in grades 3 through 5 who score Minimal on the Language Arts or Math portions of the State Assessment are referred to the school's Teacher Support Team (TST) as directed by the Mississippi Department of Education. The decision to retain a student can be made after the available information has been compiled, the TST has been involved, sufficient communication with parents/guardians has been conducted and principal approval has been received. Students in 3rd grade are governed by the requirements of policy ICHI (based on the Literacy Based Promotion Act of 2013).

Grade	Core Content
First & Second	Student must master all standards in Language Arts (Reading, English) and Math with at least 70% proficiency to be promoted.
Third, Fourth & Fifth	Student must master all standards in Language Arts (Reading, English), Math, Science and Social Studies with at least 70% proficiency to be promoted.

Middle-school Promotion/Retention Policy (Grades 6-8)

Students in *grades six, seven, and eight* must pass all courses attempted to be promoted.

Minimum competency requirements, as set by the state, will also be considered as criteria for promotion.

Seventh-grade students who score at the Minimal level on any part of the State Assessment will be referred to the Teacher Support Team (TST) as specified in guidelines of the Mississippi Department of Education. The TST will maintain MDE MSIS Compliance Reports.

Elective courses, such as band, chorus, dance, P.E., or art will not be offered during the extended summer session. Therefore, if a student fails an elective (depending on which courses are offered at a particular school), the student will not be allowed to make up the subject during the extended summer session.

No student shall fail without supporting TST documentation documenting Tier 2 and Tier 3.

Students who have final class grades of 55 in English, math, or reading and score passing or above on the State Assessment will be promoted in those subject areas and will be given a grade equivalent to a 60. Grades in all subjects must be established through the instructional process and evaluations that render specific grades. Pass/fail grades cannot be considered.

Gifted education is also an elective course for those that qualify.

Students must attend 160 days in all credit classes to receive credit for the class. Days for disciplinary suspensions and excused days, as defined by the state, will be excluded.

Note: A committee of the middle or high school principal, his or her counselor and/or TST chairperson has the authority to recommend exceptions to the above policy. The committee's recommendation will be reviewed by a panel consisting of the Lowndes County middle school principals, who have the authority to approve/disapprove the recommendation of the committee. Examples of exceptions include, but are not limited to, the following:

- Students who demonstrate academic deficiencies with social/behavior problems and who are at least two years below their appropriate grade level.
- Students who pass all required academic courses but fail an elective course, such as band, physical education, chorus, dance, or art.

High-school Promotion/Retention Policy (Grades 9-12)

For a student to be promoted in *grades 9-12*, he/she must pass English and earn the number of Carnegie units for each grade as indicated below:

- Sophomore – 6 units
- Junior – 12 units
- Senior – 18 units

Any student who can graduate if he/she passes all of his/her courses will be classified as a senior.

All students must also pass the state-mandated subject-area tests in Algebra I, English II, Biology I, and U.S. History from 1877.

No student shall fail without supporting TST documentation documenting Tier 2 and Tier 3.

Students who have final class grades of 55 in the subjects of the SATP and make passing scores on the SATP will be given a unit of credit for the specific subject and a grade equivalent to a 60.

Students will be graded in all classes based on evaluations that are correlated to the competencies/ objectives from the curriculum frameworks.

Each student shall attend school a minimum of 160 days during the school year in order to receive academic credit for that year of course work. Students shall not exceed eleven (11) absences in a semester class or 21 absences in a yearly course. An absence is defined as having missed 37% of the student's instructional day. Absences will also be recorded on the report cards (see Compulsory School Attendance). An "unlawful absence" (MSIS Policy) is a school-day absence by a compulsory-age child that is not a valid excuse for temporary non-attendance according to the Compulsory Attendance law of the State of Mississippi.

Absences will be monitored by the school-level attendance committee. If a student exceeds 21 absences in a yearly course or 11 in a one credit course on the block schedule or 5 in a ½ credit course on the block schedule, the attendance committee will review all documentation regarding the student's attendance record. The committee will then make a recommendation to the superintendent to either promote or retain the student.

RETENTION (*IHE*)

The objective of the Lowndes County School District is to provide all students with quality instruction and thus a quality education. It is in the best interest of some students that they be retained to achieve mastery of objectives at a minimal level. Any student who is retained in grades 7 or 8 will be ineligible for school activities, as governed by the Mississippi High School Activities Association.

REMEDIATION

Any student who fails to master basic skills shall be provided with remediation through TST, classroom teachers, and supplemented by Title I services in eligible schools.

Students who have not passed subject area test(s) must be enrolled in a compensatory class or in an ACT prep class for the subject area test(s) in question.

GRADUATION REQUIREMENTS (IHF)

MDE State Board Policy 3803 removed the passing of an end-of-course Subject Area Test as a requirement for graduation and incorporates the score on the applicable assessment into the grade in the course. All students enrolled in one (1) of the four (4) end-of-course Subject Areas Test courses must participate in the applicable Subject Area Test in order to earn the Carnegie Unit. If a student does not participate in any Subject Area Test for any reason (health, opt out), the student does not receive the Carnegie Unit for the course and would not qualify to graduate from any Mississippi public high school.

Graduation Options

MDE State Board Policy 3803 states that students shall graduate by passing the course and meeting one (1) of the following options:

- a. Passing the applicable end-of-course Subject Area Test **OR**
- b. Using one of the options outlines in State Board Policy 3804. Before a student can utilize the options in 3804, he/she must have attempted the end-of-course Subject Area Test.

Graduation Options Quick Reference Chart for Subject Area Testing

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

- ACT sub-scores resulting from non-college reportable Accommodations **can** be used for graduation options, but the scores are non-college reportable.
- ACT sub-scores resulting from Residual ACT Testing **cannot** be used for graduation options.
- This option is available regardless of when the student took the State assessments.

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

ASVAB + MS-CPAS or Industry Certification	<p>Must have an ASVAB AFQT score of 36 plus one of the following:</p> <ol style="list-style-type: none"> 1. CPAS score that meets the attainment level assigned by Federal Perkins requirements (Year 1 and 2 combined for an average of 60 or above) OR 2. Industry certification attainment based upon industry standards (only MDE approved certifications may be used)
ACT WorkKeys + MS-CPAS2 or Industry Certification	<p>Must have a WorkKeys Silver Level plus one of the following:</p> <ol style="list-style-type: none"> 1. CPAS score that meets the attainment level assigned by Federal Perkins requirements (Year 1 and 2 combined for an average of 60 or above) OR 2. Industry certification attainment based upon industry standards (only MDE approved certifications may be used)

Reference: State Board Policy 3804
Effective: February 21, 2014
Updated: January 2017

1. All 2018-2019 10th, 11th, 12th graders are required to have a minimum of 26 Carnegie units. District policies will determine specific requirements for students who transfer their senior year. At least two of the last four Carnegie units must be from the school granting the diploma.
2. **Correspondence courses:** When courses are not offered by the school district, they may be taken by correspondence **if, and only if, the student is behind in his/her credits**. A maximum of **one** unit may be earned by completing a correspondence course, and it **must be finished before the next school year begins**.

To get credit, the student must obtain approval from the principal and adhere to the following:

- The course must be approved by the Commission on School Accreditation.
 - The principal must certify that the student meets the requirements of the approved correspondence course.
3. **Extended school:** A maximum of **two** units may be earned during a single extended school session, and only **six** units may be earned in extended school and counted toward graduation. Courses may only be taken **if a student has fallen behind in his/her credits.** **Students must also have a minimum average of 55 and approval from their principal to enroll.**
 4. Each student receiving a standard diploma must earn a passing score on each of the required high school exit examinations: Algebra I, English II, Biology I, and U.S. History from 1877.
 5. Seniors must attend a minimum of 2 blocks each semester except for 5th year seniors or those dually enrolled receiving dual credit.
 6. Completion of a Senior Exit Project is optional.
 7. Each student who has completed the secondary curriculum for special education may be issued a special diploma or certificate of completion which states: "This student has successfully completed an Individualized Education Program."
 8. Early Graduation:
 - a. A student who applies for early graduation must meet the same standards as students who complete 4 years of high school including all state testing requirements.
 - b. A student who plans to graduate early must file an application with the guidance department. The student must submit the application by the 5th of the month. Applications submitted after the 5th of each month will be considered the following month.
 - c. Applicants can expect a decision within thirty days of committee review.
 - d. The deadline for current year graduation is February 5th.
 - e. The application will be reviewed by a committee comprised of the principal, the guidance counselors, and four classroom teachers.
 - f. The committee will make the final decision regarding early graduation and submit to the Superintendent for final approval.
 - g. The following items will be used to render a decision:
 - Application form
 - Transcript of grades and classes
 - An 80 or B average in all courses. In the event of a special circumstance and a student does not have an 80 or B, the committee will make a determination of the validity of the request for early graduation and submit it to the Superintendent.
 - A statement explaining the student's reasons for wanting to graduate early.
 - h. If the application is denied, the committee will respond in writing to the parents/guardian of the student.
 - i. In the event the student fails to meet the requirements for early graduation or withdraws from the program, he/she will enroll in the appropriate grade and complete graduation requirements.
 - j. Early graduation students are not eligible for consideration of honorary roles of the graduation ceremony.
 9. Students who fail to meet the graduation requirements are not permitted to participate in the graduation exercises.

Beginning with freshmen in the fall of 2018-2019, Mississippi has two diploma options. One is the Traditional Diploma and the other is the Alternate Diploma. The Traditional Diploma is for all students, while the Alternate Diploma is for students with a Significant Cognitive Disability. The Traditional Diploma has three endorsement options: 1 – Career and Technical, 2 – Academic, 3 – Distinguished Academic. Students pursuing a Traditional Diploma must identify an endorsement prior to entering 9th grade and the endorsement selected can only be changed with parent or guardian permission.

TRADITIONAL DIPLOMA OPTION

Curriculum Area	Carnegie Units	Required Subjects
English	4	<ul style="list-style-type: none"> English I English II
Mathematics	4	<ul style="list-style-type: none"> Algebra I
Science	3	<ul style="list-style-type: none"> Biology I
Social Studies	3½	<ul style="list-style-type: none"> 1 World History 1 U.S. History ½ U.S. Government ½ Economics ½ Mississippi Studies
Physical Education	½	
Health	½	
Art	1	
College and Career Readiness	1	<ul style="list-style-type: none"> Must occur in the student’s junior or senior year, or in the student completion of a 4 year sequence.
Technology or Computer Science	1	
Additional Electives	5½	
Total Units Required	24	

ALTERNATE DIPLOMA OPTION

Curriculum Area	Carnegie Units	Required Subjects
English	4	<ul style="list-style-type: none"> Alternate English Elements I-IV
Mathematics	4	<ul style="list-style-type: none"> Alternate Math Elements I-III Alternate Algebra Elements
Science	2	<ul style="list-style-type: none"> Alternate Biology Elements Alternate Science Elements II
Social Studies	2	<ul style="list-style-type: none"> Alternate History Elements (Strands: U.S. History and World History) Alternate Social Studies Elements (Strands: Economics and U.S. Government)
Physical Education	½	
Health	½	<ul style="list-style-type: none"> Alternate Health Elements
Art	1	
Career Readiness	4	<ul style="list-style-type: none"> Career Readiness I-IV (Strands: Technology, Systems, Employability, and Social)
Life Skills Development	4	<ul style="list-style-type: none"> Life Skills Development I-IV (Strands: Technology, Systems, Personal Care, and Social)
Additional Electives	2	
Total Units Required	24	

Traditional Diploma Endorsement Options

CAREER AND TECHNICAL ENDORSEMENT

Curriculum Area	Carnegie Units	Required Subjects	Additional Requirements
English	4	• English I • English II	<ul style="list-style-type: none"> • 2.5 GPA • WorkKeys Silver • One of the following: <ul style="list-style-type: none"> • 1 CTE dual credit or articulated credit in high school CTE course • Work-Based or Career Pathway Learning Experience • Earn a State Board of Education-approved national credential
Mathematics	4	• Algebra I	
Science	3	• Biology I	
Social Studies	3½	• 1 World History • ½ Economics • 1 U.S. History • ½ Mississippi Studies • ½ U.S. Government	
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 student completion of a 4-year sequence.	
Technology or Computer Science	1		
CTE Electives	4	• Must complete a two course, four credit sequential program of study	
Additional Electives	3½		
Total Units Required	26		

ACADEMIC ENDORSEMENT

Curriculum Area	Carnegie Units	Required Subjects	Additional Requirements
English	4	• English I • English II	<ul style="list-style-type: none"> • 2.5 GPA • 17 English and 19 Math ACT sub-score • One of the following: <ul style="list-style-type: none"> • 1 AP course with at least a C and take AP exam • 1 dual credit course with at least a C <p>* See Appendix I for CPC (College Preparatory Curriculum)</p>
Mathematics	4	• Algebra I + two (2) additional math courses above Algebra I	
Science	4	• Biology I + two (2) additional science courses above Biology I	
Social Studies	3½	• 1 World History • ½ Economics • 1 U.S. History • ½ Mississippi Studies • ½ U.S. Government	
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 student completion of a 4-year sequence.	
Technology or Computer Science	1		
Additional Electives	7 ½	• Must meet CPC requirements for MS IHLs	
Total Units Required	27		

DISTINGUISHED ACADEMIC ENDORSEMENT

Curriculum Area	Carnegie Units	Required Subjects	Additional Requirements
English	4	• English I • English II	<ul style="list-style-type: none"> • 3.0 GPA • 18 English and 22 Math ACT score • One of the following: <ul style="list-style-type: none"> • 1 AP course with at least a B and take AP exam • 1 dual credit course with at least a B * See Appendix I for CPC (College Preparatory Curriculum)
Mathematics	4	• Algebra I + two (2) additional math courses above Algebra I	
Science	4	• Biology I + two (2) additional science courses above Biology I	
Social Studies	4	• 1 World History • ½ Economics • 1 U.S. History • ½ Mississippi Studies • ½ U.S. Government	
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 student completion of a 4-year sequence.	
Technology or Computer Science	1		
Additional Electives	8	• Must meet 2 advanced electives of the CPC requirements for MS IHLs	
Total Units Required	28		

The chart **below** applies to 2019-2020 junior and seniors only. All 2019-2020, 11th and 12th graders are required to have a minimum of twenty-six (26) Carnegie units as specified by the Lowndes County School District Handbook and Mississippi Public School Accountability Standards, unless the student's parent/guardian requests to opt the student out of Appendix A-2 requirements (24 Carnegie Units).

Any student who is taken out of the 24 Carnegie Unit requirement will complete the 21 Carnegie Unit graduation requirements.

Any student who completes the minimum graduation requirements for Lowndes County School District AND has achieved a passing score or equivalent on each of the required high school exit examinations is eligible to receive a high school diploma.

Traditional Pathway Option 26 Credits minimum		District Pathway Option 21 Credits minimum	
Graduation Requirements	Required Subjects	Graduation Requirements	Required Subjects
4 Credits of English	English I, English II	4 Credits of English	English I, English II
4 Credits of Math	Algebra I	4 Credits of Math	Algebra I
4 Credits of Science	Biology I	3 Credits of Science	Biology I
4 Credits of Social Studies	1 World History 1 U.S. History	3 Credits of Social Studies	1 World History 1 U.S. History
½ Credit of Health	½ Geography	½ Health	½ U.S. Government
½ Credit of Physical Education	½ U.S. Government ½ Economics	1 Business & Technology	½ MS Studies
1 Credit of Business & Technology	½ Mississippi Studies	1 The Arts	Comprehensive Health or Family & Individual Health
1 Credit of Art	½ Comprehensive Health or ½ Family & Individual Health	4 ½ Electives	Computer Discovery, ICT II, 9 th STEM, or ½ Computer Applications and ½ Keyboarding
7 Credits of Electives	Computer Discovery, ICT II, 9 th STEM, or Computer Applications and Keyboarding		Any approved 500 course or completion of 2 course sequence for Computer Graphics Technology I and II

CRITERIA FOR VALEDICTORIAN AND SALUTATORIAN (IHF)

Criteria for valedictorian and salutatorian will be based on cumulative GPA from IHL credit bearing classes. Transfer students' grades that are letter, rather than numerical, will be averaged using the midpoint grade. Students must complete at least three (3) advanced placement or dual credit courses during their high school career and have achieved the highest grade point average of eligible students to be eligible for valedictorian or salutatorian. Students graduating with a 94 or better cumulative average in the IHL core courses will graduate "with high honors." Students who earn at least a 90 cumulative average in all credit bearing classes will graduate with honors.

Dual credit/Advanced placement, honors classes, and higher level classes (see below) will receive a weighted value at the end of each semester. Students in Advanced Placement/Dual credit courses will receive a weighted value of 5%. Students in Honors courses will receive a weighted value of 3%.

Weighted courses to be used in computing class rank include: Advanced Placement/Dual credit and Honors courses.

Every other class final average (with the exception of physical education and driver's education) will also be calculated to determine final overall grade point average. Fine Arts and Health are included as graduation requirements; therefore, grades in these subjects will be calculated in the student's GPA. This includes, a half semester of physical education in the GPA since it is a graduation requirement.

CRITERIA TO BE A MISSISSIPPI SCHOLAR'S GRADUATE						
English/ Language Arts	Mathematics	Science	Social Studies	Arts	Advanced Electives	Additional Requirements
<p><i>Four credits must consist of:</i></p> <ul style="list-style-type: none"> •English I (1) •English II (1) •2 Additional English Credits above English II and IHL approved 	<p><i>Four credits must consist of:</i></p> <ul style="list-style-type: none"> •Algebra I (1) •Geometry (1) •Algebra II (2) •Any one Carnegie Unit of comparable rigor and content 	<p><i>Four credits must consist of:</i></p> <ul style="list-style-type: none"> •Biology I (1) •Chemistry (1) •Any two Carnegie Units of comparable rigor & content (Physics (1) preferred). One Carnegie Unit may come from a CTE. 	<p><i>Four credits must consist of:</i></p> <ul style="list-style-type: none"> •World Geography (1/2) •MS Studies (1/2) •World History (1) •U.S. History (1) •U.S. Government (1/2) •Economics (1/2) 	<p><i>One credit must consist of:</i></p> <ul style="list-style-type: none"> •One Carnegie Unit of visual & performing arts meeting the requirements for high school graduation or •2 units for the completion of the 2 course sequence Computer Graphics Technology I & II 	<p><i>Two credits must consist of:</i></p> <ul style="list-style-type: none"> •Foreign Languages (2) <p>OR</p> <p>5th Math or 5th Science of higher rigor</p> <p>Any 2 Dual Enrollment Classes</p>	<ul style="list-style-type: none"> •40 hours of Community or Volunteer Service during 4 yrs of high school •18 ACT Composite Score (Overall Score) •2.5 cumulative high school GPA •3 letters of recommendation (one from each of the following: principal, guidance counselor, and business/community leader for students with more than 4 in-school suspensions) •95% school attendance during 4 years of high school •No out-of-school suspension

Mississippi Scholars must also complete any remaining MDE mandated high school graduation requirements. Advanced Placement courses may be substituted in Mississippi Scholars subject areas. Dual credit and online courses are acceptable.

CRITERIA TO BE A MISSISSIPPI SCHOLAR'S TECH MASTER GRADUATE						
English/ Language Arts	Mathematics	Science	Social Studies	Other	Electives	Additional Requirements
<i>Four credits must consist of:</i> •English I (1) •English II (1) •2 Additional English Credits above English II and IHL approved	<i>Three credits must consist of:</i> •Algebra I (1) •Geometry (1) •Math above Algebra I (Course has to be related to program of study)	<i>Three credits must consist of:</i> •Biology I (1) •Two courses above Biology I	<i>Three credits must consist of:</i> •American History (1) •Government (1) •MS Studies (1)	<i>Credits must consist of:</i> •Computer (1) •Health or PE (1/2)	<i>Two and one half credits must consist of:</i> •Must take 4 CTE credits in the same area of your program of study. •Must have 21 minimum credits – students can go the 21 or 24 credit route allowing time for internship. •Non-negotiable	•40 hours of community or volunteer service during 4 yrs of high school •18 ACT Composite Score (Overall Score) or minimum 36 ASVAB (Armed Services Vocational Aptitude Battery Test) or Silver WorkKeys. •2.5 high school GPA on a 4.0 scale •95% school attendance during 4 years of high school •No out-of-school suspension •Must attain a passing score, as established by MDE, on the MS Career Planning and Assessment System (CPAS2) or a passing score on an MDE–approved industry certification assessment.

CEREMONIES, DIPLOMAS, AND CERTIFICATES (IHF)

1. The time/date of high school graduation is set by the superintendent and approved by the Board. There is no middle school graduation.
2. Participation in formal graduation ceremonies is limited to senior students who have successfully completed prescribed secondary school graduation requirements.
3. Preparation for graduation ceremonies is scheduled in such a manner that graduating seniors are not absent from classes for more than three days prior to graduation.
4. This district will not give a diploma, or any substitute for a diploma, signed or unsigned, to a student who fails to meet the requirements for graduation.
5. Students who have satisfactorily completed the district’s secondary curriculum for special education may be awarded a high-school certificate or a diploma stating, “This student has successfully completed an Individualized Education Program.” This student may be permitted to participate in graduation exercises. A copy of the parent information letter and the graduation policy provided to the parent and student prior to the IEP committee meeting must be sent to the parent with the applicable written prior notice.
6. Students who complete requirements for GED or Family’s First are not allowed to participate in graduation ceremonies as directed by MDE.

INTERNET / NETWORK ACCEPTABLE USE (IJA)

Use of the Lowndes County School District’s network shall be solely for the purpose of facilitating the exchange of information for this district in the furtherance of education, research, and job-related activities. The network also supports the educational and instructional endeavors of students and employees of the Lowndes County School District.

The Lowndes County School District’s network is a complex system of components structured to perform specific functions within the district. The network system requires centralized management to ensure seamless operation; consequently, no user shall be allowed to attach any peripheral to the network without

prior written permission. This includes, but is not limited to, hubs/switches, network storage devices, network printers, servers of any kind, and computers not owned by this district.

Anyone who uses the Lowndes County School District network must also abide by the guidelines established in COPPA and CIPA. CIPA (Child Internet Protection Act 2000) states that filtering services will be utilized on all computers accessing the Internet in the Lowndes County School District. COPPA (Children's Online Privacy Protection Act 1998) states that users will not disclose, use, disseminate, or give personal and/or private information about himself/herself, minors, or any other persons. In accordance, this district will provide filtering software for every Internet accessible computer, and no employee shall disclose personal information about students on the district or school websites.

The following are examples of other inappropriate activities related to The Lowndes County School District's network, e-mail system, and the Internet. Failure to abide by any of the district's Internet / network "acceptable use" regulations shall result in suspension of the Internet and email account. Violations are not limited to those listed below:

- Downloading, installing, or copying software of any kind onto a workstation or any network drive without approval of district technology personnel.
- Violating copyright laws.
- Damaging computer systems or computer networks. (This includes changing workstation configurations such as printers, BIOS information, passwords, etc.)
- Accessing inappropriate web sites (sites containing information that is violent, illegal, sexual, etc.).
- Plagiarism of materials that are found on the Internet.
- Sharing passwords.
- Broadcasting network messages by participating or sending chain mail.
- Intentionally wasting limited resources such as disk space and printing capacity.
- Listening to radio or television broadcasting on the Internet.
- Using school technology to harm or intent to harm another person.

Any violation of these guidelines may result in disciplinary action.

All users should realize when they use the Internet, they enter a global world, and any actions taken by them will reflect upon the Lowndes County School District as a whole. As such, all users must behave in an ethical and legal manner and abide by the netiquette rules of network.

Each student utilizing the Internet and his/her parent shall sign the district's "Internet/Network Usage Agreement Form" before being allowed to use the Internet or network. All employees and community guests must also sign the district's applicable form before using the Internet or network.

The Lowndes County School District's Board of Trustees has implemented the 1:1 Digital Learning Initiative, called Engaged Learning Initiative (ELI), an innovative plan focused on enhancing academic learning through new technology resources. As such, the district provides its students and staff access to a variety of technological resources, including laptops, MacBook, and iPads.

The purpose of this policy is to provide clear guidelines and regulations regarding the safe, legal, considerate and responsible use of this technology, as well as all technological resources utilized by students, staff, parents, and volunteers of the Lowndes County School District. All Lowndes County School District technological resources and information stored on the devices are governed by district policies and are subject to school supervision and inspection. This policy applies regardless of whether such use occurs on or off school district property, and it applies to all school district technological resources, including but not limited to computer networks and connections, the resources, tools and learning environments made available by or on the networks and all devices that connect to those networks.

The Lowndes County School District reserves the right to monitor, access, retrieve, read and disclose all messages, information, and files which have been created, sent, posted from, stored on, or utilized by its technological resources to law enforcement officials and others without prior notice. Any individual who

violates this policy or any applicable local, state or federal laws is subject to disciplinary action, a loss of technology privileges and may face legal action.

ADMISSION OF ENGLISH LEARNERS (*IKA*)

Lowndes County Schools shall enroll without delay English Learners.

Lowndes County Schools shall enroll English Learners pending immunization records if they are not presented at the time of enrollment. Parents/guardians will have a thirty (30) day grace period from the day of enrollment to present documentation. Every attempt will be made to assist the family in procuring these documents.

*****STUDENT POLICIES AND PROCEDURES*****

EQUAL EDUCATIONAL OPPORTUNITIES (*JAA*)

The Lowndes County School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, or age in the admission to and provision of educational programs, activities, and services or in employment opportunities and benefits.

Every student in this district will have equal educational opportunities regardless of his/her race, color, creed, sex, handicap, religion, or marital status. No student shall be excluded on such basis from participating in, or having access to, any courses, athletic teams, counseling, employment assistance, or extra-curricular activities.

Furthermore, any awards, honors, etc., of any kind will be based solely upon merit, hard work, and ability and shall have no relationship to the person's color, creed, or national origin.

PRE-K, KINDERGARTEN AND FIRST GRADE ENROLLMENT (*JBA*)

Pre-registration for the following school year is held during the fourth week of April. The pre-registration is held daily from 8:00 A.M. - 3:30 P.M. in the elementary school that the child will be attending. During this time, parents must present all items required for admission.

- To be eligible for Pre-kindergarten, a student must be 4 years old on or before September 1st of the enrolling school year.
- To be eligible for kindergarten, a student must be 5 years old on or before September 1st of the enrolling school year.
- To be eligible for the first grade, he/she must be 6 years old on or before September 1st of that school year.

Title I Pre-Kindergarten requires an application and selection process. The application process begins in the spring of each school year.

COMPULSORY SCHOOL ATTENDANCE (*JBA*)

According to the State of Mississippi law, all children who have attained or will attain the age of 6 years and who have not attained the age of 17 years on or before September 1st of the calendar year are "compulsory school-age children" and must be enrolled in school. An "unlawful absence" (MSIS Policy) is a school-day absence by a compulsory-age child that is not a valid excuse for temporary non-attendance. Days missed for suspension, expulsion, or other disciplinary action shall not be "excused" absences. Each of the reasons listed below is a valid excuse for temporary non-attendance if satisfactory evidence is provided to the superintendent or his designee.

If a compulsory school-age child is not enrolled in school within fifteen (15) calendar days after the first day of the school year or such child accumulates five (5) unexcused absences during the school year, the principal shall report such absences to the school attendance officer of the youth court. No report is required if the cause of the compulsory school-age child's non-enrollment or absence is one or more of the following reasons:

1. The child is physically, mentally, or emotionally incapable of attending school as determined by the appropriate school official based upon sufficient medical documentation.
2. The child is enrolled in or pursuing a course of special education, remedial education, or education for handicapped or physically/mentally disadvantaged children.
3. The child is being educated in a legitimate home-instruction program.
4. The absence of the child results from illness or injury that prevents the child from being physically able to attend school.
5. The absence of the child results from him/her being in isolation ordered by a county health officer or by the State Board of Health.
6. The absence results from the death or serious illness of a member of the child's immediate family or household.
7. The absence results from a medical/dental appointment of the child that has been approved by the principal and is based upon verification from the doctor.
8. The absence is a result of the child's attendance at the proceedings of a court or an administrative tribunal if such child is a party to the action or under subpoena as a witness.
9. The absence is excused by the superintendent because the child or his/her parents adhere to a religion that requires or suggests the observance of a religious event. The approval of such absence is within the discretion of the superintendent, but approval should be granted unless the religious observance is of such duration that it interferes with the education of the child.
10. The absence is excused by the superintendent to allow the child to take advantage of a valid educational opportunity, such as a vacation or other family travel. Approval of such absences must be gained from the superintendent prior to the absence, and approval shall not be unreasonably withheld.
11. The absence is excused by the superintendent for other valid reasons or conditions that he/she deems sufficient to warrant the child's nonattendance. (S37-13-911, as amended by ERA, 1982)

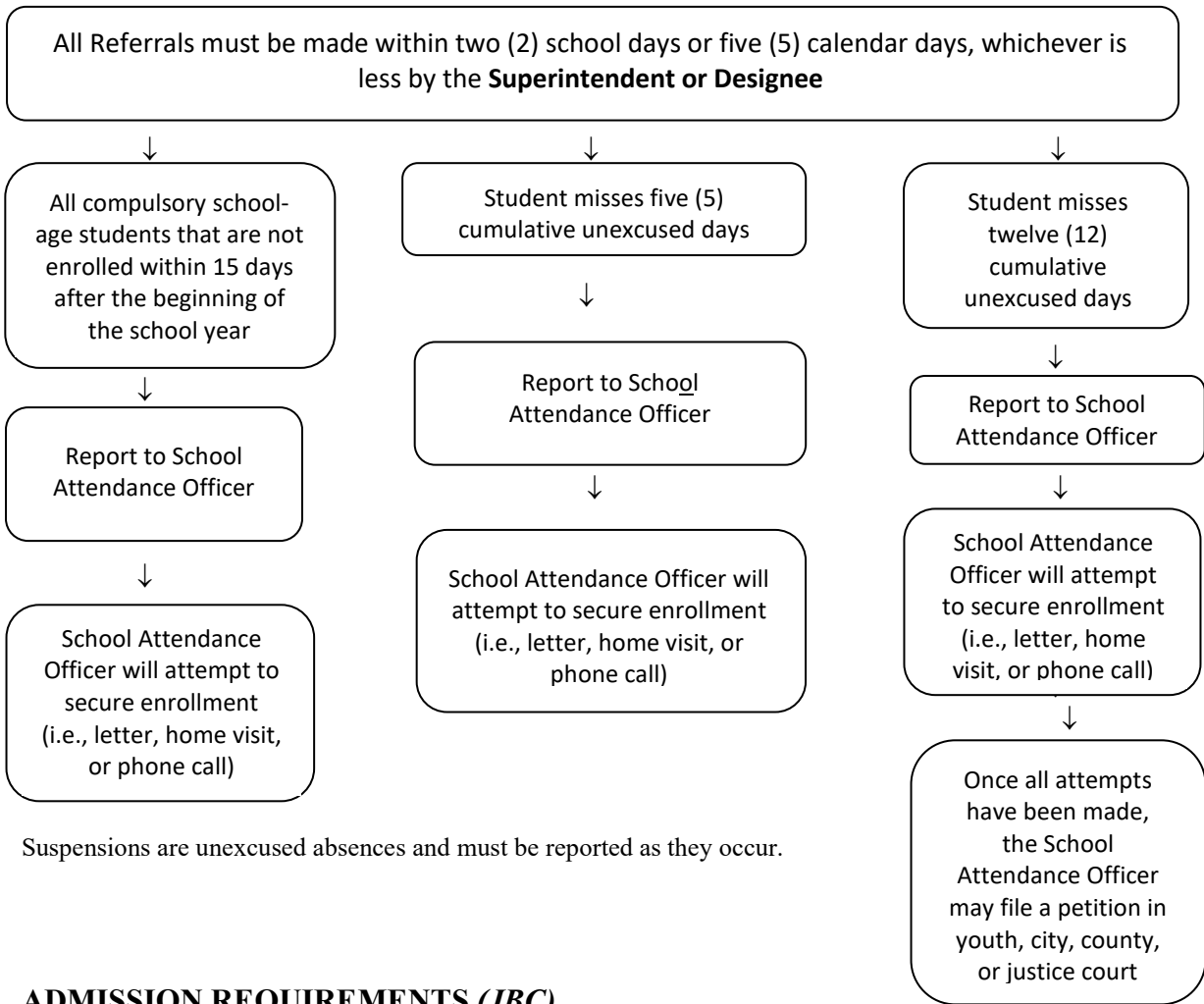
In accordance with the Lowndes County School District Mississippi Student Information System (MSIS) attendance policy, written documentation of excused absences will be kept on file in the school office for one year to maintain MSIS compliance.

COMPULSORY SCHOOL ATTENDANCE REFERRAL PROCESS

Mississippi Law requires all individuals between the ages of six (6) and seventeen (17) to enroll in and attend school. This law also applies to all five-year-old students enrolled in a full-time public kindergarten program. 37-13-91(6)

Required Demographics for Reporting Unexcused Absences at 5 and 12 Days

- Student's Name, Date of Birth, MSIS or SSN, Grade, Gender
- Parent's/Guardian's Name, Contact Information including phone numbers
- Unexcused Absences-including out-of-school suspension days (suspensions are to be reported to the school attendance officer as they occur)
- Must be signed by superintendent or designee



Suspensions are unexcused absences and must be reported as they occur.

ADMISSION REQUIREMENTS (JBC)

1. A **certified copy** of the child’s birth certificate is **required** of all students entering the Lowndes County School District for the first time (Pre-K, K, 1, or students coming in from other districts).
2. A student must be enrolled by the parent or legal guardian who lives within the school district and must be entered under the student’s full, legal name. Per Chapter 68: Residency Verification of the Mississippi Code, the student physically resides full time, weekdays/nights and weekends at a place of abode located within the limits of the school district.
3. If a student is enrolled by a legal guardian, a copy of the court order granting guardianship must be retained by the principal in the child’s permanent record.
4. If no birth certificate is presented at the time of enrollment, a fee will be charged and the school will request the certificate from the state. The student will then be allowed to enroll.
5. All students, regardless of grade, must have a Mississippi Certificate of Compliance. This may be secured from the Lowndes County Health Department or from a family doctor.
6. Transfer students must show a withdrawal form and report card from the school previously attended.
7. Any student entering this district from home schooling (or a program not accredited by a state or regional agency) will be given a standardized achievement test to determine the grade or class to which the student is assigned. Accountability Standards prohibits the Lowndes County School District from awarding Carnegie units for home schooling or attendance at non-accredited schools.
8. The Lowndes County School District will accept foreign exchange students for one year only, and the student cannot be a graduating senior.

9. All new and returning students must provide the school with two current forms of residency verification. This information must also be provided when there is a change of residence.

Acceptable documents are the following in grades Pre-K – 12th:

- Filed homestead exemption application form
- Mortgage documents or property deed
- Apartment or home lease. Proven forged lease documents will be turned over to law enforcement.
- Affidavit of residency and/or personal visit by a designated school district official. Affidavits are to be updated quarterly throughout the year. Failure to provide an updated affidavit will result in the student being withdrawn from the school.
 - Affidavits should have a copy of the lease, mortgage document, or property deed as proof.
 - The person providing the residence should accompany the parent/guardian to notarize the affidavit at the student's school.
- Utility bills (current within at least thirty days)
- Driver's license
- Automobile registration
- Certified copy of filed petition for guardianship if pending and final decree when granted
- Any other documentation that will objectively and unequivocally establish that the parent or guardian resides within the school district

Any document with a post office box as an address will not be accepted.

A certified copy of the filed petition for guardianship and/or final decree must be presented if a student lives with a legal guardian in the school district.

Students are required to provide 2 proofs of residency each year they attend school.

School Administrators have the right to request updated proofs at any point during the school year if there is reasonable suspicion that a student is living outside the school's residential boundary.

HOME SCHOOL ADMISSION/TRANSFER STUDENT TESTING (*JBCD*)

The Lowndes County School District will not give Carnegie units, upon transfer request only, for subjects taught in a tutorial, correspondence, private school, or home study program not accredited regionally or by a State Board of Education.

To receive a Carnegie unit for a course taught in a non-accredited correspondence, tutorial, private school, or home study program, a student entering this school district must pass a comprehensive, teacher made, special subject test with 60% proficiency. The examination will be given within thirty (30) days of the transfer request. The applicant will be notified of the administration date of such test no less than five (5) days prior to the test date.

The comprehensive examination will consist of questions based on the competencies and objectives in the Mississippi Curriculum Framework in the specific discipline area. If a student passes the comprehensive exam they will receive the grade awarded from the transfer school.

A separate examination must be passed for each transfer course whereby a Carnegie unit is being requested. Each examination will be administered only one time. If the student does not pass the exam, he/she must retake and pass the entire course to receive the Carnegie unit.

K-8 students seeking to transfer from a non-accredited school (public or private) or a home school program within or outside Mississippi to this district shall be required to take a test(s) to determine the grade/class to which he/she will be assigned. The test(s) will be given within thirty (30) days of the transfer request, and the applicant will be notified no less than five (5) days prior to the test's administration. No transfer shall be effective until the test(s) has been given and the student has been assigned to the grade/class for which he/she is best suited.

ABSENCES (JBD)

Each student shall attend school a minimum of 160 days during the school year in order to receive academic credit for that year of course work. Students shall not exceed eleven (11) absences in a semester class or 21 absences in a yearly course. An absence is defined as having missed 37% of the student's instructional day (lunch, recess and breaks are not considered instructional time). Absences will also be recorded on the report cards (see Compulsory School Attendance). An "unlawful absence" (MSIS Policy) is a school-day absence by a compulsory-age child that is not a valid excuse for temporary non-attendance according to the Compulsory Attendance law of the State of Mississippi.

Absences will be monitored by the school-level attendance committee. If a student exceeds 21 absences in a yearly course or 11 in a one credit course on the block schedule or 5 in a ½ credit course on the block schedule, the attendance committee will review all documentation regarding the student's attendance record. The committee will then make a recommendation to the superintendent to either promote or retain the student.

In accordance with the Lowndes County School District Mississippi Student Information System (MSIS) attendance policy, written documentation of excused absences will be kept on file in the school office for one year to maintain MSIS compliance.

A parent note may excuse up to 2 consecutive days. On the third day missed, a doctor's excuse will be required or a 2nd parent note can be written. Only four absences can be excused each semester with a parent note. All other absences must have medical or legal documentation to be excused. Students will have five days from the day they return to provide an excuse to the office. After five days the absence(s) will be deemed unexcused and only be changed through administrative acceptance of medical documentation.

The only way a student may be eligible for promotion if violating this rule is for him/her to present a physician's written medical verification of the long-term illness on the day he/she returns to school. The student, along with a parent or guardian, must appear before the board to request a waiver of the absentee policy.

During the school year, a student will not be allowed more than five planned absences (extracurricular school activities) in the same class period in courses for which grades and/or units of credit are given. A student will not be allowed to miss more than twenty class periods for planned absences. Principals will identify those absences which are classified as "planned absences."

Offenses that carry out-of-school suspension will not count against state compulsory attendance.

Students may elect to attend Extended School (if offered) to complete credit recovery to earn credits.

MAKE-UP WORK (JBD)

All work must be made up for any absence. Make-up work is the responsibility of the student. Work must be made up within a reasonable period of time, as defined by the teacher. If the student has an extended illness, he/she (or parents or guardian) must obtain assignments from the school and makeup work weekly.

Make-up work should take approximately the same amount of time as the time missed from class. Only in extreme cases of prolonged absence will students be given more than one week to make up work unless permission is granted by the principal. A day's absence does not excuse a student from responsibility for all assignments on the day of his/her return. A grade of zero will be recorded if the work is not made up.

It is the student's responsibility to obtain all make-up work from his/her teachers on the day of his/her return.

Make-up work for pregnant students

In order for the student to receive out-of-school assignments, she must adhere to the following:

1. Make-up work will be provided on a weekly basis.
2. After the weekly work is assigned by the teacher, the student must pick up the assignments on Friday of that week.
3. Students who are more than a week behind will not be given additional work. Exceptions will be made only by the building principal upon receipt from a physician indicating the student's inability to complete the assignments. Otherwise, work missed cannot be made up.

Note: The absence is not to exceed six weeks unless complications are verified by a physician.

PERFECT ATTENDANCE (*JBD*)

Perfect attendance certificates will be awarded to all students who are present every day. No certificates will be presented or rewards earned to students who check in late or check out early.

WITHDRAWAL OR TRANSFER PROCEDURE (*JBCD*)

1. The student cannot be withdrawn without parent/guardian being present. Exceptions only with principal's approval.
2. The student must have appropriate forms completed by his/her guardian and teachers, return all school books and property, and make sure all fees are paid.
3. The principal or counselor must give the student final clearance.

The student's cumulative record will be sent to his/her new school upon receipt of notification that the student is enrolling in that institution.

STUDENT INSURANCE PROGRAM (*JGC*)

Accident insurance, under a group policy, will be made available to all students. The School Board will select the company and the program.

Middle and high-school students participating in interscholastic athletics are required to have accident insurance coverage. No student will be allowed to practice, play, or scrimmage without this insurance. This requirement may be waived by a signed affidavit from the parents stating that the student has adequate insurance coverage under the family's policy.

MEDICAL EXAM FOR ATHLETES (*JGD*)

Middle and high-school students wishing to participate in athletics must have a physical examination and receive certification from a physician stating that the student is in excellent health to participate in the athletic activity. This certification must be signed and dated by the physician and submitted to the principal. The physical examination must be during the current school year and must be submitted prior to practice or competition (MHSAA guidelines).

ACCIDENTS/FIRST AID (*JGFG*)

The Lowndes County School District will administer first aid and emergency treatment to insure the safety of its students. In the event that a student needs medical attention and a parent or other designated person cannot be reached, an ambulance will be called at the parent's expense.

STUDENTS IN CRISIS

In the event a student expresses suicidal thoughts, threatens self-harm or harm to others, the school counselor or crisis counselor responding to the crisis shall have parents sign a Crisis Emergency form. The student will not be allowed to return to school until he/she has been evaluated by a licensed mental health professional who has signed the Crisis Emergency form stating that the student is stable and is no longer a danger to themselves and/or others.

COMMUNICABLE DISEASES (*JGCC*)

It shall be unlawful for any student to attend school with a dangerous, contagious, or infectious disease. If a student becomes ill with an infectious disease at school, he/she will be immediately isolated until he/she can be taken home or picked up by the parent/guardian. Under no condition will the student be allowed to ride the bus home. In addition, the student will not be permitted to return to school without a permission slip from a doctor or health department official.

Once the school nurse or office personnel have attempted to contact a parent/guardian as listed in the student's emergency contact list, the parent/guardian is required to pick up the child within one hour. If no one can be contacted or if no one comes to pick up the child, Child Protective Services and/or Emergency 911 may be notified.

MEDICINE POLICY (JGCD)

The following medicine policy will be adhered to in the Lowndes County School District:

1. No oral over-the-counter medication will be kept by the Lowndes County School District.
2. Parents must bring to the schools any prescription medication to be administered.
3. Students are admonished and instructed not to bring any over-the-counter medication to school, except for those under prescription from a medical provider in accordance with this policy. Any student bringing over-the-counter medication to school and giving it to another student will be disciplined.
4. The principal of each school will designate someone to administer prescription drugs. The designee, if not the nurse, will be given some instruction or training to insure he/she can safely administer the medications requested by the parents of the student.
5. School personnel will not administer any prescription medication to students until they have received a medication form completed and signed by the doctor, along with the medication in an appropriately labeled container.
6. Over-the-counter medication will only be administered on a daily basis for temporary conditions. The parent must send a new, written note of instructions, along with the over-the-counter medications, each day they are required. *These over-the-counter medications will not be kept at school for any student.*
7. School personnel must follow the written request of the parent/guardian in administering non-prescription drugs and the written direction of the student's physician in administering prescription drugs.

MEDICINES PROCEDURES

The following medicine procedures will be adhered to in the Lowndes County School District:

1. Parents must provide all medications to be given at school. Lowndes County Schools do not provide any medication for students.
2. In order for a student to take **ANY** medication (**including all over the counter medications, such as Tylenol or Advil**) at school, the parent must obtain a medication authorization form from the school nurse or school office, or print it from the school website, and have it completed and signed by the doctor. The parent must also sign the form and bring the completed form along with the medication to the school nurse.
3. **Parents should not send medication to school by the student.**
4. Prescription medication must be brought to school in the pharmacy labeled bottle, which contains instructions on how and when the medication is to be given. Over the counter medications must be in its original container.
5. The principal of each school will designate someone to administer all medication. The designee, if not the nurse, will be given instruction or training to insure he/she can safely administer the medications.
6. School personnel will follow the written direction of the student's physician in administering all medication.
7. Students are admonished and instructed not to bring any medication to school, including over the counter medications. Any student bringing medication to school and giving it to another student will be disciplined.

8. For children known to have severe or life threatening allergies [or serious medical conditions (seizures, diabetes, asthma etc., which require emergency medications)] parents should:

- a. Inform the school nurse and the child's teacher of their child's life threatening condition at the beginning of the school year, or as soon as possible after the diagnosis. All severe allergies must be verified by documentation from a Physician or Nurse Practitioner.
- b. Complete and submit all required medication forms.
- c. Provide the school with current cell phone, pager, etc. and maintain updated contact numbers and medical information.
- d. Provide the school nurse with up-to-date emergency medication (including epinephrine, diastat, and glucagon), so they can be placed in all required locations for the current school year.
- e. Provided epinephrine, diastat, glucagon or any other emergency medication on field trips.
- f. Go on field trips with their children if possible. If a student has emergency medication for seizures, diabetes, or any other medical conditions that require close supervision, a parent or adult chosen by the parent will be required to accompany the child, or the child will not be able to attend the field trip.
- g. Inform the school of any changes in the child's life threatening allergy status.
- h. Provide the school with physician's statement if the student no longer has life threatening allergies or other medical conditions.
- i. For food allergies that may cause a need for the diet to be changed from the regular meal pattern in the cafeteria, a **Mississippi Department of Education Office of Child Nutrition Medical Statement** (for Non-Disabled or Disabled Child) should be completed by the student's Doctor at the beginning of the school year or as soon as diagnosed. The parent can obtain a copy of this form from the school nurse, the school office, or the school website.

All necessary permission slips, request forms, etc., must be signed before the above and foregoing policy and procedures are carried out in relation to administering any medication to the student. The Lowndes County School District will administer first aid and emergency treatment to insure the safety of its students.

ASTHMA MEDICATION POLICY (JGCDA)

A student with asthma may possess and use asthma medications when at school, at a school-sponsored activity, under the supervision of school personnel, or before and after normal school activities while on school properties (including school-sponsored child care or after-school programs) according to the guidelines set forth by the MDE and outlined in the District Policy Manual. The School District shall incur no liability as a result of any injury sustained by the student from the self-administration of asthma medications.

CHECK-OUT PROCEDURES (JGE)

Teachers and administrators always encourage students to stay in school. When students miss class, they lose academic time. Administrators will use their discretion in verifying notes and reasons for release. If an emergency does develop, these checkout procedures will be followed:

1. A student must be signed out in the office by a parent, guardian, or a documented designee before the student can leave the school grounds. High school students will be allowed to sign out with a note signed by a parent and verified by telephone.
2. Parents or anyone so designated by a parent/guardian must show a picture identification when signing out a student.
3. Checking students out before the dismissal bell on a daily basis should be avoided for it may adversely affect the student's academic standing.

4. Students will not be allowed to call home to check out except in an emergency.
5. Students may not leave the school campus without permission from an administrator or the school Counselor.
6. Medical and dental appointments should be scheduled after school hours. If this is impossible, they should not be scheduled consistently at the same time.
7. Students must leave campus promptly at the approved dismissal time. Any student in violation of this policy will be subject to administrative disciplinary action and may lose the privilege for future dismissals. Students are not allowed to remain on campus if they are not assigned to classes or other school related activities.
8. Parents are encouraged not to check out their child during a severe weather warning. This puts the students in a dangerous situation unnecessarily.
9. Any student who checks out must report to the office immediately upon return to the campus.

Failure to follow any of these procedures may result in disciplinary action.

REPORTS OF CHILD ABUSE/NEGLECT

Any school employee having reasonable cause to suspect that a child is neglected or abused is required by Mississippi Code of 1972 (§43-21-353) to make an oral report immediately to the school principal/designated supervisor and by telephone or otherwise to the Department of Human Services (DHS). As soon as possible thereafter, a written report must be filed with DHS. Reports must contain the names and addresses of the child and parent or other persons responsible for the child's care. If known, the child's age, nature and extent of injuries, any evidence of previous injuries, and other information pertinent to establishing cause of the injury and identity of the perpetrator should be included in the report. Reports of abuse and neglect made under this law and the identity of the reporter are confidential except when the court in its discretion determines the testimony of the person reporting to be material to a judicial proceeding. A school employee makes a required report pursuant to this law is presumed to be acting in good faith. Any person acting in good faith is immune from civil or criminal liability. MS Code (§43-21-355)

MIDDLE AND HIGH-SCHOOL EXTRACURRICULAR ACTIVITIES (JT)

The selection and participation in extracurricular activities are privileges, rather than rights, afforded to individual students. With privilege comes responsibility. Those who are selected represent the entire school and are expected to conduct themselves in a way that reflects favorably upon the school. These awards, honors, and recognition shall not be based upon race, color, or national origin.

All Lowndes County School Board policies and handbook rules are in effect on school district approved field trips and at all school-approved functions and practice sessions.

The Lowndes County School District enforces the following strict rules governing who may be eligible for try-outs and what policies must be adhered to during the period of participation:

1. For a student to be eligible to participate in athletics, band, chorus, dance, cheerleading, and other extracurricular activities, he/she must earn a total of five (5) credits for the year. One of the credits must be in English. Students must also follow an approved course of study toward graduation.

Students who do not meet the criteria will be ineligible to participate during the first semester. Second semester eligibility will be determined by MHSAA guidelines. Up to two extended school courses per year (maximum of 6) and one approved correspondence course during all four years can be taken to meet eligibility requirements if the student is behind in his/her credits.
2. At a minimum, students must have passed all subjects the previous semester, have an overall average of **70**, have no out-of-school suspensions, and have no criminal offense convictions (except for minor traffic offenses) to be eligible for the following:
 - a. Homecoming court and escorts
 - b. Student government positions
 - c. Class officers

- d. Mr. or Miss (School)
 - e. Most Likely to Succeed
 - f. Batgirls
 - g. Who's Who
 - h. Most Beautiful or Most Handsome
 - i. Senior Superlatives
3. Students who are diploma candidates and who are passing all subjects with a minimum overall average of **90** are eligible for:
 - a. Most Intellectual
 - b. Beta Club
 4. The cheerleading guidelines are described in the Lowndes County School District Cheerleading Manual. Potential candidates may see the cheerleader sponsor and/or athletic director for details.
 5. Students who are diploma candidates and who are passing all subjects with a minimum overall cumulative average of **92** are eligible for membership in the National Honor Society.
 6. School accident insurance is available at a nominal cost. When a student insured under this plan is injured, he/she will be given a claim form from the office. The form must be completed by the parents and presented to the doctor or hospital. The school merely acts as a median in supplying the insurance and assumes no liability either for the injury or negotiations with the company.
 7. All students participating in extracurricular activities, which require trips away from school, shall play, or scrimmage without such insurance; however, a signed affidavit from the parents stating the student has other adequate accident coverage may be used to waive the requirement.

SCHOOL DELIVERIES/ FUNDRAISING (JK)

Only school-sponsored fund-raising items may be sold at school. **Such items may not be delivered to the school, except on Valentine's Day. If floral arrangements or other gifts are delivered to the school on Valentine's Day, all items will be kept in the office until the end of the day when students will be called to pick up gifts.** Any gifts brought in by students for other students will be sent to the office until the end of the day. Delivery of balloons or candy will not be accepted.

The Lowndes County School District is not responsible for lost or damaged gift items. Parents of bus students must pick up students who receive gifts, as flowers and gifts cannot be transported home by bus.

*****CODE OF CONDUCT*****

REGULATIONS

- A. Administrators in the district, including principals, assistant principals, assistant superintendents, and the superintendent are directed to enforce the policies of the Board of Education.
- B. All school-sponsored activities, regardless of time or place, are considered an extension of the school day and shall be governed by and subject to the same policies and procedures outlined in this handbook. Students who are suspended will not be permitted to participate in or attend school activities such as band performances, athletic events, or school-sponsored student meetings for the duration of the detention/suspension. Should a suspension be appealed, a student will be allowed to attend class, but will not be allowed to participate in extracurricular activities until the suspension time is complete.
- C. **Any act that is considered a violent crime or a felony must be reported to law enforcement.**
- D. Students may appeal decisions rendered by the school principal or assistant principal to the superintendent or his assistants.
- E. These procedures will not prevent the School Board from taking action other than that recommended by the principal, assistant principal, the superintendent, or his/her assistants.

MISSISSIPPI SCHOOL SAFETY ACT OF 2001 (JCB)

The School Safety Act of 2001 is cumulative and in addition to the school district's existing authority regarding discipline of students. Pursuant to the Act, the school district has adopted policies and procedures that recognize the teacher as the authority in classroom matters regarding the school district's written discipline code of conduct. In the event a 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 return to the classroom until a conference is 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*" refers to student conduct that is so unruly, disruptive, or abusive that it seriously interferes with a teacher/administrator's communication with students in a classroom, with a student's ability to learn, or with the operation of a school/school-related activity, and also which is not covered by other laws related to violence or possession of weapons/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
- Willful, deliberate, and overt acts of disobedience of the directions of a teacher

The term "*habitually disruptive*" refers to actions of a student which cause disruption in a classroom, on school property or vehicles, or at a school-related activity *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/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.

STUDENT CONDUCT (JCA)

The objectives of education include the development of self-reliance, as well as the formation of desirable and acceptable habits of conduct. It is the responsibility of the Board of Education to regulate student conduct to achieve these goals and to foster a school environment conducive to learning. Parents also have a responsibility, both to their children and to the school, to help their children develop an understanding of what proper behavior and conduct entails. Students who come to school to learn and who know that their parents/guardians expect proper conduct will experience few disciplinary problems.

All students enrolled in the Lowndes County School District will be expected to conform to the ordinary rules of polite society, to be truthful, to respect the rights of others, and to have regard for the preservation of school property and the private property of others. It is assumed that a student's behavior is satisfactory or better unless parents are notified by telephone or letter. This notification will usually solve the problem. If the problem isn't resolved, the parents will be asked to come to the school for a conference.

Some acts of misconduct which are unacceptable and which subject the student to disciplinary action are listed below. (This list does not include all of the acts of misbehavior which can result in sanctions and/or expulsion.) Those students found guilty of any of these acts of misconduct will be referred to the principal, who will use his/her professional judgment to determine punishment in accordance with School Board policies and building discipline plans. The student's past records and individual situations surrounding the offense will be taken into consideration. Specific violations include the following:

1. Vandalism
2. Use, sale, being under the influence of, or possession of any intoxicating beverage or other substance designated as a controlled substance by state or federal statutes (Lowndes County School Board Policy authorizes unannounced searches, with the use of dogs trained to detect illegal drugs, at any time during the school year.)

3. Sharing of any medical substances with other persons
4. Gambling or possession of gambling devices
5. Harassment or intimidation of school personnel or other students (sexual, racial, physical, verbal, harassment of the disabled, etc.)
6. Assault of a school employee or another student
7. Verbal or physical fights with other students or rough horseplay
8. Gang or gang-related activities, symbols, colors, etc.
9. Stealing or damaging school property or the personal property of any student or employee of the district
10. Profanity or vulgarity (including acts, gestures, and symbols)
11. Lying and/or cheating
12. Smoking or possession of tobacco/tobacco products
13. Leaving campus/classroom without permission
14. Use or possession of fireworks or other explosive devices
15. Fondling or sexual harassment and/or possession or display of pornographic materials
16. Use or possession of dangerous weapons/objects, such as pistols, shotguns, pellet guns, knives, razors, brass knuckles, ice picks, loaded canes, sword canes, machetes, chemical dispensing instruments, cigarette lighters, or any other objects extending from the hand that can reasonably be considered weapons
17. Violation of any state or federal criminal statute
18. Failure to follow the reasonable directions of school personnel
19. Serious disruptive behavior including open defiance to a teacher or person on duty
20. Throwing rocks, food, or objects anywhere on the campus or in the building
21. Cutting school or class or having excessive tardies (more than five in a semester)
22. Exhibiting public display of affection
23. Disrespect of teacher and/or other personnel
24. Any form of sexual activity
25. Threat of harm or intent to harm using social media.

Note: Each year student s create new games or practices that are distractive or dangerous to other students. When this occurs, the principal has the right to establish rules and punishments to fit the situation. Parents will be notified of these additions through the school newsletter.

BULLYING (JDDA)

The Lowndes County School District does not condone and will not tolerate bullying or harassing behavior. The Lowndes County School District will make every reasonable effort to ensure that no student or school employee is subjected to bullying or harassing behavior by other school employees or students. Likewise, the District will make every reasonable effort to ensure that no person engages in any act of reprisal or retaliation against a victim, witness or a person with reliable information about an act of bullying or harassing behavior. The District encourages anyone who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior to report the incident to the appropriate school official. Adherence to the procedures of the Lowndes County School District is mandatory. The failure of any person to follow these procedures will constitute a waiver of the right to pursue a complaint at any level, including review by the Board.

HARASSMENT/DISCRIMINATION (*JCBCA*)

Students shall not be subjected to unlawful discrimination or harassment in any academic program or extracurricular activity, including school-sponsored events, on the basis of race, color, ethnicity, or national origin.

The District shall take prompt and appropriate disciplinary action to address violations of this policy. The District will take appropriate action against any person who retaliates against anyone who complains of or reports any alleged policy violations or testifies or assists in any related investigation or proceeding.

This policy will be included in the student handbook for all District schools. Principals shall include grade-appropriate discussion of the policy in the review of the handbook with students at the beginning of each school year, and homeroom teachers shall have an age-appropriate discussion of the policy with students in their review of the student handbook. The policy will be distributed to the faculty of all schools, and each school year before the first day students report to class, principals or the school DAs shall review the policy with faculty. Handbooks containing the policy shall be available in hard copy at District schools and the central office.

District Compliance Officer:

The District shall name a District Compliance Officer (DCO) to report directly to the Superintendent about implementation of this policy. The DCO will receive a copy of all complaints, investigation reports, and student discipline referrals related to violations this policy. The DCO will maintain files, on paper or electronically, providing the means to track complaints, investigations, related disciplinary actions, and other relevant information, including the name and race of any alleged harasser and victim.

The contact information for the DCO will be provided on the District website and in the student handbooks.

Designated administrator at each school:

The principal of each school will be the Designated Administrator (DA) unless the Superintendent designates another person at a school to be the DA. The DA will receive complaints and reports and must investigate them. A principal may name a designee to investigate any complaints. Within two school days of receipt of a complaint, the DA must report in writing to the DCO that a complaint has been received.

The contact information for the DAs will be provided on the District website and in the student handbooks.

Procedures for Filing Complaints:

Any person who believes he/she has been the subject of, or is a witness to, unlawful discrimination or harassment must immediately notify and must immediately report any incident to a school principal, assistant principal, counselor, teacher, coach, the DCO, the Superintendent, or Central Office administrator.

All complaints that cannot be reported immediately must be reported within seven calendar days of any incident.

A District employee who receives a complaint or who witnesses discrimination or harassment of a student must immediately notify the appropriate DA and complete a written statement of facts form. When the DCO or any other employee at the District level, including the Superintendent, receives a complaint, he should report the complaint in writing to the appropriate DA who shall initiate an investigation.

Procedure for Investigation of Complaint:

Upon receipt of a complaint, the DA will proceed as follows:

1. Require the alleged victim or witness to complete a statement of facts form, or if a statement of facts form is not available, set forth in writing all information about the complaint, including a description of the alleged conduct (specific words, statements, or actions), names of the alleged perpetrator and victim, places, times, and other witnesses.
2. Investigate the complaint personally or, at the DA's discretion, assign either another administrator at the school level or the DCO to conduct the investigation. If the investigation shows that material facts are in dispute, e.g., the alleged perpetrator denies the alleged conduct, the DA or his designee handling the investigation shall interview both the complainant or alleged victim and the alleged

- perpetrator, obtain written witness statements whenever possible, and complete a written investigation report.
3. Contact an outside agency or law enforcement if required by statute or otherwise deemed appropriate by the DA.
 4. In all cases, even if no violation of the policy is found or if a complainant no longer wishes to pursue his/her complaint, the investigator himself or herself shall prepare a written investigation report as soon as possible after completing the investigation. The report must include findings and any disciplinary recommendations. The DA must give the DCO a copy of the investigation report together with copies of the investigation materials (statement of facts, student discipline referral forms, and other information related to the complaint or report of racial discrimination or harassment) no later than ten school days after the DA receives the complaint.

Disciplinary Actions:

1. If a student violates this policy, the principal or other school administrator has the discretion to take a range of disciplinary actions up to and including suspension, placement at the alternative school, or expulsion. The principal or other school administrator will complete a student discipline referral form for each student disciplined for violation of this policy.
2. When a student discipline referral form is completed, it will be entered within two school days in the District’s electronic student discipline database (“SAMS”) and will show a violation of this policy.

District Monitoring:

The DCO will contact the DAs every nine weeks of the school year to monitor compliance with the policy and to confirm (1) that all complaints have been reported, investigated, and resolved under this policy and (2) that all disciplinary actions taken have been entered accurately in SAM. If this policy has not been complied with, the DCO will take immediate steps to ensure compliance with the policy.

The DCO will receive training or professional development necessary to operate SAM and will have full access to SAM at all times.

At the end of each semester, the DCO will submit to the Superintendent and the Board of Education a Semester Report that will include a list of complaints and reports, the result of the investigation, and the names and race of all victims and perpetrators. At the end of each school year, the DCO will submit to the Superintendent and the School Board an Annual Report summarizing the information for the two full semesters of the school year. If the DCO finds that this policy has not been complied with in some manner, that information will be included in the Annual Report. The DCO may also make any recommendations as to implementation of the policy.

The Superintendent shall oversee the DCO’s compliance with this policy and report to the Board of Education.

Persons to contact to report complaints about violations of this policy:

District Compliance Officer: 662-244-5027

Designated Administrators:

New Hope Elementary	662-244-4765
New Hope Middle	662-244-4745
New Hope High	662-244-4705
Caledonia Elementary	662-356-2051
Caledonia Middle	662-356-2040
Caledonia High	662-356-2005
West Lowndes Elementary	662-244-5051
West Lowndes High	662-244-5071
Alternative School	662-244-5061

DUE PROCESS (JCAA)

The superintendent, assistant superintendents, principals, and assistant principals will have sole jurisdiction to hear and decide matters of student discipline outside of minor infractions dealt with by the classroom teacher. The administrators will impose necessary sanctions if guilt for the incident is determined. The categories of punishment shall be those set forth under "Sanctions." In the event the recommendation for punishment is suspension of 3 days or less, the principal or assistant principal of the school in question will have the authority to act as the hearing officer at the parent's request. When the offense warrants suspension from school for more than 3 days but less than 11 days, the superintendent or his/her designee may serve as the hearing officer at the parent's request.

DISCIPLINE PLAN (JDA)

The Superintendent is responsible for discipline within the Lowndes County School District. This authority may be delegated and is hereby delegated by the superintendent as herein set forth. Principals are required to use professional judgment when administering punishment, basing the punishments on the students' past records and individual situations.

A parent, guardian, or custodian of a student enrolled in this school district shall be financially responsible for his/her student's destructive acts against school property or persons. They shall also be responsible for any criminal fines brought against such student for unlawful activity occurring on school grounds or buses.

A parent, guardian, or custodian of a student enrolled in this school district may be requested to appear at school, by the school attendance officer or an appropriate school official, for a conference regarding any discipline acts of his/her child. If the parent, guardian, or custodian refuses or willfully fails to attend such discipline conference, he/she may be summoned, through proper notification from the superintendent or the school attendance officer, and required to attend such discipline conference.

The parents, legal guardian, or custodian of each student shall sign a statement verifying they have been given notice of the discipline plan.

DISCIPLINE SANCTIONS

In any system of discipline, the penalty should fit the offense. This is no less true with regard to infractions of rules of orderly student conduct within the Lowndes County School District. Specific sanctions (punishment) for disciplinary infractions are as follows:

1. Informal classroom punishment prescribed by the classroom teacher
2. Corporal punishment
3. Detention hall
4. Assignment to in-school detention, an alternate setting within the school building.
5. Overnight suspension
6. Suspension from school up to 10 days
7. Suspension from school bus for 10 days or less
8. Suspension from school bus for 10 days or more
9. Expulsion from the school system, which is removal of the student from further school attendance
10. Work assignment (under adult supervision)

Any student who purposely touches another student in an inappropriate manner or any student who participates in any form of sexual activity will be suspended pending due process hearing and Board action. If Board action is expulsion, the expulsion will be for one calendar year. Law enforcement officials will be notified.

CLASSROOM TEACHER DISCIPLINE

Primary responsibility for orderly classroom operation rests with the individual classroom teacher. The classroom teacher is responsible for establishing an environment where students may learn the rules of polite society and respect for the rights of the teacher and other students. In order to preserve such an atmosphere, the classroom teacher may impose disciplinary sanctions for minor infractions after establishing a set of class rules with the student.

Principals may use approved individual teacher discipline plans or school-wide classroom management plans to maintain an environment conducive to learning. Plans must be posted.

Note: Positive reinforcement for good behavior is also part of the discipline plan. Students who behave properly and follow the rules may earn rewards, such as free time, happy notes, positive calls to parents, gifts, awards, etc.

GANG ACTIVITY POLICY (JCBB)

This policy will constitute a warning of the implementation of this policy. No further warning will be issued; therefore, this policy/warning should be read very carefully.

Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. The use of hand signals, jewelry, accessories, or manners of grooming that, by virtue of color, trademark, arrangement, symbol, or affiliation of such group, present a clear and present danger are prohibited. They are contrary to the school environment and educational objectives and create an atmosphere where unlawful acts or violations of school regulations may occur.

The Lowndes County School District shall enforce the above rule, and any student wearing, carrying, or displaying gang paraphernalia or exhibiting behaviors/gestures symbolizing gang membership and/or participation in activities which intimidate or affect the actions of other students will be subject to appropriate disciplinary action. **The Lowndes County Sheriff's Department determines what is designated as gang paraphernalia.**

A student may be **suspended from school for five days** for violation of the above policy, and he/she will be **subject to expulsion if he/she continues to violate the policy.**

Any student who attempts to use extortion or intimidation tactics against any other student will be subject to immediate expulsion.

DAMAGE OR DESTRUCTION OF SCHOOL BOOKS OR EQUIPMENT (JCBD)

A student shall not cause damage to school books or equipment.

The sanctions for violating this rule are as follows:

- a) First offense: 2 days suspension and restitution
- b) Second offense: 3-10 days suspension and restitution
- c) Third offense: Restitution and suspension until due process hearing and Board action

Restitution will be made by the offender. Law enforcement officials may be involved.

DAMAGE OR DESTRUCTION OF SCHOOL OR PRIVATE PROPERTY (JCBD)

A student shall not cause or attempt to cause damage to school or private property or steal private property while on school grounds or at a school activity/function off school grounds that is under school supervision.

The sanctions for violating this rule are as follows:

- a) First offense: 3 days suspension and restitution
- b) Second offense: 3-10 days suspension and restitution
- c) Third offense: Restitution and suspension until due process hearing and Board action

Restitution will be made by the offender. Law enforcement officials may be involved.

ASSAULT AND/OR BATTERY OF A SCHOOL EMPLOYEE (JCBE)

A student shall not cause, threaten to cause, or behave in such a way as may cause physical injury to a school employee at any time on or off the school campus, while at any school activity/function, or under school supervision.

Students guilty of assault/battery of a school employee will be suspended until due process hearing and Board action. Law enforcement officials will also be notified. In severe assault cases, a report will be filed with the Sheriff's Department.

FIGHTING AND/OR ASSAULT/BATTERY OF ANOTHER STUDENT OR A PERSON NOT EMPLOYED BY THE SCHOOL DISTRICT (JCBE)

A student shall not cause or threaten to cause bodily harm or mental anguish to any other student, person, or guest, or cause or threaten to cause damage to anyone's personal property while on the school grounds, on a school bus, at school functions, and/or under school supervision.

The sanctions for violation of this rule are as follows:

- a) First offense: 1 to 3 days suspension (exception: Students in grades K-2 may be given corporal punishment or ISD)
- b) Repeated offense: 3-10 days suspension or suspension until due process hearing and Board action

Sanctions may be increased if injuries result.

If both or all students involved are fighting, all parties will be suspended.

In extreme fights, the Sheriff's Department will be called to take the students to the Detention Center, and charges may be filed.

CRIMINAL LAW VIOLATIONS (JCBE)

Sanctions may be taken against a student who has been formally charged with a violation of criminal law and whose presence on the school campus may endanger the safety of other students and cause substantial disruption to school operations.

ARSON (JCBE)

No student shall set fire to any school building or property.

Students who are guilty of arson will be suspended until due process hearing and Board action.

CAUSING FALSE FIRE ALARMS

Students shall not cause false fire alarms.

If a student causes false fire alarms, the recommended sanctions will be as follows:

- a) First offense: 5 days suspension
- b) Second offense: Suspension until due process hearing and Board action

USE OR POSSESSION OF NARCOTICS, STIMULANT DRUGS, ALCOHOLIC BEVERAGES, DRUG PARAPHERNALIA, INTOXICANTS, OR CONTROLLED SUBSTANCES (JCDAC)

A student who uses, possesses, sells, transmits, or is under the influence of a controlled substance (as defined by the Mississippi Code of 1972), other than those prescribed by a physician, while on the campus or in the buildings of the Lowndes County School District, at any school-sponsored activity or function, or on a school bus or in a school-sponsored vehicle **will be suspended until due process hearing and Board action. Law enforcement officials will also be notified. If Board action is expulsion, the expulsion for this category of behavior shall be for one (1) calendar year.**

These controlled substances include, but are not limited to, narcotic drugs; marijuana and constituents contained therein; hallucinogenic substances such as phencyclidine (PCP), barbiturates, cocaine, and related substances; amphetamine-like substances; and alcohol.

The Lowndes County School Board Policy authorizes an unannounced search at any time during the school year with the use of dogs trained to detect illegal drugs.

The Lowndes County School District has a drug-free policy for students and staff. Students and staff are subject to unannounced drug screening at any time during the school year by a third party drug testing company.

SMOKING/USE OF TOBACCO (JCDC)

No student shall use or possess tobacco products, electronic cigarettes, matches or a lighter at school, at school functions, or at extracurricular activities.

The sanctions for violation of this rule are:

- a) First offense: 1 day suspension and counseling
- b) Second offense: 3 days suspension
- c) Third offense and thereafter: 5-10 days suspension

BUS CONDUCT (JCDAD) AND FIELD/ACTIVITY TRIPS (IFCB)

Appropriate conduct on the school bus is essential to maintain the safety of everyone. The bus driver has the responsibility for the safety and conduct of students riding the bus. He/she will not allow any type of distracting behavior by students. The right of students to ride a bus is a **privilege** and is **conditional upon a student's demonstration of appropriate school bus safety practices.**

Security cameras, for surveillance purposes, may be installed and utilized on transportation vehicles owned and operated by the Lowndes County School District.

Unauthorized persons are not permitted on any bus. (Mississippi Code 37-41-2, 1973, "It shall be unlawful for any individual, other than a student scheduled to be a passenger upon that particular bus, a member of the public school administration or faculty, or a law enforcement official, to directly or indirectly interfere in any way with passenger ingress and egress or the operation, including unauthorized boarding thereof, of a bus used in public school student transportation unless permission has been obtained as prescribed by pertinent rules and regulations promulgated by the state board of education of the local school authorities".)

The school bus is an extension of the classroom. As such, students are expected to demonstrate the same levels of safety, responsibility and respectful behavior that is expected in the classroom. Listed below are general and safety expectations for all students riding a District bus:

A. General School Bus Expectations

All bus expectations apply to daily transportation, during school sponsored trips and at bus pick-up locations

All students are expected to:

- Be on time at the designated bus stop and expected to wait until the bus comes to a complete stop before attempting to load.
- Exit the bus with all personal belongings (e.g., books, lunches, or other articles).
- Remain in their seats at all times when the bus is in motion
- Be courteous and respectful to fellow students and the bus driver.
- Ride only their assigned bus. Exceptions must be at the written request of the parent and approved by a building administrator.

Note: All buses to athletic games or field trips should be scheduled through the school under the direction of a faculty member. Students are required to return to the school on their assigned bus, except with prior parental permission and a note from the parent before leaving the school. Reasonable dress and conduct appropriate to the situation are expected of students.

B. School Bus Safety Expectations

Students are expected to consistently perform the following behaviors to assist bus drivers with maintaining safety:

All students are expected to:

- Keep hands and heads inside the bus at all times.
- Speak in a low (conversational) voice to avoid distracting the driver.
- Keep all materials inside the bus at all times (i.e., no throwing objects out of the window)
- Remain absolutely quiet when the bus approaches a railroad crossing.
- Keep food, gum, drinks and tobacco products off the bus at all times.
- Keep weapons, drugs and/or any object that could harm others or be destructive to the bus off the bus at all times.
- Always be respectful toward others by making positive comments to others (i.e., no profanity or harassing comments) and hands, feet and objects to yourself at all times (i.e., no touching of others or throwing objects on the bus)
- Always be respectful toward the bus driver and follow his/her directions the first time given.
- Never open the bus emergency doors and/or activate emergency alarms unless directly instructed by the driver.

Students who violate the bus expectations will be reported to the school administrator where specific consequences will be issued. In addition, periodic review of bus tapes will occur and could result in disciplinary action(s) for policy violations.

Level 1 Bus Infractions. These infractions include, but are not limited to, the following:

- Failure to be at the bus stop at the appropriate time
- Failure to enter and/or exit in an appropriate manner
- Leaving your seat when the bus is in motion.
- Putting hands and heads out of the bus window.
- Speaking in a loud voice that could distract the bus driver
- Failing to follow bus driver's directions the first time given
- Throwing any object out of the school bus window or door
- Eating or drinking on the bus
- Talking when the bus is approaching a railroad crossing

The consequence actions for failure to comply with Level 1 bus expectations are as follows:

1st offense:

- Written parent notification of the incident
- Administrator/student conference

2nd offense:

- 1-2 day bus suspension
- Administrator/parent/student conference to develop a bus safety intervention plan

3rd offense:

- 3-5 day bus suspension
- Administrator/parent/student conference

4th offense:

- Due process hearing conducted with parent by school administrator
- Recommendation to the School Board to terminate student bus privileges for the remainder of the school year

Level 2 Bus Infractions. These infractions include, but are not limited to, the following:

- Creating a disturbance or loud noises that significantly distracts the bus driver
- Making negative, profane or harassing comments to peers.

- Possession of tobacco product(s) or dangerous object(s).*
- Making negative or disrespectful comments to the bus driver.
- Attempting to and/or opening the bus emergency doors or activating the bus emergency alarms.
- Inappropriate physical contact (e.g., pushing, tripping or shoving another student).

The consequence actions for failure to comply with Level 2 bus expectations are as follows:

1st offense:

- 3 day suspension from bus
- Administrator/student conference to develop a bus safety intervention plan.

2nd offense:

- 5 day bus suspension
- Administrator/parent/student conference

3rd offense:

- Due process hearing conducted with parent by school administrator
- Recommendation to the School Board to terminate student bus privileges for the remainder of the school year.

Level 3 Bus Infractions. These infractions include, but are not limited to, the following:

- Extreme harassment or intimidation toward others*
- Fighting or physical assault *
- Possession of a weapon or illegal drugs *

**Infraction will automatically result in additional disciplinary actions as outlined in the Code of Conduct. Other Level 3 bus infractions may also result in additional disciplinary actions as deemed appropriate by the school administrator.*

The consequence actions for failure to comply with Level 3 bus expectations are as follows:

- Due process hearing conducted with parent by school administrator
- Recommendation the School Board to terminate student bus privileges for the remainder of the school year.

POSSESSION/USE OF WEAPONS AND/OR DANGEROUS INSTRUMENTS (JCDAE)

While on school grounds or under school supervision, students shall not possess, handle, or transmit a knife, razor, brass knuckles, ice pick, explosives, loaded cane, sword, machete, pistol, rifle, shotgun, box gun or pellet gun, chemical dispensing instrument, or any other object which reasonably can be considered a weapon, or any object considered to be a dangerous weapon, as defined by the Mississippi Code of 1972, Title 97 and all sections under said Title 97.

Students who possess, transmit, or use weapons and/or dangerous instruments on school grounds or under school supervision will be suspended immediately until due process hearing and Board action. Law officials will also be notified. If Board action is expulsion, the expulsion for this category of behavior shall be for one (1) calendar year.

INTENT TO USE WEAPONS AND/OR DANGEROUS INSTRUMENTS (JCDAE)

A student shall not show intent to use weapons or dangerous instruments, or any instrument converted to be used as such.

Students who show intent to use weapons or dangerous instruments, or any instrument converted to be used as such, will be suspended until due process hearing and Board action. If the Board action is expulsion, the expulsion for this category of behavior shall be for one (1) calendar year. Law enforcement will also be notified.

CHEATING/PLAGIARISM

Cheating/plagiarism will not be tolerated. No student shall cheat on any exam, project, homework, or report. You need to be aware of the importance of academic honesty in all of your classes. The following information is intended to help you understand what academic dishonesty is, and the consequences of academic dishonesty.

Most Common Forms of Academic Dishonesty

A. Plagiarism

Plagiarism is when an individual uses another person's ideas, expressions or writing as if they were his/her own.

- *Copying verbatim* – This is the most common form and happens when an individual copies words, expressions or ideas directly from another source (such as a book or article, the internet, or another person) without giving proper credit to the author.
- *Paraphrasing* – This is when an individual borrows written ideas from a source and rewrites them in his/her own words, without giving proper credit to the author.
- *Use of an idea* – This is when an individual adapts an idea from another source without giving proper credit to the author or creators. This could happen, for example, when you are asked to write an original piece, such as a short story, and you borrow an idea from a movie, TV program, article or classmate without acknowledging the original source.

B. Cheating on Tests and Quizzes

- bringing answers into the test room
- copying from another student
- sharing answers with another student
- using unauthorized notes or technology

C. Asking/Telling other students what is on a test or quiz

D. Copying/Sharing Homework

E. Taking credit for work that you didn't do (ex. Not acknowledging the assistance of a parent, friend or tutor)

The sanction for cheating is: Every time a student is caught cheating, he/she will be given a grade of zero and his/her parents will be notified. **Continuous violation of this rule could result in additional sanctions.**

INSUBORDINATION

Students must comply with reasonable directions/commands of teachers, substitute teachers, teacher aides, principals, and other authorized school personnel when on the school grounds or under school supervision.

The sanctions for insubordination are as follows:

- a) First offense: 1 day suspension
- b) Second offense: 3 to 5 day suspension
- c) Third offense: Suspension until due process hearing and Board action

DISRUPTION AND/OR INTERFERENCE WITH SCHOOL

Students may not block any entrance, stop any class/function from taking place, block any normal pedestrian or vehicular traffic, or otherwise deprive anyone of access to or use of any facility, program, or activity associated with the Lowndes County School District.

The sanctions for violation of this rule are as follows:

- a) First offense: Suspension until due process hearing and Board action

GAMBLING

Gambling will not be tolerated in the school building, on school property, or at any school-sponsored activity.

The sanctions for violation of this rule are as follows:

- a) First offense: 1 day suspension
- b) Second offense: 2 days suspension
- c) Third offense: Suspension until due process hearing and Board action

STEALING

Stealing, of any kind, is prohibited.

The minimum sanctions for violation of this rule are as follows:

- a) First offense: 2 days suspension and restitution (Grades 6-12); 1 day ISD or corporal punishment and restitution; Repeated offenses: 1 day out of school (Grades K-5)
- b) Second offense: 3-10 days suspension and restitution
- c) Third offense: Restitution and suspension until due process hearing and Board action

Note: Severe cases may result in expulsion.

PROFANITY/VULGARITY

Verbal and/or written profanity/vulgarity is prohibited.

The sanctions for violation of this rule are as follows:

- a) First offense: 1 day ISD or corporal punishment
- b) Repeated offense: 1 day OSS each time and parent conference

TARDIES (ELEMENTARY, MIDDLE AND HIGH SCHOOL)

Students shall not be tardy to class.

Students who report to school after the morning tardy bell will report to the front office. Students in the middle school must be signed in by an adult. Students who are tardy more than 4 times in a semester will not be eligible to exempt final exams. Tardies excused by a doctor or legal excuse will not count towards this policy.

The sanctions for tardiness are as follows:

- a) 1st tardy: Warning
- b) 2nd tardy: Parental contact
- c) 3rd or more: Office discipline referral, after-school detention, corporal punishment, or 1 day in-school detention

Policy is for each nine-week period.

DRESS CODE (JCDB)

Good learning situations depend on the best possible behavior and attitude of students. Students are encouraged to take pride in themselves by being neat and clean, thus reflecting favorably on themselves and the school.

Safety, health, and individual dignity provide the basis for any dress code. This District believes that parents and teachers should recognize that the main goal of our schools is to provide a quality education for students which will help them become useful citizens in society. Thus, any clothing that is disruptive to the learning situation or is embarrassing to others is prohibited. Disciplinary action will be taken if students wear such clothing.

Teachers may, at any time, counsel with students about attire that may not be acceptable. The principal or his/her designee will render the final authority when there is a question as to whether the student is adhering to the appropriate standard of dress.

Students' names should be written in all sweaters, coats, and jackets. **The school is not responsible for lost items of clothing.**

All of the following rules apply at school:

1. Clothing which advertises alcoholic beverages, tobacco, or drug culture and clothing with suggestive/obscene language, gestures, or derogatory symbols/remarks towards any ethnic group will not be worn.
2. Any jewelry and/or items of ornamentation which depict tobacco, illegal substances, gangs, or cults shall not be worn.
3. Shoes must be worn at all times.
4. Hats, headscarves, rollers, sunglasses, caps, or hoods which may interrupt the educational process shall not be worn. Headgear worn to/from school must be removed when entering the building. Headbands are permissible but sweatbands may not be worn during instructional time.
5. Belts and overall straps must fit, be fastened and worn properly.
6. No fraternity/sorority or gang jerseys, shirts, or symbols shall be worn. (MS Code/Sec 37-11-39)
7. Tights, leggings/jeggings, yoga pants, leotards may be worn only under shorts, skirts, dresses, or tops that fall at fingertip length.
8. Jeans/pants with rips, holes or frays, with the potential of being a hole, located from the waist to 5 inches above the knee are not allowed.
9. Any clothing considered too revealing by an administrator may not be worn.
10. Any clothing, accessories, or manner of grooming which, by nature of its color, arrangements, trademark, symbol, or any other attribute, indicates or implies membership or affiliation with gangs or cults is prohibited.
11. No doo-rags, bandanas, washcloths, or cloth or leather chokers shall be worn, displayed, or hung out of any part of clothing.
12. All sleeves on shirts shall not hang past the hands.
13. No cleats shall be worn.
14. Shirts and blouses must be long enough to cover the stomach; the midriff must not be exposed.
15. Pants must be worn at waist level. No oversized pants. Students are not permitted to wear pants in such a manner that undergarments show above the top of the pants.
16. The hem of all shorts, dresses and skirts shall be no shorter than 4 inches above the top of the knee.
17. Clothing shall not be excessively low in front or back; dresses/shirts must not be backless.
18. No spaghetti strap dresses or shirts may be worn.
19. Bras should be worn, if needed.
20. No pajamas may be worn unless approved by the principal for a special occasion.
21. "Grills" may not be worn during the school day.
22. Elementary students (K-5) should not wear make-up.
23. Shirts worn off the shoulders are not allowed.

*** When there is any doubt that students are not adhering to the appropriate standard of dress, the principal or his/her designee will render the final authority.**

Dress for West Lowndes Elementary and West Lowndes 7th & 8th grade Students

Students attending West Lowndes Elementary and West Lowndes 7th & 8th grade are required to wear school uniforms according to guidelines set by the principal and school committee.

Students may be suspended from school for violating the dress code. The sanctions for this offense are:

- a) First offense: Changing of clothes and notification of parent or 1 day ISD
- b) Second offense: Detention for remainder of day or 1 day ISD
- c) Third offense: 1 day suspension

VIOLATION OF SCHOOL ATTENDANCE

Students shall not cut class.

The sanctions for violation of school attendance are:

- a) First offense: After school detention or ISD and parent conference
- b) Repeated offenses: 1 day OSS and parent conference each time

ELECTRONICS, TOYS, ETC.

Students must leave toys and electronic devices at home. This includes, but is not limited to, toy cars, trading cards, laser lights, pagers, radios, tape recorders, c.d. players, mp3 players, etc. If a student brings one of these items to school, it will be confiscated by a school official and turned in to the office. The parent must personally claim the item by the end of the school year. After that time, the principal is no longer responsible for any items, and all unclaimed items will be given to charity.

Note: A toy is defined as any item that is played with in class.

BUILDING AND PLAYGROUND RULES

The following rules must be observed while in the school building or on the playground:

- a. There will be no running in the building, in the breezeways, or on the sidewalks.
- b. No horseplay, wrestling, or tackling is allowed. Students must keep their hands, feet, etc., to themselves.
- c. Students must follow the directions of the persons on duty.
- d. Students must stay in assigned areas.
- e. Students must walk to the right of the halls.
- f. No loud talking or yelling is allowed in the building.
- g. Students are not allowed to throw rocks.
- h. Students are not allowed to bring or use skateboards or skates of any kind in/on hallways, sideways, parking areas, etc., on school property at any time.
- i. No gum or candy is allowed in the building or on the bus. Discipline for violation of this policy will be determined by the building principal.

If a student breaks any of these rules, he/she will be disciplined for each offense. The discipline will be imposed by the teacher or personnel on duty. Repeated offenses may result in an office referral.

CORPORAL PUNISHMENT (*JDB*)

Corporal punishment may be administered only in accordance with the following regulations:

1. Corporal punishment shall only be administered by an administrator or the administrator's designee.
2. In grades K-5, corporal punishment shall be administered by an administrator or the administrator's designee.
3. Administrators/teachers are authorized to administer corporal punishment when discipline problems arise which demand immediate attention and resolution.
4. Corporal punishment shall not be administered in anger, nor shall it be excessive or abusive in nature. The size and age of the child must be taken into consideration.
5. Corporal punishment shall be administered only in the presence of a school employee. Certified staff should serve as witnesses to paddlings whenever possible; however, school secretaries and nurses may serve as witnesses. The punishment must be terminated if the witness refuses to witness further.

6. Corporal punishment shall be administered to the buttocks only. It shall be administered behind closed doors, not in the presence of other students.
7. Parents/guardians must complete the district's corporal punishment form if they do not want corporal punishment used on their child.

SUSPENSIONS (10 DAYS OR LESS) (JDD)

When unacceptable behavior cannot be corrected by the resources of the teacher or school administration, the School Board hereby authorizes the school principal or his designee to suspend any student for violation of any published rule or regulation or any other act of misconduct or insubordination as a final effort to influence the student's future behavior.

A student suspended from school shall receive unexcused absences for all classes missed.

Students who are suspended out of school cannot participate or attend any school sponsored activity until they have completed their suspension. This includes but is not limited to practices, rehearsals, performances, activities and games.

Students who have been assigned In School Suspension/Detention may practice, but cannot participate in a performance or game until the punishment is complete.

Parents or guardians shall be notified when a student is suspended from school. A conference with the parent or guardian is required prior to the student's re-admission to school.

A. Due Process for Suspensions (JCAA)

Both students and faculty members are responsible for reporting infractions of student discipline. When a classroom teacher or other person suspects that a student has committed an infraction warranting a sanction greater than that which the classroom teacher is empowered to administer, the violation must be reported as soon as possible to the principal or assistant principal of the appropriate school.

The superintendent, deputy superintendent, assistant superintendent, principals, and assistant principals will have sole jurisdiction to hear and decide matters of student discipline outside of minor infractions dealt with by the classroom teacher. The administrators will impose necessary sanctions if guilt for the incident is determined. The categories of punishment shall be those set forth under "Sanctions." In the event the recommendation for punishment is suspension of 3 days or less, the principal or assistant principal of the school in question will have the authority to act as the hearing officer at the parent's request. When the offense warrants suspension from school for more than 3 days but less than 11 days, the superintendent or his/her designee may serve as the hearing officer at the parent's request.

The administrator will conduct an investigation. At its conclusion, the administrator will advise the student of the findings and will impose a sanction, if warranted. In all cases where the imposition of sanctions may result in a suspension of 10 days or less, the following procedure shall be followed:

1. The administrator will inform the student of the specific act with which he/she is charged and of who made the charges.
2. The administrator will notify the student of his/her right to respond to or refute the charges and will allow the student to tell his/her side of the story.
3. The administrator will inform the student of his/her right to have witnesses appear in his/her behalf, and the administrator will interview the witnesses.
4. The administrator will explain the maximum punishment that may be imposed.
5. If the student is found guilty, the administrator will inform the student of his/her right to appeal the charges to the superintendent or the assistant superintendent.
6. The administrator will notify the parents/guardian by phone immediately if the student is suspended and tell them the student has been informed of his/her right to appeal.

The parent must accompany the suspended student back to school for a conference.

B. Hearing Procedures for Suspensions

1. The hearing will be presided over by the principal or assistant principal. The hearing will not be open to the public.
2. The format of the hearing will be as follows:
 - a. Presentation of the charge, including the specific act or acts of misconduct with which the student is charged
 - b. Supporting testimony or an explanation by the administrator of the specific information recorded concerning the charge
 - c. Presentation of testimony by the accused student and his/her witnesses and any supporting information presented by the accused
3. After hearing and examining the evidence, the administrator will first decide whether the accused student is guilty or not guilty of the specified charge or if he/she is guilty of any lesser offense. If the administrator reaches a decision of guilt; he/she will then determine the sanction that will be imposed. These are distinctly separate decisions.
4. The administrator will advise the accused student of the decision and impose a sanction, if applicable, at the conclusion of the hearing.
5. A record of the written findings will be furnished to the accused student following the verbal notification.
6. The accused student will be informed verbally and in writing of his/her right to appeal the decision to the superintendent and of his/her right to request an appeal on the finding of guilt or the severity of the sanction, or both.
7. The administrator will summarize the proceeding in writing.

EXPULSIONS OR SUSPENSIONS OF 11 DAYS OR MORE (JDE)

A student may be expelled for committing any of the offenses identified as expellable offenses in the discipline plan.

If a student commits an expellable offense the parent(s) can waive their due process rights by signing a waiver. The student would then be recommended for a 1-year expulsion to the school board without a due process hearing.

Elementary students who commit a nonviolent expellable offense can return to the classroom on the principal's recommendation as long as it is determined the student poses no threat to others.

A. Due Process for Expulsions or Suspensions of 11 Days or More (JCAA)

In all cases where the imposition of sanctions may be suspension of 11 days or more or expulsion, the student and the student's parents/guardians will be notified of the following:

1. The specific charges made against the student
2. The nature of the evidence that is to be presented against the student and whether the evidence is to be presented by affidavit or oral testimony
3. The names of the witnesses and a brief summary of their expected testimony
4. The recommendation for punishment
5. The time, date, and place where a hearing of the accusation will be held
6. The student's right to bring witnesses to testify in his/her behalf and/or to present affidavits at the hearing
7. The student's right to be accompanied by his/her parents and/or counsel of his/her own choosing

Official notification of the due process hearing will be given to the student and to the student's parents/guardian not less than seven (7) calendar days before the date of the hearing, unless the parents

and the child waive the seven (7) day notice requirement. The notice will be sent by certified mail or hand-delivered, and a signed letter or receipt will be obtained from the student or his/her parents/guardian.

Any student that is recommended for expulsion may not return to school until the hearing is held and the School Board has made a decision. The building principal and the superintendent will determine if the child is dangerous to himself and others.

B. Hearing Procedures for Suspensions of 11 Days or More or Expulsions

1. The hearing in these instances will be conducted before the Superintendent or the Board of Education or designated Hearing Officer. The Lowndes County School District normally employs a Hearing Officer and, unless otherwise indicated, the hearing will be before the Hearing Officer. The accused student may bring an advisor of his/her own choosing to the hearing, at no expense to the school. This advisor may be an attorney, a parent, or guardian.
2. The format of the hearing will be:
 - a. Presentation of the charge
 - b. Supporting testimony or information on the charge
 - c. Presentation of testimony by the accused student and his/her witnesses and any supporting information presented by the accused
3. The accused student will have an opportunity to hear and refute all testimony and evidence given against him/her. The student may present any evidence in his/her own behalf pertinent to the accusations made against him/her and may reply to charges or present witnesses in his/her own behalf. The student may cross-examine any witness testifying against him/her.
4. All findings of fact concerning guilt or innocence will be based solely upon the evidence presented and will be based upon proof by evidence of the breach with which he/she is charged.
5. No formal rules of evidence and/or procedure will be followed. The hearing will be conducted in an informal but fair manner.
6. All testimony will be given under oath. If a witness elects not to appear, his/her affidavit can be used and will be accepted and considered by the hearing officer.
7. A record of the proceedings held before the Board of Education or its representative will be kept either by a tape recording of the testimony or by documentation recorded by a court stenographer or reporter. The tapes and/or records will be filed with the superintendent and will be kept for a period of two years or until the student involved graduates, whichever occurs first.
8. At the conclusion of the hearing, the Board of Education or Hearing Officer will prepare a written record of their findings. These findings will be hand-delivered or mailed to the student within five (5) school days after the completion of the hearing, unless circumstances exist which prohibit the School Board from meeting. This time limit can be extended by the Board for extenuating circumstances. If the hearing is conducted by a Hearing Officer, as mentioned above, the Hearing Officer will prepare a written record of the finding of facts and recommendation for punishment. As stated above, the Board will within five (5) days (or after an extension) render a final conclusion and finding in regard to the student discipline. The Board will review the finding and recommendation of the Hearing Officer and the transcript of the hearing, if necessary, and any other pertinent information. Thereafter, the Board will make its decision. The decision of the Board will be hand-delivered or mailed to the student no later than five (5) working days after the hearing.
9. If the Board of Education finds the student guilty of some or all of the charges made against him/her, the school record and previous conduct of the student will be taken into consideration in determining the discipline administered to the student.
10. A student will not be allowed to return to the school setting, under any circumstance, wherein school violence, drugs and alcohol, or dangerous conduct is committed, which is detrimental to the school system. The principal or superintendent may recommend a denial of admission, which shall be effective immediately, pending the conclusion of the due process procedure, if circumstances

exist wherein a deadly weapon, drugs, or other dangerous circumstances were involved, which will be detrimental to the school system.

11. The due process requirements of the Lowndes County School District Board - specifically, "Policy Describer Code JCAA" - is the policy upon which this handbook provision is premised. Any provisions, hereof, in conflict with this District policy shall be overruled by said policy. Further, Mississippi Code Sections 37-11-55, et. seq., are the areas upon which this handbook procedure is premised, as well as Sections 37-9-71; 37-5-9; 37-11-92 of the Mississippi Code of 1972, as amended and annotated.

SUSPENSION AND EXPULSION OF SPECIAL EDUCATION STUDENTS (JCA)

Discipline Procedures

1. School personnel may order the removal of a child for no more than ten (10) consecutive school days to the extent that such removal would be applied to a child without a disability for the same offense or if the child's behavior is deemed to be dangerous.
2. Additional removals of not more than ten (10) consecutive days in the same school year for separate incidents of misconduct may be ordered as long as those removals do not constitute a change in placement. A change in placement occurs when a series of removals is made that constitute a pattern due to the child being removed for more than ten (10) school days in a school year, and because of factors such as length of each removal, the total amount of time the child is removed, and the proximity of the removals to one another.
3. After the child has been suspended for a total of twenty (20) days for school rule violations, the school will provide services within the school, unless the child represents a danger to himself/herself or others.
4. After a child has been removed from his/her current placement for more than ten (10) cumulative school days in the same school year, the local school district must provide services during any subsequent days of removal.

Behavioral Assessment

The following procedures shall be implemented when a child has been removed for more than ten (10) school days or when a change in placement occurs.

1. An IEP Committee must meet either before or no later than ten (10) school days after either first removing the child for more than ten (10) school days or commencing a removal that constitutes a change in placement.
2. A Functional Behavioral Assessment must be conducted and the results reviewed by the IEP Committee. The IEP Committee will develop appropriate behavioral interventions to be addressed on the IEP.

Manifestation Determination Review

When a disciplinary action is contemplated to change a child's placement to an interim alternative setting due to a weapon violation or due to a hearing officer's decision, or if a disciplinary action involving a change in placement (expulsion) is contemplated for other behavior that violated any rule or code of conduct of the public agency that applies to all children, the following must occur:

1. Immediately, if possible, but in no case later than ten (10) school days after the date on which the decision to take that action is made, a review shall be conducted of the relationship between the child's disability and the behavior subject to the disciplinary action.
2. A review as described above will be conducted by the IEP Committee and other qualified personnel. This review may occur when the committee meets to discuss the child's Functional Behavioral Assessment and behavioral intervention plan. The IEP Committee and other qualified personnel will determine that the behavior of the child was/was not a manifestation of the child's disability.

APPEALS

A written summary will be kept of all disciplinary proceedings, and if the student's parent chooses, he/she may appeal the building administrator's decision to the superintendent or his/her designee. The appeal must

be a written request by the student to the superintendent, asking the superintendent to review the case. Appeals are only considered on disciplinary actions for out of school suspensions of three days or more.

The written request must be received by the superintendent within three calendar days after the student has been found guilty and given the sanction. The student will receive written notification of the time and place of the appeal hearing. The student will remain in good standing and will be permitted to attend school and to ride the school bus until a final determination is made. Such decision will be based on whether or not immediate danger is involved. **Any disciplinary sanction may be reversed; however, the sanction previously imposed cannot be increased.**

PROCEDURE FOR WAIVING APPEALS

In the event a student desires to waive the opportunity for an appeal, when charged with a breach of discipline regulations, he/she may do so. The student must, however, confer with the principal or hearing officer and have the sanction for the offense explained. At that time, the student must sign a waiver of appeal before the designated discipline authority, and the sanction for the particular offense will be imposed by the building administrator. A written record signed by the student and the original waiver executed by the student shall be kept as a record.

OTHER DISCIPLINARY HEARING REGULATIONS

- A. Only those persons directly involved in a specific disciplinary case in the Lowndes County School District will have access to disciplinary records. Such records will be kept in a locked file under the direction and in the sole custody of the Superintendent of Schools. **For copies of hearings or disciplinary actions, a request must be made in writing to the Lowndes County School Board.**
- B. Disciplinary hearings will be closed to the public and to the news media. The student's parent may make a written request either before or at the time of the hearing if he/she desires the hearing to be open to the public. The decision to open the hearing shall rest in the sole discretion of the Board or its duly authorized representative.
- C. It is preferred that the student and his/her parents attend all disciplinary hearings. However, proper discipline and decorum will be demanded. The presence of the student and his/her representative are conditional upon this good behavior.
- D. The student's school status or bus-riding privileges will not be altered until final determination on the charges is made, unless the administrator determines that the presence of the student disturbs, hinders, or retards the educational process or endangers the safe operation of the school bus. In that case, the student will be suspended from school and/or from riding the school bus, pending final disciplinary action.

AUTOMOBILE USE ON CLOSED CAMPUS (JGFF)

Cars driven to campus by students must be registered in the office and **parked on the school campus** in an area reserved for students. The student is required to purchase a parking sticker for the car and display this sticker either on the lower right-hand side of the front windshield, on the rear bumper, or on the rearview mirror. When purchasing the parking sticker, the student must show proof of a current auto tag and liability insurance, along with his/her valid driver's license and parental permission to have the car at school.

Students must park their cars upon arrival on campus and immediately exit their vehicles. They will not be permitted to return to their car during the school day or leave campus for any reason unless written permission is granted from an administrator. This includes lunch, study hall, and other times during the school day. When checking out, students must immediately exit the campus. Students may not sit in their cars before or during school.

Middle-school students are not permitted to have or drive cars to or from campus.

Violation of these parking rules or the operation of a motor vehicle in such a way as to cause damage to school property or to endanger life or limb of persons using school facilities, driveways, or parking areas may result in the following sanctions:

- a) 1st offense: Suspension of car privileges for 1 week
- b) 2nd offense: Suspension of car privileges for 2 weeks
- c) 3rd offense: Suspension of car privileges for 5 weeks or more

CAFETERIA

Students enrolled in Lowndes County School District at the end of the previous school year will continue to eat with the same status of free, reduced, or paid as they did in May of the previous year up to 30 days or until the new application is processed. Students who do not turn in a current application to be processed will be changed to “paid” at the end of the 30 days.

New students to the district with older siblings who were enrolled the previous school year, eat with the same status as those siblings until the new application is processed or the 30 day period is up.

Student who transfer from another school district must submit an application and parents/guardians are responsible for the cost of meals until applications are approved. Efforts will be made to process new applications within 10 days of receipt in the Child Nutrition Office. Due to the large number of applications received at the beginning of school this process could take longer.

Parents may submit a paper application or an electronic application at www.myschoolapps.com. Online applications are processed first.

Parents are encouraged to make advance payments for student meals and a la carte items. Parents may deposit any amount but are encouraged to pay weekly, monthly, or yearly. Parents may send cash but are encouraged to pay by check or create an online account at www.myschoolbucks.com.

From the online payment service at www.myschoolbucks.com parents may:

- Deposit money for student meals online anytime
- Sign up for automatic low balance email alerts
- View account balances
- View recent purchase history
- Download the mobile app

Breakfast and Lunch Fees:

Student Breakfast	\$1.00
Student Lunch	\$2.75
Adult Breakfast	\$2.30
Adult Lunch	\$3.85

Classroom/Food Services Compliance Rules

All parents/guardians shall adhere to the Lowndes County School District’s established Wellness Policies pertaining to student’s healthy environment and safe schools. These rules state that any foods prepared off-school campus and/or from non-state purchasing approved vendors are not allowed in the student classroom or school cafeteria. Additionally, all carbonated soft drink beverages packed with student bag lunches must have a container with no visible soft drink label. For example, “Coca Cola” and “Pepsi” products are not allowed in the cafeteria dining hall during breakfast/lunch meal services. Additionally, no glass bottles are allowed.

Any food served to the student by vendors/outside retail merchants, or any other food-carryout retail business during the school day (7am-4pm) without the District’s Superintendent or the School Food Service Authority approval is not allowed. (These standards do not apply to the school district’s approved vending machines or school approved snack sales). Parents/guardians are asked not to bring other vendor prepared food to the classroom or dining hall during the school day.

No food items, except cafeteria food, will be sold from one hour before the beginning of the first lunch period until the end of the last lunch period.

Students must comply with the following cafeteria rules:

1. All lunch litter must be deposited in wastebaskets.
2. All trays and utensils must be returned to the dishwashing area.
3. Tables and floors around the seats must be left in clean condition for others.

Note: Disciplinary action will be taken for improper conduct (breaking cafeteria rules).

SCHOOL WELLNESS POLICY

In compliance with federal requirements of the Local Schools Wellness Policy the Lowndes County School District (LSCD) has appointed School Health Coordinators and committee members to coordinate and implement procedures in developing the school district's Wellness Policies. The committee members shall schedule semiannual meetings at each school site to include LCSD staff, community members/groups, parents and health officials.

The LCSD Site Health Coordinator and selected committee members shall implement procedures for developing the District's Wellness Plan. The plan shall include recommendations to improve the district's wellness program for students and staff. The draft developed by the appointed council members shall be forwarded to the District's Central Office Wellness Coordinator for review. The draft copy shall be forwarded to the Superintendent's Office and the Board for final approval.

The Child Nutrition and WIC Reauthorization Act of 2004 (PL # 108-265) requires each local Educational Agency that receives funding from U.S. Department of Agriculture (USDA) Child Nutrition Programs to establish a local school wellness policy as required by Mississippi Code 37-13-134.

*****PUBLIC RELATIONS*****

STUDENT SUPPORT/PRIDE

The relationship of peers is very important to the success of students in school. Students should show they care for one another by following these acts of kindness:

1. Showing concern for others
2. Helping classmates with studies
3. Including classmates in group activities
4. Including classmates in after school activities (sports, etc.)
5. Relating personal experiences in a positive manner
6. Providing social interaction with one another

Students should also have pride in their school. Students should demonstrate this pride by:

1. Using the wastebasket, instead of littering the classrooms, halls, or campus
2. Helping keep the campus neat and clean by picking up paper and trash
3. Being courteous to fellow students, teachers, and guests
4. Being clean, well-mannered, helpful, and pleasant to others
5. Respecting school property and staff at all times

VISITORS TO THE SCHOOLS (KM)

Parents are welcome and encouraged to visit the district's schools. To insure the orderly operation of the schools, to protect students and faculty from contact with undesirable and/or unauthorized persons, and to protect instructional time, visitors must go to the principal's office upon arrival on campus. The principal will, at his/her discretion, admit visitors to the campus. Persons who are on campus without the principal's permission will be considered trespassers/intruders and may be subject to arrest and prosecution to the full extent of the law.

Teachers shall be informed of the day and time of classroom visits to avoid any conflicts with the school schedule and to protect instructional time. Parents who have been invited to an assembly program may report directly to the gym or auditorium.

Students are not allowed to bring guests to school as this may cause a hardship on both teachers and students.

All visitors must sign in at the office before going to any other part of the campus. They must also sign out in the office when they leave campus.

PARENTAL INVOLVEMENT (LA)

Parental support adds to the effectiveness of the educational process of the Lowndes County School District. Parents are urged to assist with school programs and to respond to surveys and other requests for input.

COLUMBUS AIRFORCE BASE SCHOOL LIAISON

The LCSD values and appreciates our relationship with the Columbus Air Force Base. In partnership with the CAFB, the School Liaison Officer is available to facilitate transitioning challenges. Please call 662-434-2792 or email slo@columbus.af.mil for further assistance and information.

APPENDIX I:

FRESHMAN ADMISSION REQUIREMENTS FOR UNIVERSITY SYSTEM INSTITUTIONS COLLEGE PREPARATORY CURRICULUM Begins with the incoming freshmen class of 2022

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"> • Units 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"> • Units must require substantial communication skills (i.e., reading, writing, listening, and speaking). Compensatory Reading and Writing may not be included.
Mathematics: 4 Carnegie Units <ul style="list-style-type: none"> • Algebra I or its equivalent • Math higher than Algebra I (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 ½ Carnegie Units <ul style="list-style-type: none"> • Units must include integrated courses of social sciences and humanities promoting civic competence. 	Social Studies: 4 Carnegie units <ul style="list-style-type: none"> • Units must include integrated courses of social sciences and humanities promoting civic competence.
Arts: 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 ½ units) 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 one unit from Option 3 • Option 3: (1) Any combination of an advanced level course above the required Carnegie units in: (a) English, math, science, computer science and/or (b) any Advanced Placement (AP), Academic or Career and Technical Dual Credit (DC), International Baccalaureate (IB) or Advanced International Certificate of Education (AICE) course. (2) Completion of any two-year Career and Technical course may count as one unit. <u>Example: completion of both Health Sciences I & II will count as an advanced elective.</u> 	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 one unit from Option 3 • Option 3: (1) Any combination of an advanced level course above the required Carnegie units in: (a) English, math, science, computer science and/or (b) any Advanced Placement (AP), Academic or Career and Technical Dual Credit (DC), International Baccalaureate (IB) or Advanced International Certificate of Education (AICE) course. (2) Completion of any two-year Career and Technical course may count as one unit. <u>Example: completion of both Health Sciences I & II will count as an advanced elective.</u>

<p>Technology or Computer Science Course: 1 Carnegie Unit</p> <ul style="list-style-type: none"> A technology course is defined as one 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. A computer science course emphasizes computational thinking to solve problems. Courses will involve the study of computers and algorithmic processes, including their principles, their hardware and software designs, their applications, and their impact on society and should include focus on one or more of the following core concepts: computing systems, networks and the internet, data and analysis, algorithms and programming, and impacts of computing. Course equivalent or additional advanced elective may be acceptable for non-Mississippi residents. 	<p>Technology or Computer Science Course: 1 Carnegie Unit</p> <ul style="list-style-type: none"> A technology course is defined as one 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. A computer science course emphasizes computational thinking to solve problems. Courses will involve the study of computers and algorithmic processes, including their principles, their hardware and software designs, their applications, and their impact on society and should include focus on one or more of the following core concepts: computing systems, networks and the internet, data and analysis, algorithms and programming, and impacts of computing. Course equivalent or additional advanced elective may be acceptable for non-Mississippi residents.
<p>Total Carnegie units: 18 ½ Carnegie Units</p>	<p>Total Carnegie units: 20 Carnegie Units</p>
<p>Notes:</p> <ul style="list-style-type: none"> The required CPC for full admission aligns with the course recommendations for the Mississippi Department of Education Academic Endorsement. The recommended CPC for full admission aligns with the course recommendations for the Mississippi Department of Education Distinguished Endorsement. 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), International Baccalaureate (IB, Academic or Career and Technical Dual Credit (DC) and Advanced International Certificate of Education (AICE) courses may 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 (CPC) are approved by the IHL Board of Trustees, The Mississippi Department of Education maintains the MDE Secondary Course Manual with CPC classifications for each course. 	

IHL Board Policy §602.B. FULL ADMISSION

Full admission to any of the eight public universities will be granted to the following:

1. Complete the College Prep Curriculum (CPC) with a minimum 3.2 high school grade point average (GPA) on the CPC; **OR**
2. Complete the CPC with a minimum 2.5 high school GPA or a class rank in the top 50 percent and a score of 16 or higher on the ACT* (Composite); **OR**
3. Complete the CPC with a minimum 2.0 high school GPA on the CPC and a score of 18 or higher on the ACT* (Composite); **OR**
4. NCAA Division I standards for student-athletes who are “full-qualifiers” or “academic redshirts” are accepted as equivalent to the admission standards established by the Board.

**In lieu of the ACT scores, students may submit equivalent SAT scores. Students scoring below 16 on the ACT (Composite) or the equivalent SAT are encouraged to participate in the Year-Long Academic Support Program during their freshman year.*

IHL Board Policy §608. INTERMEDIATE COURSES

- A. All entering students admitted under Board Policy 602 enrolled at an IHL university with an ACT Mathematics subtest score of 16 or less will be required to take Intermediate Mathematics during their first semester of enrollment. At the discretion of the admitting IHL institution, students whose Mathematics subtest score is 17, 18 or 19 may be required to take Intermediate Mathematics. Students with a minimum ACT Mathematics subtest score of 15 who have completed the Mississippi Department of Education approved mathematics transitional course with a grade of “80” or higher will not be required to take Intermediate Mathematics and should be enrolled in a college-level mathematics course during their first semester of enrollment.
- B. All entering students admitted under Board Policy 602 enrolled at an IHL university with an ACT English subtest score of 16 or less will be required to take Intermediate English during their first semester of enrollment. At the discretion of the admitting IHL institution, students whose English subtest score is 17, 18 or 19 may be required to take Intermediate English. Students with a minimum ACT English subtest score of 15 who have completed the Mississippi Department of Education approved literacy transitional course with a grade of “80” or higher will not be required to take Intermediate English and should be enrolled in a college-level English course during their first semester of enrollment.
- C. All entering students admitted under Board Policy 602 enrolled at an IHL university with an ACT Reading subtest score of 16 or less will be required to take Intermediate Reading during their first semester of enrollment. At the discretion of the admitting IHL institution, students whose Reading subtest score is 17, 18 or 19 may be required to take Intermediate Reading. Students taking Intermediate Reading should not be permitted to take reading-intensive courses, such as History. Students with a minimum ACT Reading subtest score of 15 who have completed the Mississippi Department of Education approved literacy transitional course with a grade of “80” or higher will not be required to take Intermediate Reading.
- D. Students taking two or more intermediate courses must enroll in the year- long Academic Support Program or some other IHL-recognized intervention strategy to promote success in the courses in which they are not fully prepared, according to ACT subtest scores and will not be permitted to take more than 17 semester hours.
- E. Intermediate courses may be delivered through a co-requisite model coupled with a credit bearing gateway course.
- F. Regarding course placement using an ACT subtest score, exemptions to this policy based on prior high school course performance, postsecondary course performance, or other academic experiences must be approved by the institution’s Chief Academic Officer or designee.

(BT Minutes, 2/2000; 2/2005; 2/2009; 3/2010; 1/2016; 2/2018)

IHL Board Policy §608 establishes 17 as the minimum ACT subtest scores for mathematics, English, and reading; however, it gives each IHL university the authority to require higher ACT subtest scores.

University	College-level English	College-level Mathematics	College-level Reading
Alcorn State University	17	17	17
Delta State University	17	20	17
Jackson State University	17	17	17
Mississippi State University	17	19	17
Mississippi University for Women	17	19	17
Mississippi Valley State University	17	20	17
University of Mississippi	17	19	17
University of Southern Mississippi	20	20	17

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Notes to Remember

Notes to Remember

**LOWNDES COUNTY SCHOOL DISTRICT
2021-2022 ACADEMIC CALENDAR (187 DAYS)**

Board Approved: 3/12/21

	M	T	W	Th	F
AUG 2021	2	3	4	5	6
T-22	9	10	11	12	13
S-19	16	17	18	19	20
	23	24	25	26	27
	30	31			

- Teacher Work Day (student holidays)
- School Holiday
- Aug. 2, 3, 4 - Teacher Work Days/Staff Development
- Aug. 5 - Students' First Day

Grading Periods	
August 5 – October 8 (46)	
October 11 – December 22 (46)	
January 11 – March 25 (46)	
March 28 – May 25 (42)	

	M	T	W	Th	F
SEP 2021			1	2	3
T-21	6	7	8	9	10
S-21	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	

- Sept. 2 - Progress Reports
- Sept. 6 - Labor Day Holiday

	M	T	W	Th	F
OCT 2021					1
T-20	4	5	6	7	8
S-19	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

- Oct. 8 - End of 1st Nine Weeks/Semester (4x4)
- Oct. 14 - Report Cards Issued
- Oct. 15 - Parent Conference Day/Student Holiday
- Oct. 18 - Fall Break

	M	T	W	Th	F
NOV 2021	1	2	3	4	5
T-17	8	9	10	11	12
S-17	15	16	17	18	19
	22	23	24	25	26
	29	30			

- Nov. 10 - Progress Reports
- Nov. 22-28 - Thanksgiving Holidays (All schools)

	M	T	W	Th	F
DEC 2021			1	2	3
T-16	6	7	8	9	10
S-16	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	31

- Dec. 22 - End of 1st Semi/Course (4x4) 80% day
- Dec. 23 - Christmas Holidays begin

	M	T	W	Th	F
JAN 2022	3	4	5	6	7
T-15	10	11	12	13	14
S-14	17	18	19	20	21
	24	25	26	27	28
	31				

- Jan. 2 - New Year's Day Holiday
- Jan. 10 - Professional Development/Student Holiday
- Jan. 11 - Students Return
- Jan. 13 - Report Cards Issued
- Jan. 17 - Martin Luther King Holiday

	M	T	W	Th	F
FEB 2022		1	2	3	4
T-19	7	8	9	10	11
S-19	14	15	16	17	18
	21	22	23	24	25
	28				

- Feb. 10 - Progress Reports
- Feb. 21 - President's Day Holiday

	M	T	W	Th	F
MAR 2022		1	2	3	4
T-18	7	8	9	10	11
S-17	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	

- Mar. 14-18 - Spring Break
- Mar. 21 - Professional Development/Student Holiday
- Mar. 25 - End of 3rd Nine Weeks/Semester (4x4)
- Mar. 31 - Report Cards Issued

	M	T	W	Th	F
APR 2022					1
T-20	4	5	6	7	8
S-20	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

- Apr. 12 - Progress Reports
- Apr. 15 - Good Friday Holiday

	M	T	W	Th	F
MAY 2022	2	3	4	5	6
T-19	9	10	11	12	13
S-18	16	17	18	19	20
	23	24	25	26	27
	30	31			

- May 21 Graduations
- May 25 - Last Day for Students (80% Day) Report Cards
- May 28 - Last Day for Teachers
- May 30 - Memorial Day Holiday

NOTE: Holidays may be used as makeup days for bad weather.

STUDENT DAYS: 1st Semester: 92
 2nd Semester: 88
 180

TEACHER DAYS: 1st Semester: 96
 2nd Semester: 91
 187

"Challenge all students to attain their greatest potential."



LOWNDES COUNTY

School District

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