



## 2019 – 2020 Student Handbook

FAIR ELEMENTARY (K-2)    LOUISVILLE ELEMENTARY (3-5)

EILAND MIDDLE (6-8)    LOUISVILLE HIGH (9-12)

NANIH WAIYA (K-12)    NOXAPATER (K-12)

LOUISVILLE REACHES

WINSTON -LOUISVILLE CAREER TECHNOLOGY CENTER

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# Louisville Municipal School District Calendar

## 2019-2020

July '19						
Su	M	Tu	W	Th	F	Sa
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
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28	29	30	31			

August '19						
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September '19						
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October '19						
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November '19						
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December '19						
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January '20						
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February '20						
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March '20						
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April '20						
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May '20						
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31						

June '20						
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### Events / Holidays

Date	Description
July 30	District-Wide Faculty Mtg.
July 31	Professional Development
August 1	Prof. Dev. - 8:30-11:30 Open House - 1:00-6:00
August 2-5	Professional Development
August 6	Students First Day
September 2	Labor Day
September 5	Progress Reports Issued
October 1-10	1st Nine Weeks Exams
October 11 - 14	Fall Break
October 21	Prof. Dev. - 8:30-11:30 Parent Conf./Report Cards 1:00-6:00
November 13	Progress Reports Issued
November 25-29	Thanksgiving Holiday
December 9-20	2nd Nine Weeks Exams
December 20	60% Day for Students
December 23-31	Christmas Holidays
January 1-3	Christmas Holidays
January 6	2nd Semester Begins
January 20	MLK Holiday
January 16	Report Cards Issued
February 6	Progress Reports Issued
February 17	Presidents Day/Weather Day
February 24-March 6	3rd Nine Weeks Exams
March 9-13	Spring Break
March 24	Report Cards Issued
April 10	Good Friday Holiday
April 13	Easter Holiday/Weather Day
April 23	Progress Reports Issued
May 12-15	Senior Exams
May 18-21	4th NineWeeks Exams
May 19	Nanih Waiya Graduation
May 21	Nox. Grad./Last Day Students 60% Day
May 22	LHS Graduation/Last Day Teachers



### **DISTRICT VISION**

All Louisville Municipal School District students will graduate ready for college and/or career success.

### **DISTRICT MISSION**

The Louisville Municipal School District provides educational opportunities to meet the needs of students with various backgrounds and abilities.

### **SUPPORTING BELIEFS**

- ✓ All students can learn
- ✓ Student learning is the chief priority
- ✓ Safe, supportive, and trusting environment enhances student achievement
- ✓ Students with special needs require individualized services and resources
- ✓ Teachers, administrators, parents and community share responsibility for advancing the mission
- ✓ Committed to continuous improvement and the professional learning that supports that improvement
- ✓ All faculty, administrators, and staff will be highly effective in their roles

### **MOTTO**

Every Child-----Every Chance-----Every Day

### **PLEDGE TO THE FLAG**

I pledge allegiance to the flag of the United States of America and to the republic for which it stands; one nation under God, indivisible, with liberty and justice for all.

### **BOARD OF TRUSTEES**

District 1: Mark Dillard  
District 2: Roger Caperton  
District 3: Brenda Johnson,  
District 4: Jacqueline Steele  
District 5: Bobby Pierce

### **SCHOOL DISTRICT ADMINISTRATIVE STAFF**

Dr. Randy Grierson, Superintendent  
Kyle Hammond, Assistant Superintendent, Federal Programs  
Dr. Paula Stokes, Director of Curriculum, Professional Development  
Mavis Crawford, Director of Special Education  
David Luke, Director of Transportation and Testing  
Stacie VanLandingham, Director of School Finance  
Sheila Reed, Director of Food Services  
Hilute Hudson, Principal, Louisville High School  
Mary Nell Woolery, Assistant Principal, Louisville High School  
Tyrone Shorter, Athletic Director, Louisville High School  
Dr. Andrae Pastchal-Smith, Principal, Eiland Middle School  
Danya Turner, Assistant Principal, Eiland Middle School  
Rhyne Thompson, Principal, Louisville Elementary School  
Gina Smith, Assistant Principal, Louisville Elementary School  
Cynthia McDonald, Principal, Fair Elementary School  
Corey Coward, Assistant Principal, Fair Elementary School  
Belinda Swart, Principal, Nanih Waiya Attendance Center  
Paulette Dailey, Assistant Principal, Nanih Waiya Attendance Center  
James Courtney, Athletic Director, Nanih Waiya Attendance Center  
Chet Wilkes, Principal, Noxapater Attendance Center  
Ronnie Ware, Assistant Principal, Noxapater Attendance Center  
Casey Orr, Athletic Director, Noxapater Attendance Center  
James Robert Webb, Director of Winston-Louisville Career & Technology Center  
Torya Blair, Director of Louisville REACHES  
Dr. Lekeshia Jernigan, Behavior Specialist  
Jeffrey Woodward, Director of Technology  
Tony Prior, Director of Maintenance  
Thomas Kelly, Director of Event Security

### **SCHOOL ADMISSION REQUIREMENTS (SB Policy JBC)**

The State of Mississippi provides for a uniform system of free public schools for students enrolled in kindergarten through twelfth grade who have reached the age of five (5) on or before September 1 of the calendar year and have not reached the age of twenty-one (21) on or before September 1 of the calendar year. If Pre-kindergarten is offered, students must be four (4) years of age on or before September 1 of the calendar year.

“Compulsory-school-age child means a child who has attained or will attain the age of six (6) years on or before September 1 of the calendar year and who has not attained the age of seventeen (17) years on or before September 1 of the calendar year; and shall include any child who has attained or will attain the age of five (5) years on or before September 1 and has enrolled in a full-day public school kindergarten program. Provided, however, that the parent or guardian of any child enrolled in a full-day public school kindergarten program shall be allowed to dis-enroll the child from the program on a one-time basis, and shall not be deemed a compulsory-school age-child until the child attains the age of six (6) years.” (Mississippi Code 37-13-91)

1. Any minor child who seeks to enroll in any school in the Louisville Municipal School District must be accompanied by the parent, natural or adoptive, who is legally responsible for said child, or by the guardian. (Mississippi Code 37-15-11)
2. No child may enroll in any school in the Louisville Municipal School District who is not a resident of Winston County, Mississippi, unless such child has been lawfully transferred from the school district in accord with the statutes of this state and the transfer policy adopted July 20, 2010. However, those children whose parent(s) or legal guardian(s) are certified employees of the Louisville Municipal School District and live outside Winston County may, at such employee's discretion, enroll and attend the school or schools of their parent's or legal guardian's employment regardless of the residence of the child. (Mississippi Code 37-15-29)
3. Any student transferring to a school in the Louisville Municipal School District from a non-accredited school (a school that is not accredited by the Mississippi Department of Education) or home instructional program within or outside of the State of Mississippi will be required to take a test to determine the grade and class to which the student shall be assigned. The principal or his/her designee shall administer the test or tests to the student within thirty (30) days after the filing of application for transfer. The test must be given **before** enrollment to determine placement. Notice of the giving of such test shall be given the applicant not less than five (5) days prior to the date of the administration of such test. No student shall be assigned to a grade and class more than two (2) grades above or below the grade or class that the student would have been assigned to had the student remained in the school from which the transfer is being made. (Mississippi Code 37-15-33) (SB Policies 3801 & 3802)

The following diagnostic tests should be administered for classification:

Grades 1 – 5: District Universal Screener

Grades 6 – 12: TABB Assessment

4. An enrollment form will be completed for a student entering the Louisville Municipal School District that contains the name, address, telephone number, date of birth from a certified birth certificate, social security number (optional), parent or guardian, family doctor, emergency contacts and other pertinent data.

## **ONLINE REGISTRATION**

For the 2019/2020 school year, the Louisville Municipal School District will be utilizing ONLINE REGISTRATION for all students. All students **MUST** be registered before the beginning of the 2019/2020 school term to receive a schedule. Online Registration dates for **RETURNING** students and **NEW** students will begin **July 8th** and continue during regular office hours until **July 25th**. There will be **NO REGISTRATION** available after July 25 until after the beginning of school on August 6th.

If your student is a **RETURNING** student:

1. Bring your **TWO** proofs of residence to the school. Proofs need to be within the last 30 days of the date of registration.
2. Sign the Residence Cover Letter and Student/Teacher/Parent Compact.
3. Complete Transportation Information Sheet
4. Receive your Online Registration Code for your student from school personnel. Go to Active Parent website and click Create an Active Parent Account

If your student is a **NEW** student:

1. Bring your **TWO** proofs of residence to the school. Proofs need to be within the last 30 days of the date of registration. Contact school for details.
2. Provide birth certificate copy, shot record, and transcript/report card from last school attended, if applicable, to receive your Online Registration Code for your student.

3. Sign the Residence Cover Letter and Student/Teacher/Parent Compact.
4. Complete Transportation Information Sheet

Go to Active Parent website and click Create an Active Parent Account link on the link.

#### **DOCUMENTS USED FOR PROOFS OF RESIDENCY (SB Policy JBC)**

According to State Board Policy, a minimum of two (2) proofs of residency in the parent's or guardian's name is required for registration. The following documents are acceptable:

- Utility Bills (electricity, water, gas) – within 30 days of date of registration
- Driver's License
- Voter Registration
- Apartment or Home Lease
- Automobile Registration
- Mortgage Documents or Property Deed
- Filed Homestead Exemption Application form
- Affidavit and/or personal visit by a designated school district official
- Cable or Satellite Bill – within 30 days of date of registration
- Telephone/cell – within 30 days of date of registration
- Solid waste/garbage
- And, in the case of a student living with a legal guardian who is a bona fide resident of the school district; a certified copy of filed petition for guardianship if pending and final decree when granted.

#### **DOCUMENTS NEEDED FOR REGISTRATION**

- Birth Certificate (If the person enrolling the student is not named on the birth certificate, that person must have a legal court document providing legal guardianship.)
- MS Certificate of Immunization Compliance (MS Form 121 shot record)
- Social Security Number (optional)
- Withdrawal Slip (If transferring from another school)
- Report card (grades K-8) or Transcript (grades 9-12) (If transferring from another school)
- Two (2) current (no more than 60 days old) Proofs of Residency in Parent's/Guardian's Name
- Active Parent Registration
- Bullying Sheet

#### **IMMUNIZATION COMPLIANCE (SB Policy JBC)**

All students in grades Pre-K - 12 must have on file a MS Form 121 Certificate of Compliance (original document) stating that the student has received the required inoculations. This form may be secured from the health department or a private physician. If the student has not had the inoculations, or if there is no record of the inoculations, the health department or physician will issue a temporary certificate which is valid for ninety (90) days after issuance. If the series is not completed at the end of ninety (90) days, the student will be suspended from school until the inoculations are completed.

#### **RESIDENCY REQUIREMENTS**

Each parent or guardian when enrolling a student in the Louisville Municipal School District must present at least two (2) current (no more than 60 days old) documents in the parent's or guardian's name that reflect the

residence street or designated road address inside Winston County. **No post office box address will be accepted.**

When a student who lives with a custodial adult other than a parent enrolls in a school, the custodial adult must provide proof of permanent custody of the student.

Students in the Louisville Municipal School District are required to attend the school in the zone in which they reside as mandated by the federal court order of 1969.

### **EXPULLED STUDENTS – ENROLLMENT**

Parents, guardians or students must indicate on the school registration form if the enrolling student has been expelled from any public or private school, or is currently a party to an expulsion proceeding. Failure to disclose facts may result in expulsion and/or alternative school. If a child's cumulative record or application for admission or enrollment indicates that the child has been expelled, the school district may deny the student admission/enrollment until the superintendent of the school, or his designee, has reviewed the child's cumulative record and determined that the child has participated in successful rehabilitative efforts including, but not limited to, progress in an alternative school or similar program. If the child is a party to an expulsion proceeding, the child may be admitted to a public school pending final disposition of the expulsion proceeding. If the expulsion proceedings result in the expulsion of the child, the public school may revoke such admission to school. If the child was expelled or is a party to an expulsion proceeding for an act involving violence, weapons, alcohol, illegal drugs or other activity that may result in expulsion, the school district shall not be required to grant admission or enrollment to the child before one (1) calendar year after the date of the expulsion (MS Code 37-15-9).

### **INSTRUCTIONAL MANAGEMENT PLAN (SB Policy ID)**

The Instructional Management Plan for the Louisville Municipal School District includes the instructional plan and management system provided by the Mississippi Department of Education (MDE). The Mississippi Curriculum Framework and the College and Career Readiness Standards in each discipline will serve as the basis of the minimum district curriculum. Teachers will add other goals and objectives that they deem appropriate, along with techniques, materials, activities, etc. which will enhance the attainment of these objectives. An alignment will be conducted in each discipline between the stated curriculum, the adopted textbooks, and the state selected standardized test objectives. Teachers will be provided with the materials, supplies, and support services needed for basic skills instruction. The LMSD uses staff development time to work on the district's pacing guides and instructional management plan. Teacher resources are provided online at louisville.k12.ms.us under Curriculum and Instruction.

### **VISITORS ON CAMPUS**

All visitors must report to the school's office. **Student visitors are not allowed in classrooms.**

### **VEHICLES (SB Policy JGFF)**

All vehicles brought to school by students are to be parked in the area designated as student parking. Returning to vehicles during the school day is not allowed unless permission is given by the principal or his/her designee.

Students may not sit in a parked vehicle at any time after arrival to or near the school campus. Quick starts or speeding will not be tolerated on the school campus or in the school zone. Students are not to block in other vehicles and should park properly.

It is a privilege for students to bring a vehicle on the school campus. Vehicles are subject to searches when probable cause exists. Any evidence of a crime discovered during a vehicle inspection must be turned over to the appropriate law enforcement authorities. (Mississippi Code 37-11-29)

#### **SOLICITATION/FUNDRAISING BY STUDENTS (SB Policies JK; JKB)**

The solicitation for donations and contributions by students shall be restricted to drives approved by the principal and superintendent. School organizations are restricted to one (1) fundraising activity per year that involves student solicitation. If unforeseen circumstances arise in which additional fundraising is needed for students to compete in state or national competition, then such needs must be explained in writing to the principal and superintendent.

No outside agency may conduct an authorized fund raising event on campus. Students are not allowed to sell items for personal gain on campus.

#### **MISSISSIPPI STUDENT RELIGIOUS LIBERTIES ACT OF 2013 (SB Policy IGAA)**

Students are allowed to discuss their religious beliefs in papers, art and other oral or written assignments. Homework and classroom assignments must be judged by ordinary academic standards. Students may organize prayer groups, religious clubs, "See You at The Pole" gatherings, and other religious gatherings before, during and after school to the same extent that students are permitted to organize other noncurricular student activities and groups. Religious groups must be given the same access to school facilities for assembling as is given to other noncurricular groups, without discrimination based on the religious content of the group's expression.

#### **DELIVERY OF FLOWERS AND BALLOONS TO STUDENTS**

To prevent disruption of instructional time and to insure safety on school buses, the delivery of balloons, flowers, and other gifts to students at school is prohibited.

#### **STUDENT ILLNESS OR EMERGENCIES**

In case of illness, the student should come to the school office if possible. A medical emergency form, signed by the parent or guardian and listing individuals to be contacted, will be kept on file in the office. A medical clinic is available to district students and staff on the campus of Fair Elementary between the hours of 8 to 3.

The parent or guardian will be notified as quickly as possible of the illness or emergency. School authorities may decide that immediate medical attention is necessary. However, attempts will continue to be made to notify the parent or guardian of the situation.

#### **ADMINISTERING MEDICATION TO STUDENTS (SB Policy JGC)**

The following policy concerning administering medication to students at school shall be used by all district schools:

- All medication is to be kept in the school office, nurse's office, or designated area.



- Medication is to be stored in a locked area when it is not being used.
- Medication is to be administered by the principal or his/her designee.
- A checklist is to be maintained in the school office, nurse's office, or designated area, noting when medication is administered (date and time) for each student taking medication on a daily basis.
- All medication is to be provided to the school in the original bottle, labeled with the student's name, date, name of the drug, dosage, directions for administering, and if a prescription medicine, the name of the physician.

A written permission form signed by the parent or guardian must be on file in the school office prior to administering any medication at school.

#### **SELF-ADMINISTRATION OF MEDICATION OF ASTHMA/ANAPHYLAXIS MEDICATIONS (SB Policy JGCD)**

A student with asthma and/or anaphylaxis is allowed to possess and self-administer prescription asthma and/or anaphylaxis medication while on school property, buses, or school-related event or activity **IF**:

- The prescription asthma and/or anaphylaxis medication has been prescribed for that student as indicated by the prescription label on the medication;
- The self-administration is done in compliance with the prescription or written instructions from the student's physician or other licensed health care provider; and
- A parent of the student provides to the school:
  - 1) Written authorization, signed by the parent, for the student to self-administer the medication while on school property or at a school-related event or activity;
  - 2) A written statement, signed by the parent, in which the parent releases the school district and its employees from liability for an injury arising from the student's self-administration of the medication or willful misconduct;
  - 3) A written statement from the student's physician or other licensed health care provider, signed by the physician or provider, that states:
    - The student is capable of self-administering the medication;
    - The name and purpose of the medication;
    - The prescribed dosage of the medication;
    - The times at which or circumstances the medication may be administered; and
    - The period for which the medication is prescribed.

The physician's statement must be kept on file in the nurse's office or office of the principal.

- If a student uses his medication in a manner other than prescribed, he/she may be subject to disciplinary action under the school codes. The disciplinary action shall not limit or restrict the student's immediate access to the medication.
- The school nurse or trained school employee is authorized to administer auto-injectable epinephrine to a student who the school nurse or trained school employee, in good faith, believes is having an anaphylactic reaction, whether or not the student has a prescription for epinephrine.

#### **COMMUNICABLE DISEASES - HEAD LICE (SB Policy JGCC)**

For any student who has had head lice on three (3) consecutive occasions during one (1) school year, the principal shall notify the county health department of the recurring problem of head lice with that student. The student shall not be allowed to attend school until proof of treatment is obtained. '41-79-21 (1999)

### **CHRONIC INFECTIOUS DISEASES (Hepatitis B, AIDS, etc.)**

A student with a chronic infectious disease shall be removed from the classroom temporarily and until the district's medical advisor in consultation with the student's physician determines whether the student's presence in the school poses a risk of transmission of such chronic infectious disease to others.

### **TARDIES**

No student should be tardy to school if the tardiness could be avoided. Punctuality is expected of all students. The principal or his/her designee will keep a record of the "unexcused" tardies in the office.

The following are examples of acceptable excuses for tardiness for which no penalty will be imposed:

- Accidents on the way to school or other hindrances beyond the control of the student or parent.
- School buses operated by the school district arriving late at school.

### **CONSEQUENCE OF EXCESSIVE TARDIES**

If a student is tardy, the student must:

- Any students arriving after the tardy bell by any mode of transportation other than LMSD provided transportation **must be signed in by a parent.**
- Make sure the attendance clerk knows the student is present; otherwise, the student's record will reflect absence all day.
- On the third and 6<sup>th</sup> tardy, students will be required to complete a character education assignment in ISD.
- On the 5<sup>th</sup> tardy, any student that drives a personal vehicle to school, will lose his or her driving privilege for a period of 1 week. Further tardies can result in the loss of their driving privilege.
- On the fourth tardy, and each one thereafter, the student will be referred to the administration for more severe consequences which may include corporal punishment, In-school Detention (ISD), or out-of-school suspension (OSS). The parent/guardian will be notified that there is a problem.
- Tardies will start over at the end of each semester.

### **TARDINESS BETWEEN CLASSES**

Punctuality to each class on the part of the student is expected and required. If, upon a rare occasion, a teacher needs to detain a student beyond the regular class period, the teacher to whom the student is due to report must receive a written statement from the detaining teacher explaining the reason.

### **PERMISSION TO LEAVE SCHOOL DURING THE DAY**

No student will be allowed to leave the school campus (unaccompanied by a parent or guardian) for any reason without permission from the principal or assistant principal. If a student becomes sick while in school, he/she should report to the office for a dismissal. Students dismissed from school because of illness will be sent home or to a doctor only after a parent or guardian has been contacted and **will be excused from school.** At some time prior to a student checking out of school, the parent or guardian must come to the school office stating the reason for the student leaving school. **Notes will NOT be accepted for checking out of school.**

An emergency contact person can approve a student leaving school but only in emergency situations. With the exception of immediate family members (i.e., mother, father, adult brother, adult sister, or grandparent), the emergency contact person must be someone other than a school employee and must be a legal adult. Before

the student can leave campus with the signature of an emergency contact, school officials should attempt to contact the parent or guardian.

After receiving permission to leave school, the student will sign the check-out sheet in the office. When a student has properly checked out, he/she must leave the campus immediately.

#### **ELEMENTARY CHECK-OUT**

**Due to serious parking problems, scheduling and bus issues, elementary students will NOT be allowed to check out of school after 2:00pm without proof of a doctor's appointment.**

#### **STUDENT ABSENCES FROM SCHOOL**

The Louisville Municipal School District Board of Trustees believes that good attendance, with a minimum of tardiness and absenteeism, is essential if students are to gain maximum benefit from the school district's instructional program. The school board thusly directs the superintendent to develop administrative regulations governing tardiness and absences (excused and non-excused).

The administrative regulations shall be based on all applicable state laws governing absenteeism and tardiness and shall include (but not limited to) the counting and reporting of students to the Mississippi Department of Education for attendance purposes, expectations for good student attendance, parent responsibility, excused and unexcused absences, and tardiness. Initial administrative regulations and any future changes to such administrative regulations shall be approved by the Louisville Municipal School District Board of Trustees before implementation.

Attendance Reporting: In order for a student to be considered as having attended school for a full day, the Louisville Municipal School District Board of Trustees specifies that each student must be present for 63% of his or her individual Instructional day as fixed by the local board of trustees for each individual school. For purposes of reporting absenteeism, a student who has an absence that is more than thirty-seven percent (37%) of the student's instructional day, as fixed by the board of trustees for the school at which the student is enrolled, shall be considered absent the entire school day.

If a student is absent more than 37% of the instructional day, then that student must be declared absent for the entire day. Even though an absence may be with the approval of the parent or guardian, it is the responsibility of the school administration to determine if the absence is excused.

When a student/parent provides adequate documentation from a licensed physician of any illness causing excessive absenteeism, the documentation will be considered as an extenuating circumstance that will be communicated with the assigned MDE attendance officer to be excused.

Verification for an absence should be presented on the day of the student's return to school but no later than two (2) school days after the absence.

#### **Student absences for the following reasons are excused:**

- Appointments with doctors, dentists, and other health related providers (A note from the doctor or agency is required upon returning to school)
- Illnesses that can be authenticated
- Death in the immediate family

- Officially employed to serve as a page at the State Capitol for the MS House of Representatives or Senate
- Official organized events sponsored by the 4-H or Future Farmers of America (FFA) (not to exceed five per academic year) – The excuse has to be in writing by the superintendent or the Extension Agent or High School FFA advisor
- Approved school related functions
- Four parent notes will be accepted.

Sixteen unexcused (16) absences will result in no credit for a one unit course, and eight (8) absences will result in loss of credit in a one-half credit course. To be counted present, a student must be in attendance at least fifty (50) percent of a class period.

**Note:** Absences for any reason (excused or unexcused) count toward the required attendance for granting credit. However, reasons for absences (such as illness) should be presented to the Review Committee if course credit is an issue.

### **READMISSION OF STUDENT TO SCHOOL AFTER AN ABSENCE**

For a student to be re-admitted to school after an absence, one of the following procedures must be followed:

- The parent or guardian must send a written note to the principal's office explaining the absence. **A student is limited to four (4) parent notes per school year (One parent note can be written for up to two consecutive days. Absences of three or more consecutive days will require a doctor's excuse or will be counted as multiple parent notes). After four (4) parent notes, the student will receive an unexcused absence.**
- A medical verification of an illness or doctor's appointment should be presented unless the school called verifying the child was sick at school and needed early dismissal.

### **NOTIFICATION OF PARENT OR GUARDIAN OF ACCUMULATED ABSENCES**

The parent will be notified when the student accumulates the following absences:

- Notification is always shown on Active Parent, Report Cards, and progress reports.
- ten (10) unexcused absences in a one unit course that lasts the school year.
- five (5) unexcused absences in a one-half unit course that lasts one semester.

### **MAKE-UP TESTS/WORK (SB Policy JBD)**

A student will be required to take a test on the appointed day if the test was announced prior to the student's absence. If the student is absent on test day, the student will be required to take the test on the day the student returns to school. In situations of extended illness, the student is responsible for working with the teacher(s) involved to establish a make-up test schedule.

Work missed as a result of an unexcused absence cannot be made up. The administrative regulations shall specify that no absence will be excused when it is due to suspension, expulsion or other disciplinary action. However, to avoid adopting a policy or administrative rule that would ensure a student's failure, the Louisville Municipal School District may adopt a provision that permits or requires suspended students who are not immediately placed in an REACHES program to make up work within specified deadlines.

If the absence is excused or an out-of-school suspension (unexcused), it is the responsibility of the student to contact each teacher immediately upon returning to school to determine a time when the work will be completed.

### **SCHEDULE FOR STUDENTS TO COMPLETE WORK AFTER AN ABSENCE**

The following schedule should be followed for missed work with an excused absence. Work not completed on this schedule will result in a grade of zero; however, in some instances, the teacher may grant additional time for completing work.

- |                         |                                       |
|-------------------------|---------------------------------------|
| • 1 day absent          | 1 day to complete work                |
| • 2 days absent         | 2 days to complete work               |
| • 3 days absent         | 3 days to complete work               |
| • 4 days or more absent | Develop make-up schedule with teacher |

### **CAFETERIA RULES**

Table manners should be as refined in the cafeteria as table manners at home. Students are expected to help keep the cafeteria clean. Strict adherence to the lunch schedule must be observed.

The following are specific rules to observe in the cafeteria:

- Students are not allowed to carry food into the cafeteria from a fast food restaurant that is wrapped or in bags or boxes displaying a logo.
- Cutting line and holding places in line are forbidden.
- Students should get their trays as quickly as possible, and when finished eating, they should return trays to the kitchen along with ice cream wrappings, milk containers, etc.
- Students shall not leave the cafeteria without the expressed permission of the teacher to whom assigned.
- Food is not to be taken into the hallways or classrooms from the cafeteria.

### **CAFETERIA PRICES**

#### **(All Students Eat FREE)**

**The Community Eligibility Provision (CEP), a Federal Program**

### **TEXTBOOKS (SB Policy ICFA)**

Textbooks are the property of the State of Mississippi and the Louisville Municipal School District. Textbooks are loaned to the students at the beginning of each school term and are to be returned to the school district at the end of the school term. Each student that is issued textbooks will be held responsible for the books as required by law. Damages to textbooks will be assessed by the teacher who issued the books.

### **TEXTBOOK FINE ASSESSMENT**

(To be used as a guide in assessing fines)

#### **DAMAGE**

Writing/drawing/scribbling in book  
Torn pages  
Excess wear/damage but still usable  
Cover of book damaged  
Spine damaged  
Water damaged but still usable  
Water damaged, not usable  
Pages missing, not usable  
Obscene writing or drawing on or in the book

#### **FINE**

\$1.00 per page  
\$1.00 per page  
10% of cost of the book  
25% of cost of the book  
25% of cost of the book  
25% of cost of the book  
\*Cost of the book  
\*Cost of the book  
\*Cost of the book

Non-returned (lost, etc.) book

\*Cost of the book

**\*Cost of the book – Please follow the chart below for charges.**

1 <sup>st</sup> year of textbook adoption	Original cost of the book
2 <sup>nd</sup> year of textbook adoption	75% of the original cost of the book
3 <sup>rd</sup> – 4 <sup>th</sup> year of textbook adoption	50% of the original cost of the book
5 <sup>th</sup> or more year of textbook adoption	25% of the original cost of the book

Note: The fee for a lost book is never less than 25% of the original cost of the book. If a fee has been collected for a lost book and the book is later found, a refund will be issued.

### **GROOMING STANDARDS**

Students are expected to be clean and dress appropriately. Any extreme or unusual form of dress that is distracting to the learning process is prohibited. Appropriate dress is defined as that which properly covers the body and is in good taste.

### **UNIFORM DRESS CODE**

Louisville Municipal School District students must wear clothing that is comfortable, clean, in good repair, and school appropriate. Clothing and other items that students wear to school must not disrupt the educational process nor create any form of school disturbance.

By action of the Louisville Municipal School Board, the following clothing and accessory requirements must be met beginning the school year 2019-2020:

#### **TOPS**

- School spirit shirt of any color are allowed on any day. School spirit shirts are shirts which represent the school in which you are enrolled.
- Solid Polo (collared style) 2 or 3 button shirts of any color, long or short sleeve are appropriate. Shirts that have school logos are permissible.
- No denim material is allowed.
- No sleeveless tops are allowed.
- No tops with holes, cuts, or tears will be permitted.
- Tops must be of proper length. Proper under clothing must be worn under tops. If an undershirt is to be worn, the undershirt can be any color.
- No vulgar or suggestive wording or design should be on shirts.

#### **BOTTOMS**

- Bottoms will consist of trouser style, cotton twill/polyester blend long pants or shorts. Females may also wear cotton twill/polyester skirts, skorts, jumper dresses, polo style dresses, or capri pants.
- No denim material is allowed.
- All bottoms must be hemmed.
- All bottoms must fit to the waist with absolutely **no sagging**.
- Shorts, skirts, jumper dresses and skorts must not be shorter than 3 inches above the bend of the knee, but the skorts and skirts can be longer than knee length.
- Color of bottoms will be solid khaki or solid black.
- No bottoms with holes, cuts, or tears will be allowed.
- **TIGHTS, JEGGINGS OR LEGGINGS CANNOT BE WORN AS PANTS.**
- No baggy, saggy, low-rider, hip-hugger, flood, skin-tight, stretch, or over-length styles will be allowed.

### **ACCESSORIES**

- Females may also wear leotards, stockings, tights or leggings with dresses, skirts or shorts. They will be solid black, tan, gray, maroon or white in color only. No fish-net or colored design stockings or tights.

#### **TIGHTS, JEGGINGS OR LEGGINGS CANNOT BE WORN AS PANTS.**

- No body pierced jewelry, except for earrings in the ear for females only, will be allowed.
- No hats, hoods, bandannas, visors, sunglasses, hair curlers, or other headwear is allowed.
- No spiked accessories or chains (including those attached to wallets or belt loops) are allowed.

### **SHOE REQUIREMENTS**

- Shoes must be worn. Shoestrings and shoe straps must be attached and worn properly.
- No house slippers, shower shoes, or skate shoes may be worn.
- Heels may not be higher than one inch.
- No platform shoes may be worn.
- No lights are allowed on shoes.

### **COAT REQUIREMENTS**

- Coats, jackets and hoodies will be approved unless it has a negative graphic or advertisement. They must be worn over a uniform shirt.
- School jackets from district schools may be worn.

### **SPECIAL NOTE**

- Pregnant students will wear appropriate maternity wear. Tops may be long or short sleeved. These shirts must be maternity styled sufficient length to cover the abdomen and may be worn untucked.
- Pregnant students will wear appropriate maternity bottoms. These pants, shorts, skirts, skorts, or capris must meet normal regulations. All bottoms must fit to the waist; however, when worn with untucked maternity tops, a belt may be omitted.

### **SPIRIT DAY**

- Students may pay \$1 (one dollar) to wear jeans on "Blue Jean Friday."
- All other rules will apply as stated previously.

### **ADMINISTRATIVE DISCRETION**

The building level Principal may occasionally amend the school uniform policy as a reward for students or as a fundraiser for good causes. The Principal will define the appropriate dress for these special occasions. Failure to follow the guidelines set by the Principal will result in the student being placed on the appropriate step of the dress code compliance policy.

### **UNIFORM DRESS CODE COMPLIANCE POLICY**

It shall be the policy of the Louisville Municipal School District to create an atmosphere that is safe and unobtrusive for students to learn and teachers to teach. Since the enactment of the Uniform Dress Code, all students are to be in compliance. All students are expected to be in compliance the first day of school. However, new students who move into this district may not be aware of the Uniform Dress Code. Once these students have legally enrolled, a grace period of seven (7) school days will be granted to these students to become compliant with the Uniform Dress Code. Once the grace period has concluded, these students will not be allowed on campus until such time as they become compliant with the Uniform Dress Code. After the grace period, everyday missed will be unexcused. During the course of the school year, all students are expected to be in compliance with the Uniform Dress Code. If any student comes to school not in compliance with the Uniform Dress Code, then said student's parents would be notified. The student will be removed from class and picked up by his/her parent. When this occurs, the student will be considered absent from classes missed and will be unexcused. The student will be allowed to return to school and class only when he/she becomes compliant with the Uniform Dress Code. If this offense occurs a second time, then said student would be assigned in school suspension for one day followed by a parent conference. A third offense will result in a 3-

day in school suspension followed by a parent conference. Any subsequent offense will result in a 5-day in school suspension followed by a parent conference with the Superintendent or his designee. Additional suspension days and/or a recommendation for REACHES may result from said meeting.

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### **SCHOOL TELEPHONES**

Students will be called from class only in case of an emergency. School telephones are for school business only, and students will not be permitted to use school telephones except in cases of illness or emergency.

### **PERSONAL ELECTRONIC DEVICES**

**USE OF ELECTRONIC DEVICES IS NOT PERMISSIBLE ON CAMPUS DURING OPERATING SCHOOL HOURS**, except for classroom use for instructional purposes with prior approval from the principal. This includes, but is not limited to cell phone, mp3 players, etc. During operating school hours, all such devices must not be visible or turned on unless given permission by official Louisville Municipal School District employees. The students may use cell phones or other technological devices in the classroom for educational purposes if the teacher includes it in his or her lesson plans, in which this will be the ONLY time the device will be permitted to be used during the school day. If a student is found using his/her electronic device inappropriately, a staff member will direct the student to surrender the device – the student will be expected to comply or face consequences for defiance.

### **CONSEQUENCES FOR NONCOMPLIANCE**

- 1<sup>ST</sup> Offense – Cell phone or device will be confiscated for remainder of school day and parent, guardian or approved checkout person will be required to pick up the device.
- 2<sup>nd</sup> Offense – Cell phone or device will be confiscated for seven (7) days. A parent, guardian or approved checkout person will be required to pick up the device.
- 3<sup>rd</sup> Offense -- Cell phone or device will be confiscated for 30 days. A parent, guardian or approved checkout person will be required to pick up the device.

### **REFUSAL TO SURRENDER DEVICE**

If a student refuses to surrender his/her device, the consequences become more severe.

- First Offense -- 5 days ISS
- Second Offense – 10 days ISS
- Third Offense – 30 days REACHES

### **PURPOSE**

Louisville Municipal School District provides students access to our wireless network and the option of utilizing personal electronic devices as a means to enhance their education. Electronic devices have become a common means of communication and information access in today's society. It is also recognized that these devices can become distractions to the academic environment and therefore, negatively impact instruction. The district has created this policy to govern the possession and use of electronic devices on school premises, during school sponsored or school-related events and on school transportation. **Please note that students are never**



required to bring in outside technology to school. All students will continue to be able to utilize our school equipment. No student will be left out of the instruction process.

## **DEFINITIONS**

Definitions for purposes of this policy:

1. **Eligible Students**: A student whose parent/guardian signs and agrees to the terms of the district's Student Use of Personal Electronic Devices and Acceptable Use Policy User Agreements.
2. **Electronic Device**: An electronic device is defined as any device that a student is in possession of which electronically communicates, sends, receives, stores, reproduces or displays voice and/or text communication or data. These include, but are not limited to cellular phones, smart phones, music and media players, ear buds, tablets, laptops, notebooks, netbooks, e-Readers, and iPods.
3. **Unacceptable Electronic Devices**: An unacceptable electronic device includes, but is not limited to, phone, gaming devices or consoles, modems, routers, televisions or accessories.
4. **Unauthorized Use**: Unauthorized use of personal electronic devices includes, but is not limited to, the following:
  - Possessing, viewing, sending or sharing video or audio information having sexual, violent or threatening content on school grounds, school events or school buses shall be prohibited and may result in disciplinary action and/or confiscation of the personal device.
  - Transmitting school materials for unethical purposes such as cheating.
  - Any activity which may be in violation of a Louisville Municipal School District policy and/or procedural directive.
  - Damaging, or attempting to damage the network, equipment, materials or data physically or electronically.
  - Accessing unauthorized district computers, networks and information systems.
  - Use of any electronic device which disrupts the instructional day.
5. **Authorized Use**: Louisville Municipal School District shall permit student possession of personal electronic devices on all district property and at all district sponsored activities while the student is under the supervision of district staff. These devices shall be kept out of sight and silenced or powered off during the instructional day unless otherwise permitted by district or school procedures.

## **POSSESSION AND USE**

Students may possess and use electronic devices at school subject to the following:

- The student is using the device for an educational or instructional purpose with the teacher's permission and supervision.
- Electronic devices may be used for specific instructional activities at the discretion of the school building administrator.
- Earbuds are to be used for instructional purposes **only**. (No ear buds are allowed in grades K-5).
- Personally owned electronic devices **must** access the Internet via the district's content filtered wireless network.

## **PROHIBITIONS**

- Personally owned electronic devices are not permitted to connect to the Internet through a 3G, 4G, or any other content service provider.
- Electronic devices shall not be used in any way that violates district policy or that threatens, humiliates, harasses, or intimidates school-related individuals, including students, employees, and visitors; or violates local, state, or federal law.
- Electronic devices shall **NOT** be used during state tests as mandated by Mississippi Assessment Program.

- All notebooks, netbooks, and MacBooks must have antivirus software installed with updates activated, if applicable.
- Streaming of any audio or video must be reserved for classroom activities only. Cloud-based music and videos personally owned by a student are not allowed.
- Tech support, **charging and printing** will not be provided for student-owned devices.

### **CONFISCATION**

Students are only allowed to use electronic devices as instructional aides with the teacher's permission, supervision and **must follow classroom BYOD procedures and expectations.**

Unauthorized use of electronic devices disrupts the instructional program and distracts from the learning environment. **The school district has the right to collect and examine any device.** If a student refuses to give his/her electronic device to the administrator or his/her designee upon request, this will be viewed as insubordination and the appropriate consequence will apply.

### **POTENTIAL DISCIPLINARY ACTIONS**

All violations will be subject to the disciplinary actions for possession of electronic equipment/device as listed in Louisville Municipal School District Student Handbook's Consequences for Disciplinary Infractions on the Discipline Ladder.

A campus administrator, in the exercise of reasonable discretion in response to student misbehavior, abuse of the privilege, or other reasonable cause, may deny or cancel the privilege of possessing an electronic device.

### **SECURITY OF DEVICES**

**Louisville Municipal School District is not liable for any device stolen or damages on campus.** Students shall be personally and solely responsible for the security of electronic devices brought to school. The school shall not assume responsibility for theft, loss, damage, or unauthorized calls made with an electronic device. If devices are loaned or borrowed and misused by non-owners, device owners are jointly responsible for the misuse or policy violation(s). **LMSD provides wireless network access to be utilized by students, and is not responsible for any overages or other data charges.**

### **PROHIBITIONS ON AUDIO/VIDEO RECORDING**

Camera, video or audio recording functions of electronic devices may pose threats to the personal privacy of individuals, exploit personal information, and/or compromise the integrity of educational programs.

Accordingly, the use of the audio recording, video recording or camera functions of electronic devices is strictly prohibited on school premises and buses at all times, unless teacher approval is given for specific instructional activities.

## **Grading Policy**

The established grading system for the Louisville Municipal School District is to communicate to parents a periodic evaluation summarizing significant factors of the student's adjustment in the total education program. The grading system is based upon student achievement and performance, bearing in mind that any system incorporates both subjective and objective considerations in student evaluation.

### **OBJECTIVES:**

1. To motivate students to exert their best efforts in the learning process
2. To provide a uniform technique for converting numerical values to letter grades
3. To monitor each student's progress

**GRADING SYSTEM:**

The grading system is used to evaluate student performance for the purposes of promotion, retention, or alternative programs. The following numerical values shall be used in determining letter grades.

**ELEMENTARY (K-6) GRADING SCALES AND PROMOTION REQUIREMENTS****GRADING SCALE FOR GRADES K-2**

S+ (100-97)	V+ (88-85)	U (74 and below)
S (96-93)	V (84-80)	
S- (92-89)	V- (79-75)	

**GRADING SCALE FOR GRADES 3-6**

A ---- (100 – 93)	C --- (84-75)	F --- (69 and below)
B --- (92 – 85)	D --- (74-70)	

**GRADES 7-12: GRADING SCALES AND PROMOTION REQUIREMENTS****GRADING SCALE FOR GRADES 7-12**

A ---- (100 – 90)	C --- (79 – 70)	F --- (64 and below)
B --- (89 – 80)	D --- (69 – 65)	

**NOTE: In determining the nine weeks grade for a subject, the nine weeks examination counts 25% and the daily grades count 75%.**

**HONOR ROLL**

Student achievement of academic excellence will be recognized as follows:

Honor Roll --- Overall average of 90 in all courses

Distinction --- Overall average of 93 in all courses

Special Distinction --- Grades of 93 or above in all courses

NOTE: Grades in Band, Driver Education, Journalism Lab, and Physical Education are not calculated in determining Honor Roll, Distinction, and Special Distinction.

Any change of grades, other than a final grade, shall be addressed with the teacher who issued the grade and the building level administrator. Any change of a final grade (as recorded on a cumulative folder or permanent record) shall be presented and approved by a panel consisting of, at a minimum, the teacher issuing the grade, the building level administrator, and a central office administrator.

**MINIMUM REQUIREMENTS FOR PROMOTION****Kindergarten**

A student must obtain a passing yearly average of 75 or above in reading/language arts and mathematics.

**First Grade**

A student must obtain a passing yearly average of 75 or above in reading/language arts and mathematics.

**Second Grade**

A student must obtain a passing yearly average of 75 or above in reading/language arts and mathematics.

**NOTE:**

*(1) For kindergarten – second grade, a Promotion Review Committee consisting of the principal and at least three (3) other professional staff members will review final course grades of 71-74 and other criteria that cause a student to be retained .*

*(2) For K – 2 special education students, other considerations will be given when determining promotion such as goals stated in the student’s IEP. The IEP committee will make a recommendation to the principal as to whether the student is to be promoted or retained.*

**Third Grade**

A student must achieve a passing yearly average (70 or above) in reading/language arts and mathematics, and in at least one (1) of the following subjects: social studies, science or health (combined averages for science/health count as one (1) subject in determining promotion); AND have a passing score on the MKAS<sup>2</sup> 3<sup>rd</sup> Grade Reading Summative Assessment as determined by MDE.

**Literacy Based Promotion Act: Senate Bill 2347 (for Third Grade)**

**Beginning in the 2014-2015 school year, a student MUST have a passing score on the MAAP ELA 3rd Grade Reading Summative Assessment as determined by MDE. A student who does not have a passing score on the MAAP ELA 3<sup>rd</sup> Grade Reading Summative Assessment will NOT be promoted to 4<sup>th</sup> grade unless the student meets the good cause exemptions for promotion. Beginning in the 2018-2019 school year, students will be required to score ABOVE the lowest two achievement levels in order to be promoted to the 4<sup>th</sup> grade.**

**Good cause exemptions for promotion are limited to the following students:**

- A. Limited English Proficient student who has less than two (2) years of instruction in an English Language Learner program B.
- B. Student with a disability whose Individualized Education Program (IEP) indicates that participation in the statewide accountability assessment program is not appropriate, as authorized under state law C.
- C. Student with a disability who participate in the state annual accountability assessment and who has an IEP or Section 504 Plan that reflects that the individual student has received intensive remediation in reading for two (2) years but still demonstrates a deficiency or was previously retained in Kindergarten, First, Second, or Third Grade.
- D. Student who demonstrates an acceptable level of reading proficiency on an alternative standardized assessment approved by the State Board of Education.
- E. Student who received intensive intervention in reading for two (2) or more years but still demonstrates a deficiency in reading and who was previously retained in Kindergarten, First, Second or Third Grade for a total of two (2) years and has not met exceptional education criteria

**Grades 4 - 6**

A student must achieve a passing yearly average (70 or above) in reading/language arts and mathematics, and in at least one (1) of the following subjects: social studies, science or health. The combined averages for science/health count as one (1) subject in determining promotion.

**NOTE:**

*(1) For grades 3-6, a Promotion Review Committee consisting of the principal and at least three other professional staff members will review final course grades of 67-69 that cause a student to be retained.*

*(2) For grades 3-6 special education students, other considerations will be given when determining promotion such as goals stated in the student’s IEP. The IEP committee will make a recommendation to the principal as to whether the student is to be promoted or retained.*

**Parent/Guardian Contact Policy:**

*In an effort to keep parents and students more informed of standing based on classes students are enrolled in, the GPAs and Class Rank for Juniors and Seniors will be added to the Report Cards beginning the 2019-2020 school year. It will be included at the end of each 9 weeks period. Please be reminded that all three may change daily as grades are entered. Daily grades may be monitored using Active Parent account. Final GPAs, QPAs, as well as Class Rank for Seniors, will not be calculated until teachers have entered final grades for the 4TH 9 weeks.*

**Vocational /Career Technical Education Participation Policy**

The Louisville School District School District is committed to providing a quality program of Vocational/Career Technical Education and shall adhere to applicable state and federal laws, rules, and regulations.

Students who participate in the vocational/career technical program shall be required to complete all curriculum requirements for completion/graduation, as defined by the State Board of Education. Please refer to student handbook or guidelines for vocational procedures. The superintendent/designee shall develop procedures to support this policy.

Legal Reference: Mississippi Code of 1972 Section 37-31-69

Louisville Municipal School District students will have priority to take vocational classes at the Winston Louisville Career & Technical Center before students from other institutions will be allowed to take vocational classes at the Winston Louisville Career & Technical Center.

**REPORT CARDS & PARENT/TEACHER CONFERENCES**

Students will receive report cards at the end of each nine-week period. Two days during the school year are scheduled as district-wide parent conference days (at the end of the first and third nine weeks periods). Parents are encouraged to come to the school during designated school-day hours for conferences with teachers and administrators. At other times during the school year, parents and teachers may schedule conferences when needs arise. Conferences can be scheduled by contacting the principal's office. Conferences with teachers must be scheduled during non-instructional time.

**GRADES 7-12: GRADING SCALES AND PROMOTION REQUIREMENTS (SB Policies IHA & IHE)****GRADING SCALE FOR GRADES 7-12**

A ---- (100 – 90)  
B --- (89 – 80)

C --- (79 – 70)  
D --- (69 – 65)

F --- (64 and below)

NOTE: In determining the nine weeks grade for a subject, the nine weeks examination counts 25% and the daily grades count 75%.

**HONOR ROLL**

Student achievement of academic excellence will be recognized as follows:

Honor Roll --- Overall average of 90 in all courses

Distinction --- Overall average of 93 in all courses

Special Distinction --- Grades of 93 or above in all courses

NOTE: Grades in Band, Driver Education, Journalism Lab, and Physical Education are not calculated in determining Honor Roll, Distinction, and Special Distinction.

### **Promotion Requirements for Grades 7 & 8**

A student must obtain a passing yearly average (65 or above) in reading/language arts, and mathematics, and in at least one (1) of the following subjects: social studies, or science.

#### **NOTE:**

(1) **For grades 7-8**, a Promotion Review Committee consisting of the principal and at least three other professional staff members will review final course grades of 62-64 that cause a student to be retained and decide if a student needs to be transferred because of age or social factors.

(2) **For grades 7-8 special education students**, other considerations will be given when determining promotion such as goals stated in the student's IEP. The IEP committee will make a recommendation to the principal as to whether the student is to be promoted or retained.

### **CARNEGIE UNITS (HIGH SCHOOL CREDITS) FOR 8<sup>TH</sup> GRADERS**

Eighth grade students can earn up to 3 1/2 Carnegie units:

MS Studies (1/2)/Geography (1/2)

ICT II or Tech Foundations (1)

CCSS Math 8 (1)

8<sup>th</sup> PE (1/2)

### **CLASSIFICATION OF HIGH SCHOOL STUDENTS**

Students will be classified as to Carnegie units earned.

Freshman --- Less than 7 units	Junior --- 13 units
Sophomore --- 7 units	Senior --- 19 units

### **EXEMPTION POLICY FOR GRADES 3 – 12**

Exemptions will be allowed for students in grades 3-12 who have met the following criteria:

- No out of school suspensions
- No REACHES Placement
- All fines or dues have been paid

A student may choose to be exempted from their final exam in a subject with the appropriate average and number of absences. No other exemptions will be allowed. High school absences are counted by class period. School related activities are NOT considered absences.

#### **Yearly average of:**

**80-84 No absences**

**85-89 No more than 3 absences**

**90-100 No more than 6 absences**

Students may be exempt from final exams in ½ credit courses with:

**80-84 No absences**

**85-89 No more than 2 absences**

**90-100 No more than 3 absences**

**Students who score ADVANCED on MAAP or MAAP-A are rewarded with 1 DAY OUT of school during the school year and will receive an excused absence that will NOT count regarding exemption. All other absences, whether excused or unexcused, count as absences when calculating exemption.**

### **STAR STUDENT REQUIREMENTS**

To be eligible for the STAR Student honor, a student must have an ACT score of at least 25 and an overall average of 93 or above in English, Foreign Language, Math, Science, and Social Science courses. If more than one student qualifies, the student with the highest ACT score and highest overall average will receive the honor. In the case of a tie, other criteria will be used to break the tie.

### **CLASS RANK**

*In an effort to keep parents more informed of their child's standing based on classes they are enrolled in, the GPAs and Class Rank for students grades 9-12 have been added to the Report Cards. It will be included at the end of each 9 weeks period. Please be reminded that ranks may change daily as grades are entered. Students and parents may monitor daily grades using your Active Parent account. Final GPAs and Class Rank for Seniors, will not be calculated until teachers have entered final grades for the 3rd 9 weeks.*

### **VALEDICTORIAN/SALUTATORIAN/HONOR GRADUATES**

The criteria for selection of the valedictorian and salutatorian will be based on all credit courses taken towards graduation. The student having the highest and second highest grade point average during his/her school period shall be recognized as Valedictorian and Salutatorian, respectively. Grades/credits earned through home schooling and non-accredited schools will not count towards Valedictorian and Salutatorian. A student must have attended the respective high school for a minimum of four semesters, which is inclusive of their senior year to be considered for valedictorian or salutatorian. **GRADE POINT AVERAGE** The grade point average will be calculated at the start of the 4th nine weeks to determine the top two students. Driver's education, band, chorus, physical education, and sports grades are not included in the average calculation. The averages are computed to the nearest hundredth. If there is a tie, the average is carried to the nearest thousandth to break it.

### **HALL OF FAME**

The Hall of Fame will be chosen from the **graduating seniors** to recognize the most outstanding seniors. A faculty committee appointed by the principal will make the selection.

### **GRADUATION REQUIREMENTS RELATED TO CARNEGIE UNITS (SB Policy IHF)**

Each student graduating from high school must earn the required Carnegie units as specified in the following table.

**ADDITION:** As a means to consistently provide parents and students academic information, a minimum of 2 daily grades per week, and a minimum of 4 test grades per 9 weeks will be required by each certified teacher.

**Traditional Pathway Option**  
**24 Credits Minimum**

CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS
ENGLISH	4	English I, English II
MATHEMATICS	4	Algebra I or Integrated Math I
SCIENCE	4	Biology I
SOCIAL STUDIES	4	1 World History 1 U.S. History 0.5 Geography 0.5 U.S. Government 0.5 Economics 0.5 Mississippi Studies
HEALTH	0.5	0.5 Contemporary Health 0.5 Comprehensive Health <b>or</b> 0.5 Family & Individual Health (If taken before 2014-15)
PHYSICAL EDUCATION	0.5	½ Physical Education
BUSINESS AND TECHNOLOGY	1	ICT II, STEM, or ½ Keyboarding and ½ Computer Applications
THE ARTS	1	
ELECTIVES	5	
TOTAL UNITS REQUIRED	24	

**Career Pathway Option**  
**21 Credits**

CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS
ENGLISH	4	English I, English II
MATHEMATICS	3	Algebra I or Integrated Math I
SCIENCE	3	Biology I
SOCIAL STUDIES	3	1 U.S. History 0.5 U.S. Government 0.5 Mississippi Studies
HEALTH /PHYSICAL EDUCATION	0.5	0.5 Contemporary Health 0.5 Comprehensive Health <b>or</b> 0.5 Family & Individual Health (If taken before 2014-15) <b>OR</b> 0.5 Physical Education
INTEGRATED TECHNOLOGY	1	ICT II, STEM, or ½ Keyboarding and ½ Computer Applications
CAREER AND TECHNICAL EDUCATION ELECTIVES	4	From Students Program of Study
ELECTIVES	2.5	
TOTAL UNITS REQUIRED	21	



## **INDIVIDUAL CAREER AND ACADEMIC PLAN (iCAP) (SB Policy IHF)**

Each student in Mississippi schools must have an iCAP that is personalized to meet his or her educational and career goals. Students who choose the Career Pathway Option must complete 4 career and technical education units and 2.5 elective units specified in the student's iCAP.

## **GRADUATION REQUIREMENTS RELATED TO SUBJECT AREA TESTS (SB Policy IHF)**

### **GRADUATION OPTIONS: CONCORDANCE AND COMPOSITE SCORE**

#### **I. Background**

SBE Policy 3803(b)(c), now Rule 36.3, affords students numerous options in order to meet the requirements for graduating from high school with a standard diploma. These options are:

- Passing the subject area test in Algebra I, English II, Biology, and U.S. History.
- Concordance table combining grades and scale score values.
- An average composite score of 646 using results from Algebra I, English II, Biology, and U.S. History.

#### **II. Concordance Tables**

STEP 1. Identify the appropriate Concordance Table for the course.

STEP 2. Identify the student's final course grade.

STEP 3. Identify the student's highest scale score on the corresponding assessment.

STEP 4. Using the appropriate Concordance Table, determine if the combination of course grade and test score meet on a "Pass" or "Fail" cell.

**Please refer to MDE for most current concordance tables.**

#### **MAP Assessments**

Table 1. Algebra I

Course Grade	Scale Score Range				
	1049-1048	1047	1046-1045	1044	<1044
D	Pass	Fail	Fail	Fail	Fail
C	Pass	Pass	Fail	Fail	Fail
B	Pass	Pass	Pass	Fail	Fail
A	Pass	Pass	Pass	Pass	Fail

Table 2. English II

Course Grade	Scale Score Range				
	1049-1048	1047	1046-1045	1044	<1044
D	Pass	Fail	Fail	Fail	Fail
C	Pass	Pass	Fail	Fail	Fail
B	Pass	Pass	Pass	Fail	Fail
A	Pass	Pass	Pass	Pass	Fail

## PARCC Assessments

Table 3. Algebra I

Course Grade	Scale Score Range				
	724-722	721-719	718-716	715	<715
D	Pass	Fail	Fail	Fail	Fail
C	Pass	Pass	Fail	Fail	Fail
B	Pass	Pass	Pass	Fail	Fail
A	Pass	Pass	Pass	Pass	Fail

Table 4. English II

Course Grade	Scale Score Range				
	724-722	721-719	718-716	715	<715
D	Pass	Fail	Fail	Fail	Fail
C	Pass	Pass	Fail	Fail	Fail
B	Pass	Pass	Pass	Fail	Fail
A	Pass	Pass	Pass	Pass	Fail

## SATP2 Assessments

Table 5. Algebra I

Course Grade	Scale Score Range				
	646-644	643-642	641	640-639	<639
D	Pass	Fail	Fail	Fail	Fail
C	Pass	Pass	Fail	Fail	Fail
B	Pass	Pass	Pass	Fail	Fail
A	Pass	Pass	Pass	Pass	Fail

Table 6. English II

Course Grade	Scale Score Range				
	644-641	640-639	638-637	636-635	<635
D	Pass	Fail	Fail	Fail	Fail
C	Pass	Pass	Fail	Fail	Fail
B	Pass	Pass	Pass	Fail	Fail
A	Pass	Pass	Pass	Pass	Fail

Table 7. Biology

Course Grade	Scale Score Range				
	644-640	639-637	636-635	634-632	<632
D	Pass	Fail	Fail	Fail	Fail
C	Pass	Pass	Fail	Fail	Fail
B	Pass	Pass	Pass	Fail	Fail
A	Pass	Pass	Pass	Pass	Fail

Table 8. U.S. History

Course Grade	Scale Score Range				
	640-637	636-635	634-633	632-631	<631
D	Pass	Fail	Fail	Fail	Fail
C	Pass	Pass	Fail	Fail	Fail
B	Pass	Pass	Pass	Fail	Fail
A	Pass	Pass	Pass	Pass	Fail

### III. Combined (Composite) Score

STEP 1. Identify the four assessments the student has participated.

STEP 2. Identify the student's highest scale score on the corresponding assessments.

STEP 3. If PARCC and SATP2 scores are used, follow the steps under **Section 1**. If only SATP2 scores are used, follow the steps under **Section 2**. If MAP and SATP2 scores are used, follow the steps under **Section 3**.

STEP 4. If the student's combined (composite) score is equal to or greater than the minimum combined score, **646**, the student will have fulfilled the graduation requirements.

#### **Section 1 (PARCC and SATP2 Assessments)**

i. Calculate the Transformed Score for the PARCC assessments by using the following formulas:

- Transformed PARCC Algebra I Score = Student's PARCC Algebra I Scale Score – 78 points.
- Transformed PARCC English II Score = Student's PARCC English II Scale Score – 80 points.

*Example:* If a student scored a 723 on the PARCC Algebra I assessment and a 724 on the PARCC English II assessment, the Transformed Scores will be –

- **Transformed PARCC Algebra I Score = 723 – 78 = 645**
- **Transformed PARCC English II Score = 724 – 80 = 644**

Note: Transformation of the assessment score is **only** applied to the PARCC results.

ii. Calculate the student's combined (composite) score by determining the average score across all four assessments.

Test	Score	Transformation	Transformed Score
Algebra I (PARCC)	723	$723 - 78 =$	645
English II (PARCC)	724	$724 - 80 =$	644
Biology (SATP2)	652		652
US History (SATP2)	644		644

$$\text{Average Combined (Composite) Score} = \frac{645 + 644 + 652 + 644}{4} = \frac{2585}{4} = 646.25 = 646$$

### III. Combined (Composite) Score (cont.)

iii. Ensure to round the combined (composite) score to the nearest whole number. **(646)**

iv. If the student's combined (composite) score is equal to or greater than the minimum combined score, **646**, the student will have fulfilled the graduation requirements. **(YES)**

### Section 2 (Only SATP2 Assessments)

i. Calculate the student's combined (composite) score by determining the average score across all four assessments.

Test	Score
Algebra I (SATP2)	650
English II (SATP2)	647
Biology (SATP2)	656
US History (SATP2)	638

$$\text{Average Combined (Composite) Score} = \frac{650 + 647 + 656 + 638}{4} = \frac{2591}{4} = 647.75 = 648$$

ii. Ensure to round the combined (composite) score to the nearest whole number. **(648)**

iii. If the student's combined (composite) score is equal to or greater than the minimum combined score, **646**, the student will have fulfilled the graduation requirements. **(YES)**

### Section 3 (MAP and SATP2 Assessments)

i. Calculate the Transformed Score for the MAP assessments by using the following formulas:

- Transformed MAP Algebra I Score = Student's MAP Algebra I Scale Score – 403 points.
- Transformed MAP English II Score = Student's MAP English II Scale Score – 405 points.

*Example:* If a student scored a 1048 on the MAP Algebra I assessment and a 1045 on the MAP English II assessment, the Transformed Scores will be –

- Transformed MAP Algebra I Score =  $1048 - 403 = 645$**
- Transformed PARCC English II Score =  $1049 - 405 = 644$**

Note: Transformation of the assessment score is **only** applied to the MAP results.

ii. Calculate the student's combined (composite) score by determining the average score across all four assessments.

Test	Score	Transformation	Transformed Score
Algebra I (MAP)	1048	$1048 - 403 =$	645
English II (MAP)	1045	$1045 - 405 =$	644
Biology (SATP2)	652		652
US History (SATP2)	644		644

$$\text{Average Combined (Composite) Score} = \frac{645 + 644 + 652 + 644}{4} = \frac{2585}{4} = 646.25 = 646$$

- iii. Ensure to round the combined (composite) score to the nearest whole number. **(646)**
- iv. If the student's combined (composite) score is equal to or greater than the minimum combined score, **646**, the student will have fulfilled the graduation requirements. **(YES)**

**ADDITIONAL OPTIONS IN LIEU OF SUBJECT AREA TESTING PROGRAM  
(SATP and SATP2)  
STATE BOARD POLICY PART 3, CHAPTER 36, RULE 36.4 –  
ADDITIONAL ASSESSMENT OPTIONS FOR GRADUATION  
(PREVIOUSLY SB POLICY 3804) (EFFECTIVE 2013-2014 SCHOOL YEAR)**

State Board Policy Part 3, Chapter 36, Rule 36.4 provides approved options for students to meet high school end-of-course Subject Area Test requirements for graduation through approved alternate measures. State Board Policy 3804 applies to past, current, and future graduates and allows a student to meet the graduation requirements once he or she has failed to pass any required end-of-course Subject Area Test one (1) time.

Assessment Options	Math	Science	English	Social Studies
<b>ACT</b>	17	17	17	17
<b>Dual Credit / Dual Enrollment</b>	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
<b>ASVAB + MS-CPAS2 OR Industry Certification</b>	ASVAB score of 36 <b>plus</b> one (1) of the following: 1. CPAS score that meets the attainment level assigned by Federal Perkins requirements <b>OR</b> 2. Earn approved Industry Certification specified in the Career Pathway's Assessment Blueprint			
<b>ACT WorkKeys + MS-CPAS2 OR Industry Certification</b>	WorkKeys Silver Level <b>plus</b> one (1) of the following: 1. CPAS score that meets the attainment level assigned by Federal Perkins requirements <b>OR</b> 2. Earn approved Industry Certification specified in the Career Pathway's Assessment Blueprint			

**Notes:**

-ACT sub-scores (Math, Science, English, Reading) resulting from State-Allowed Accommodations **can** be used for graduation options, but the scores are non-college reportable. National-Allowed Accommodations allow scores to be reported to colleges.

-ACT sub-scores (Math, Science, English, Reading) resulting from Residual ACT Testing **cannot** be used for graduation options.

# Mississippi Diploma Options

Begins with incoming freshmen of 2018-2019

Mississippi has two diploma options: The Traditional Diploma and the Alternate Diploma. The Traditional Diploma is for all students. The Alternate Diploma is an option for students with a Significant Cognitive Disability (SCD).

## TRADITIONAL DIPLOMA OPTION

Curriculum Area	Carnegie Units	Required Subjects
English	4	<ul style="list-style-type: none"> <li>English I</li> <li>English II</li> </ul>
Mathematics	4	<ul style="list-style-type: none"> <li>Algebra I</li> </ul>
Science	3	<ul style="list-style-type: none"> <li>Biology I</li> </ul>
Social Studies	3½	<ul style="list-style-type: none"> <li>1 World History</li> <li>1 U.S. History</li> <li>½ U.S. Government</li> <li>½ Economics</li> <li>½ Mississippi Studies</li> </ul>
Physical Education	½	
Health	½	
Arts	1	
College and Career Readiness	1	<ul style="list-style-type: none"> <li>Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence.</li> </ul>
Technology or Computer Science	1	
Additional Electives	5 ½	
<b>Total Units Required</b>	<b>24</b>	

### Requirements

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

### Recommendations

- For early graduation, a student should successfully complete an area of endorsement.
- A student should take a math or math equivalent course the senior year.

## ALTERNATE DIPLOMA OPTION

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

### Requirements

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

## Traditional Diploma Endorsement Options

Students pursuing a Traditional Diploma should identify an endorsement prior to entering 9th grade. There are three endorsement options: Career and Technical, Academic, and Distinguished Academic Endorsement.

### CAREER AND TECHNICAL ENDORSEMENT

Curriculum Area	Carnegie Units	Required Subjects
English	4	• English I • English II
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	
Arts	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 four-course sequential program of study
Additional Electives	3 ½	
<b>Total Units Required</b>	<b>26</b>	

#### Additional Requirements

- Earn an overall GPA of 2.5.
- Earn Silver level on ACT WorkKeys.
- Earn two additional Carnegie Units for a total of 26.
- Must successfully complete one of the following:
  - One CTE dual credit or earn articulated credit in the high school CTE course
  - Work-Based Learning experience or Career Pathway Experience
  - Earn a State Board of Education-approved national credential

### ACADEMIC ENDORSEMENT

Curriculum Area	Carnegie Units	Required Subjects
English	4	• English I • English II
Mathematics	4	• Algebra I + two (2) additional math courses above Algebra I
Science	3	• 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	
Arts	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 2 advanced electives of the CPC requirements for MS IHLs
<b>Total Units Required</b>	<b>26</b>	

#### Additional Requirements

- Earn an overall GPA of 2.5.
- Courses must meet Mississippi IHL college preparatory curriculum (CPC).
- Earn Mississippi IHL and community college readiness benchmarks (ACT sub scores 17 English and 19 Math as approved by postsecondary for non-remediation at most community colleges and IHL college-ready courses in senior year, or the SAT equivalency subscore).
- Earn two additional Carnegie Units for a total of 26.
- Must successfully complete one of the following:
  - One AP course with a C or higher and take the appropriate AP exam
  - One Diploma Program-IB course with a C or higher and take the appropriate IB exams
  - One academic dual credit course with a C or higher in the course

### DISTINGUISHED ACADEMIC ENDORSEMENT

Curriculum Area	Carnegie Units	Required Subjects
English	4	• English I • English II
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	
Arts	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
<b>Total Units Required</b>	<b>28</b>	

#### Additional Requirements

- Earn an overall GPA of 3.0.
- Courses must meet Mississippi IHL college preparatory curriculum (CPC).
- Earn national college readiness benchmarks on each subtest established by ACT of 18 in English and 22 in Math or SAT equivalency subscore.
- Earn four additional Carnegie Units for a total of 28.
- Must successfully complete one of the following:
  - One AP course with a B or higher and take the appropriate AP exam
  - One Diploma Program-IB course with a B or higher and take the appropriate IB exams
  - One academic dual credit course with a B or higher in the course



### **WEIGHTED GRADES POLICY**

Carnegie unit courses in grades 9 - 12 will receive weighted grades for purposes of class ranking and Grade Point Average (GPA). Grades will be weighted using the following factors:

- Dual Credit Courses (Grade) x (1.20) = 20% Gain
- Advanced Placement Courses (Grade) x (1.20) = 20% Gain
- Accelerated Courses (Grade) x (1.10) = 10% Gain
- Other Courses (Grade) x (1.00) = No Change

The class ranking thus achieved through weighted grades and the consequent GPA will be reported on students' transcripts forwarded to colleges and universities. Weighted grades will not be shown on report cards or on grade sheets.

### **DUAL CREDIT COURSES**

A student must meet the following requirements in order to enroll in a dual credit course:

- Attained 14 High School credits
- Have a minimum cumulative GPA of 3.0.
- ACT score of 17 on the English section for English Composition I
- ACT score of 19 on the Mathematics section for College Algebra
- A fee of \$125 per class
- **If a student withdraws from the class, he/she is required to pay for the textbook. This is a college level textbook and can be costly.**
- If the Louisville Municipal School District pays for a dual-credit course for a student and the student drops the course, student fails the course due to unexcused absences. The student will be responsible to refund the school district in the full amount of the course.
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**The following Dual Credit courses are offered by the Louisville Municipal School District:**

#### **East Central Community College – 26 hours**

Cost: \$100 per 3 hour course, \$125 per 4 hour course. Fee includes textbook.

1. MAT1313 – College Algebra (3 hours)
2. MAT 1323 – Trigonometry (3 hours)
3. BIO1134 – General Biology I with Lab (4 hours)
4. BIO 1144 – General Biology II with Lab (4 hours)
5. HS2213 – US History I (3 hours)
6. HS2223 – US History II (3 hours)
7. ENG 1113 – English Composition I (3 hours)
8. ENG 1123 – English Composition II (3 hours)

#### **William Carey – 21 hours**

Cost: One time application fee of \$40, \$105 per 3 hour course. Fee does not include textbook.

1. BUS1020 – Fundamental Computer Concepts and Applications (3 hours)
2. BUS 2020 – Programming I (3 hours)
3. PSC2010 – American Federal Government (3 hours)
4. ENG2110 -- World Literature I
5. ENG 2120 – World Literature II
6. MAT 150 – Pre Calculus
7. MAT 151 – Calculus with Analytic Geometry I

### **ADVANCED PLACEMENT (AP) COURSES**

A student must meet the following requirements in order to enroll in Advanced Placement courses.

A minimum of 10 students must be enrolled for the class to make.

Have an average of 90 in college prep classes and/or teacher's recommendation

- Score of **Advanced** on corresponding State test and/or teacher's recommendation
- Must have pre-requisites listed below and/or teacher's recommendation
- **MUST** take the AP exam at the end of the course (Failure to take the AP exam at the end of the course will prohibit a student from enrolling in another AP course AND will result in the loss of the weight of the course.) Colleges and Universities are then able to grant college credit, placement, or both to these students based on AP Exam scores.

The following **Advanced Placement (AP) courses** are offered at Louisville Municipal School District:

AP Language & Composition 10<sup>th</sup> Grade (Pre-requisites are Honors English I)

AP Literature & Composition 11<sup>th</sup> Grade (Pre-requisites are AP English II)

AP Calculus (Pre-requisites are Alg. I, Geo, Alg. II, Alg. III)

AP U.S. History (Pre-requisites are Honors English II)

AP Biology (Pre-requisites are Biology/Chemistry)

### **ACCELERATED COURSES**

A student must meet the following requirements in order to enroll in Accelerated Courses:

- Complete 4 college preparatory courses (with the exception of Honors English I)
- Minimum ACT composite score of 18 (with the exception of Honors English I)
- Have a minimum GPA of 3.0 in college preparatory classes and/or teacher's recommendation

The following courses are considered “**accelerated**” courses:

Honors English I, II, III

Second Year Foreign Languages

Algebra III

Biology II

Physics

Chemistry I, II

Health Science II

Honors World History

Honors U.S. History

### **INSTITUTIONS OF HIGHER LEARNING (IHL) REQUIREMENTS**

#### **Admissions Standards**

You can be admitted to a Mississippi university by meeting any of the following criteria:

- ▶ Complete the College Preparatory Curriculum (CPC) with a minimum 3.2 high school grade point average (GPA) on the CPC; or
- ▶ Complete the College Preparatory Curriculum (CPC) with a minimum 2.50 high school GPA on the CPC or a class rank in the top 50%, and a score of 16 or higher on the ACT\* (Composite); or
- ▶ Complete the College Preparatory Curriculum (CPC) with a minimum 2.00 high school GPA on the CPC and a score of 18 or higher on the ACT\* (Composite); or

- ▶ Satisfy the NCAA standards for student athletes who are "full-qualifiers" under Division I guidelines; or
- ▶ Students who do not meet the above criteria are nonetheless eligible for admission. Such students must participate, however, in an on-campus placement process at the university of their choice.

### **IHL HIGH SCHOOL COURSE REQUIREMENTS FOR STUDENTS**

**The College Preparatory Curriculum** for students graduating from high school and entering a public institution of higher learning beginning in **2012** is as follows:

**English:** (4 Carnegie Units) Compensatory Reading and Compensatory Writing may not be included.

**Mathematics:** (4 Carnegie Units) Algebra I, Geometry, Algebra II, and any one other Carnegie Unit of comparable rigor and content (e.g., Advanced Algebra, Trigonometry, Pre-Calculus, Calculus, AP Calculus AB, AP Calculus BC, Discrete Mathematics, Probability and Statistics, or AP Statistics).

**Science:** (4 Carnegie Units) Biology I, Chemistry I, and any two other Carnegie Units of comparable rigor and content (e.g., Physics, Physical Science, Biology II, Chemistry II, AP Chemistry, Physics II, AP Physics B, AP Physics C – Electricity and Magnetism, AP Physics C – Mechanics, Botany, Microbiology, or Human Anatomy and Physiology).

**Social Studies:** (4 Carnegie Units) Acceptable courses include World History, U.S. History, Introduction to World Geography, U.S. Government, Economics, and Mississippi Studies. (Credit earned for a state/local government course in any other state may stand in lieu of Mississippi Studies.)

**Arts:** (1 Carnegie Unit) Any visual and/or performing arts course that meets the requirements for high school graduation will be accepted.

**Advanced Electives:** (2 Carnegie Units) Foreign Language I and II; or Advanced World Geography and a Foreign Language (I); or any combination of English, mathematics, or lab-based science courses of comparable rigor and content to the mathematics and science courses identified as acceptable according to the new CPC requirements.

**Computer Applications:** (½ Carnegie Unit) An acceptable course should cover the use of application packages, such as word processing and spreadsheets, basic computer terminology, and hardware operation.

**Pre-High School Units:** Algebra I, first year Foreign Language, Mississippi Studies or Computer Applications taken prior to high school will be accepted for admission provided the course content is the same as the high school course.

### **CREDIT RECOVERY POLICY (SB Policy IDCAB)**

Credit Recovery is a course-specific, skill-based learning opportunity for students who have previously been unsuccessful in mastering content/skills required to receive course credit or earn promotion as defined by the Mississippi Department of Education. This policy for Credit Recovery was adopted by the Mississippi State Board of Education on May 19, 2008. (MS State Board, 2905)

The Louisville Municipal School District offers a credit recovery program to help struggling students graduate in an effort to increase the graduation rate and reduce the dropout rate. Students must go through an application process and be approved by the administration before participation will be allowed.

Students currently enrolled in grades 9-12 must follow the criteria below.

#### **A. ADMISSIONS:**

A student must complete a Credit Recovery Application for admissions to the program.

**Application Process:**

1. The application must include the name of course(s) to be recovered.
2. The application must include parental approval for student participation in the Credit Recovery Program.
3. The principal and/or counselor must confirm minimum criteria.
4. The principal and/or counselor must verify approval of parental consent and approve the Credit Recovery course(s) for participation in the program.
5. Once the application is completed and criteria verified, the application is approved or disapproved. A justification for disapproval is required, if the application is disapproved.
6. If the applicant is approved, then student will be enrolled in 801000 one time per school year regardless of number of classes taken through Credit recovery.
7. If the application is approved, parent conference(s) outlining the objectives to master the Credit Recovery process will be held.

**B. TIME LINE:**

Upon approval of the Credit Recovery application, a time line will be set for the completion of the credit recovery class.

1. A student who fails to make an effort to start the credit recovery course within three (3) days of the established time line must meet with the counselor.
2. A student, who fails to make an effort to start the credit recovery course within eight (8) days of the established time line will be counseled by the principal.
3. A student who fails to make an effort to start the credit recovery course within ten (10) days of the established time line may be removed from the program.
4. A student who fails to complete the established time line or application will be dismissed from the Credit Recovery Program, unless a waiver is approved for special circumstances by the administrator or curriculum director.

**C. ESTABLISHMENT OF MINIMUM CRITERIA:**

A student must have a grade of at least fifty (50) in the course they are attempting to recover.

**Eligibility Criteria:**

1. Determination of student eligibility is made by a committee which consists of a teacher or counselor, TST Team, and District External Review Team.
2. Students shall enroll in no more than two (2) Credit Recovery courses per summer session.
3. Students must finish Credit Recovery course prior to fall school year.
4. Seniors of current graduation year are given priority.

**Instruction/Methodology:**

The Louisville Municipal School District will use Edmentum and/or direct instruction by certified teachers for the Credit Recovery program. In the event that a needed course is not available from the provider, an accredited on-line course may be used following recommendation by the local counselor/principal and approval from the Curriculum Director or Superintendent. Students are assessed to determine weaknesses and strengths.

**Content and Curriculum:**

- Administration and certified staff will assist with content.
- Computer assisted instruction is based on Mississippi Course Framework. Vendor provides training for teachers and staff. Technology provides support and training.
- On-line courses used for Credit Recovery are based on Mississippi Course Framework.

- OdysseyWare is aligned with the Mississippi Curriculum Frameworks & College and Career Readiness Standards.
- The objective for each course will be individually selected for students based on course pretest administered from assessment data.

#### **D. EVALUATION OF STUDENT PROGRESS**

- Assessments will be used to monitor student progress toward mastering objectives.

#### **E. GRADING**

- The student may receive only a score of 70% on any Credit Recovery course
- Upon completion of the course, grading will be assigned by Odyssey Ware, and/or direct instruction by certified teacher, and a final grade of 65 will be recorded on the student's high school transcript, along with the Carnegie Units.

### **HARDSHIP WORK RELEASE POLICY**

Hardship work release or Late Start work release requests will be considered on a case by case basis for seniors only. The parent or guardian must provide information requested by the school to define the need for the work release. A student must at all times be in a program that will meet graduation requirements on time. Seniors can leave school for hardship work release for no more than two (2) periods or arrive late to school not more than two (2) class periods.

For 2018-19 beginning freshmen: For early release, students must have met College or Career Readiness Benchmarks (ACT sub score 17 English and 19 Math or earned a Silver level on ACT WorkKeys or SAT equivalency sub score). Alternately, a student must meet **ALL** of the following:

- Have a 2.5 GPA
- Passed or met all MAAP Assessment requirements for graduation
- On track to meet diploma requirements
- Concurrently enrolled in Essentials for College Math or Essentials for College Literacy

**NOTE:** No student can leave school for hardship work release or for other reasons that would prevent the student from being in attendance at least seventy-five percent (63%) of the school day.

After receiving a request for hardship work release and obtaining information from the parent or guardian to justify the need for the work release, the principal will call a meeting of a Review Committee to make a final determination.

The Review Committee will be made up of at least the principal, the guidance counselor, two (2) teachers appointed by the principal, and a representative from the Central Office appointed by the superintendent. The decision of the Review Committee may be reviewed by the Board of Trustees upon the request of the parent or guardian.

### **ELECTRONIC SURVEILLANCE OF STUDENTS**

Cameras and other surveillance equipment may be used to monitor students while on campuses or school buses.

### **SEARCHES (SB Policy JCDA)**

#### **Requirements**

- ALL searches must be pre-approved by the superintendent, principal, assistant principal or acting principal. No other district employee may authorize a search except where an emergency situation exists.
- At least two (2) LMSD employees must be present while a search is conducted. If, in the discretion of the administrator or employee conducting the search, the search is particularly intrusive, the person conducting the search and the witnesses, or at least one of them, should be the same sex as the student.
- No other student than the student who is the subject of the search may be present during the search. All searches must be reasonable in scope.

### **Searches Permitted**

- **ASSESSMENT:** Students will be wanded for electronic devices as a secure measure prior to taking state tests.
- **PERSONS, POSSESSIONS, LOCKERS:** Searches of a student's person, possessions or lockers may be conducted if a district employee has prior individualized reasonable suspicion that a student has violated or is violating a district policy, school rules or regulations or the law and that the search will result in discovery of evidence of such violation. Students are not allowed to put locks on lockers.
- **DESKS, OTHER SCHOOL PROPERTY:** Searches of desks and other school property (except lockers) may be conducted at any time, **with or without reasonable suspicion** of a violation.
- **VEHICLES:** Searches of vehicles driven to school by or for students may be searched by **visual inspection with or without reasonable suspicion** of a violation. If a visual search results in individualized reasonable suspicion of a violation, a more intrusive search of the vehicle may be conducted at the direction of the principal.
- **CANINE SEARCHES:** The district may at any time utilize canines to search vehicles, possessions not on the student's person, desks, lockers and other school property, **with or without reasonable suspicion** of a violation. A canine response indicating the presence of contraband constitutes reasonable suspicion and a more intrusive search may be conducted at the direction of the principal.
- **GROUP SEARCHES:** Group searches are only allowed where the intrusiveness of the search is minimal, such as canine searches of lockers, desks or bookbags or automobile searches, etc.
- **STRIP SEARCHES:** No student shall be subjected to a strip search except where an emergency situation exists and with pre-approval by the principal. No student shall be asked to remove any article of clothing in the presence of a member of the opposite sex or of other students.

\*For more information on searches, see School Board Policy JCDA.

### **STUDENT CONDUCT AND DISCIPLINE (SB Policies JCD; JCB; JDA)**

Administrators and teachers shall hold students accountable for unacceptable behavior during the regular school day, on the school bus, and at school related activities. Disciplinary action may consist of corporal punishment, in-school or out-of- school suspension, expulsion, or placement in Alternative Education.

### **EXPLANATION OF DISCIPLINE POLICY**

The discipline program governing student behavior includes the following list of disruptions and the consequences that will follow. The student who engages in the misbehavior listed under "infraction" will be placed on the appropriate step in the discipline ladder, with the consequences clearly listed.

### **SEVERE DISCIPLINE CLAUSE**

Any behavior considered severe by the administration, including but not limited to fighting, violations of drug-alcohol-tobacco regulations, possession of a weapon on campus, or gross disrespect for a staff member, could warrant application of any of the steps three (3) through six (6) on the school-wide discipline plan.

**MISSISSIPPI SCHOOL SAFETY ACT OF 2001 (SB Policy JCB)**  
**(Senate Bill 2239)**

This act passed by the 2001 Mississippi Legislature deals specifically with behavior of students that is so unruly, disruptive, or abusive that it seriously interferes with a teacher's ability to communicate with the students in the classroom and hinders their ability to learn. It also addresses consequences for students who exhibit "habitually disruptive behavior".

This law may require an amendment to the "Consequences for Disciplinary Infractions on the Discipline Ladder". If this is necessary, students will be given in writing any modifications in the disciplinary procedures.

**CONSEQUENCES FOR DISCIPLINARY INFRACTIONS (SB Policies JCD; JDA; JCB)**  
**ON THE DISCIPLINE LADDER**

INFRACTION	CONSEQUENCES
<ul style="list-style-type: none"> <li>Disrespect toward any staff member or substitute teacher</li> <li>Gross disrespect including profanity or threatening behavior toward any staff or substitute teacher</li> <li>Excessive tardiness (4 or more tardies)</li> <li>Open defiance of a teacher</li> <li>Profanity or vulgarity (to include acts, gestures, or symbols directed at another individual)</li> <li>Possession of obscene materials at school or on the bus</li> <li>Improper display of affection</li> <li>Possession of tobacco or tobacco related products at school or at school related events</li> <li>Smoking and/or use of tobacco product on school grounds or at school sponsored events</li> <li>Use of, or possession of, or showing signs of (including smell) alcohol or illegal drugs (including Vapes, Vaping products, e-cigarettes, etc.) on or near School grounds or at school sponsored events</li> <li>Sale of alcohol or illegal drugs on or near school grounds or at school sponsored events</li> <li>Gang paraphernalia/activity</li> <li>Defacing or otherwise injuring property that belongs to the school district (to include restitution)</li> <li>Fighting or instigating a fight (physically or verbally) at school, <b>on the school bus</b>, or at school activities</li> <li>Use or possession of a firearm</li> <li>Use or possession of weapons other than firearms</li> <li>Use or possession of water guns or other toy guns</li> <li>Use or possession of fireworks</li> <li>Improper behavior in cafeteria or on the campus</li> </ul>	<p>Step 2 - 5</p> <p>Step 5-6</p> <p>Step 2 - 4</p> <p>Step 1 - 5</p> <p>Step 1 -6</p> <p>Step 1 - 5</p> <p>Step 1 - 6</p> <p>Step 2- 3</p> <p>Step 2 - 4</p> <p>Step 5- 6</p> <p>Step 6</p> <p>Step 3 - 6</p> <p>Step 1 - 6</p> <p>Step 3 – 6</p> <p>Step 6</p> <p>Step 5- 6</p> <p>Step 3 - 6</p> <p>Step 4 - 6</p> <p>Step 1 - 6</p>

• Improper behavior at assemblies, pep rallies, or other school activities	Step 1 - 6
• Continuous disobedience or insubordination	Step 2 - 6
• Stealing	Step 2 - 6
• Cutting classes	Step 2 - 4
• Leaving campus without authorization	Step 2 - 4
• Gambling or possession of gambling devices	Step 2 - 4
• Bullying, cyber-bullying, Harassment, intimidation, or threatening of other students, staff members, or substitute teachers	Step 3 - 6
• Refusal to identify oneself properly when requested to do so by a faculty or staff member	Step 2 - 5
• <b>Other misbehavior as determined by the administration including aiding disturbances on campus</b>	Step 1 - 6

\*Steps 1 – 6 are explained on the following page.

**NOTE:** It is virtually impossible to write regulations that cover every detail of school operations. It is also unrealistic to identify each and every procedure that may apply to a certain incident and situation. However, all necessary precautions will be taken to meet the needs of each individual involved. It will be the discretion of the administrator to handle any situation not mentioned in this handbook accordingly.

#### **DISCIPLINE LADDER (SB Policy JCD)**

A student may enter the Discipline Ladder at any step, depending upon the nature of the offense. Failure to complete the punishment as designed will result in escalation to the next step in the ladder.

A parent or guardian conference with an administrator is required before a student can return to school after an out of school suspension (unexcused absence) (Steps 3, 4, 5, and 6). **Loss of privilege means that, during the time stated, the student cannot participate in assemblies or any school function designed as an extra activity, including athletic events, dances, plays, extracurricular programs, field trips, school sponsored activities, etc.**

Step 1            1. Student conference/reprimanded.  
                     2. Contact parent or legal guardian.

Step 2            1. Contact parent or legal guardian.  
                     2. Corporal punishment or in-school suspension.  
**Students in grades K-2 will NOT be assigned to ISS.**  
**If a parent or guardian does not want corporal punishment administered to a student as a means of discipline, then the principal should be notified in writing.**  
**See Refusal of Corporal Punishment on the next page.**

Step 3            1. Contact parent or legal guardian (parent required to report for conference with the principal or his/her designee).  
                     2. In-school suspension or out-of-school suspension from one (1) to three (3) days.  
                     3. Loss of all school privileges during time of suspension.  
                     4. Multiple behavior referrals will constitute a referral to the behavioral specialist.

Step 4            1. Contact parent or legal guardian (parent required to report for conference with the principal or his/her designee).



2. In-school suspension or out-of-school suspension three (3) to five (5) days.
3. Loss of all school privileges during the time of suspension.

Step 5

1. Contact parent or legal guardian (parent required to report for conference with the principal or his/her designee).
2. In school suspension or out-of-school suspension for five (5) to ten (10) days.
3. Other terms as directed by District Discipline Appeals Committee/loss of privileges during the time of suspension.

Step 6

1. Recommendation for placement in Alternative Education Program.
2. A student may be recommended for expulsion time if the principal feels that the student's actions warrant such recommendation.
3. Criminal acts, acts of violence, and acts involving weapons will be reported and turned over to the proper law enforcement agency. In every case, an attempt on the part of the administration will be made to contact and inform the parent or guardian of the students involved.

### **CORPORAL PUNISHMENT (SB Policy JCD)**

Reasonable corporal punishment of a student is permitted as a disciplinary measure.

Corporal punishment shall be administered by the principal, assistant principal or teacher and shall be administered in front of another school employee. Corporal punishment shall not be administered in the presence of other students.

### **REFUSAL OF CORPORAL PUNISHMENT**

#### **GRADES K-2**

**A student in Grades K-2 (and on Step 2 of the discipline ladder) whose parents DO NOT want corporal punishment administered to their child and informs the school in writing will be called immediately to come pick up their child for the remainder of the school day (out-of school suspension -unexcused) and/or conference with the administrator.) If the behavior occurs after 12:00pm, the student will be suspended the next school day and the absence will be unexcused. Upon refusal of corporal punishment, the student will automatically be added to the No Paddle list.**

#### **GRADES 3-12**

**A student in Grades 3-12 (and on Step 2 of the discipline ladder) whose parents DO NOT want corporal punishment administered to their child and informs the school in writing OR a student who refuses to be paddled, will be assigned in-school suspension (ISS) OR out-of school suspension (OSS) for up to 3 days, depending on the severity of the behavior. Upon refusal of corporal punishment, the student will automatically be added to the No Paddle list.**

**Note: To remove a child from the No Paddle list, a parent must come to the school office and put the request to paddle in writing.**

### **DUE PROCESS FOR STUDENTS**

Prior to suspending a student from school, the following procedures shall be followed:

1. The principal shall advise the student orally or in writing of the charges against him/her.
2. If the student denies the charges, the principal shall explain the evidence against the student and give the student an opportunity to present his/her side of the story.

3. If, on the basis of this discussion, the principal believes the student to be guilty of the misconduct charge and determines that suspension is the appropriate punishment, the principal may suspend the student for ten (10) days or less.

When students are recommended for a suspension/expulsion from school that will exceed ten (10) days, the superintendent and/or principal will inform the student and his/her parent or guardian of additional due process rights. The District Discipline Appeals Committee will review all expulsion requests prior to consideration by the school board.

### **SCHOOL BUS REGULATIONS (SB Policy JCDAC)**

Students who live one (1) or more miles from the school are entitled to transportation at public expense. Students who ride buses are under the supervision of the driver while on the school bus. Inappropriate behavior will be reported to the principal for disciplinary action. Students are not permitted to ride the bus to school and then leave campus without permission. **Students riding another bus, other than their assigned bus, must have a note signed by the parent/guardian and principal.** Students getting off the bus must have a note signed by the parent/guardian and principal to give to the bus driver. Each time there is a transportation change, it MUST BE IN WRITING. Phone calls are **NOT** accepted.

Riding the school bus is a **privilege** that can be taken away if a student's conduct becomes a problem. Students who are suspended from riding his/her regular school bus for disciplinary reasons will not be allowed to ride any school bus during the time of suspension. If parents cannot provide transportation and a student does not attend school, the absence will be **unexcused**.

#### **The following general instructions apply to students who ride buses:**

- Be at the assigned loading zone on time.
- Exercise extreme caution in getting to and from the bus stop.
- Stay well off the road until the bus comes to a complete stop and the bus driver indicates that it is safe to board.
- Look in both directions before crossing any roadway.
- When necessary to cross the road to enter the bus, or after leaving the bus, always cross in front of the bus after receiving a signal from the driver.
- While on the bus, do not distract the driver's attention other than when absolutely necessary.
- **Students MUST identify themselves properly when requested by the bus driver.**
- Observe same conduct as in the classroom.
- Do not eat or drink on the bus.
- Talk to friends in a normal tone and do not shout. Do not talk or make unnecessary noise when the bus is approaching or crossing a railroad or a highway intersection.
- Keep head, hands, and other articles inside the bus.
- Do not bring unauthorized articles (e.g., pets, combustibles, large articles, weapons) on the bus.
- Do not bring water guns or any toy guns on the bus.
- Do not possess or use tobacco of any kind.
- Do not use vulgar or profane language.
- Do not fight or scuffle.
- Follow the driver's instructions.
- Treat the driver with respect and courtesy.
- Do not ride the bus unless eligible to do so.
- Remain seated at all times while the bus is moving.

## **DISCIPLINARY PROCEDURES FOR MISCONDUCT ON SCHOOL BUS**

The following procedures will be enforced whenever a student misbehaves on a bus. **The Discipline Ladder (step 4 - 6) will also be applied to students who fight on a school bus.** Fighting on the bus will automatically result in a minimum suspension of three days from riding any bus (even if it is a 1<sup>st</sup> offense). The procedures below will be followed thereafter. For example, if it is a student's 5<sup>th</sup> bus referral, they will be suspended off the bus for 10 days **and** steps 4 – 6 of the Discipline Ladder will be followed. At the principal's discretion, a student's use of profanity or open defiance to a driver may result in more severe penalties than stated above.

- 1<sup>st</sup> Confirmed Offense      Conference with student and parental contact (in writing, by telephone, or in person depending on the severity of the first offense).
- 2<sup>nd</sup> Confirmed Offense      Three (3) days suspension from riding any bus.
- 3<sup>rd</sup> Confirmed Offense      Five (5) days suspension from riding any bus.
- 4<sup>th</sup> Confirmed Offense      Seven (7) days suspension from riding any bus.
- 5<sup>th</sup> Confirmed Offense      Ten (10) days suspension from riding any bus.
- 6<sup>th</sup> Confirmed Offense      A minimum of Ten (10) days suspension up to the remainder of the school year from riding any LMSD bus

### **HB 1283 - The "Mississippi School Safety Act of 2019"; enact.**

- To require school districts to develop and conduct an active shooter drill within the first 60 days of each new school semester for students and staff and to require all school district employees to attend Civilian Response To Active Shooter Events (CRASE) training annually
- To provide that the school safety grant program administered by the State Department of Education shall include a pilot program to implement a developmentally appropriate social and emotional curriculum for students in grades K-5
- To require school employees to complete a training or professional development course in mental health every two years
- To require the Mississippi Office of Homeland Security to develop a curriculum, train and certify threat assessment officers
- To require certified threat assessment officers to conduct annual inspections and threat assessment of each public school in the state, develop an improvement plan for each school inspected and provide reports of such findings to local law enforcement agencies and the local school board within four (4) weeks of completion
- To expand student access to local mental health resources under the Regional Behavioral Management Program with the development of state standardized Memorandum of Understanding (mou) between community mental health centers and facilities and school districts to include referral protocols and to train school personnel to conduct initial behavioral health screenings of students who experience stress or are at risk of harm
- To authorize additional state funding of School Resource Officers by the State Department of Education under the Mississippi Community Oriented Policing Services in Schools (mcops) program
- To authorize the State Department of Education to raise statewide awareness regarding the "See Something Say Something Act" and provide immunity from liability for good faith reporting of suspicious activity or behavior
- To direct the Department of Public Safety to establish the Mississippi Analysis and Information Center (MSAIC Fusion Center) in the Office of Homeland Security and to employ regional analysts dedicated to statewide social media intelligence platform threats and the dissemination of school safety information

- This act shall take effect and be in force from and after July 1, 2019.

### **INTERROGATIONS**

School administrators, campus security, and teachers have the right to interrogate students regarding their conduct and/or the conduct of others. In regard to students' alleged actions, the right against self-incrimination does not exist unless the alleged action constitutes a criminal offense.

### **HAZING**

Students shall not be placed in a situation or environment in which their self-image or their standing within the student population could be damaged. This includes personal ridicule or any form of hazing (i. e., to harass with meaningless, difficult or humiliating tasks or by playing practical jokes upon), which can be perceived as damaging to a student's sense of self-worth. This includes all school related activities both on and off campus.

### **STUDENT COMPLAINTS OF BULLYING OR HARASSING BEHAVIOR (SB Policies JDDA; JDAA-P)**

Students and employees in the Louisville Municipal School District are protected from bullying or harassing behavior by other students or employees. It is the intent of the Board and the administration to maintain an environment free from bullying and harassing behavior. This complaint procedure provides a process for filing, processing and resolving complaints of such conduct. Adherence to these procedures 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.

#### **I. Definitions**

Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits.

A "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, or on a school bus, or when it takes place off school property when such conduct, in the determination of the school superintendent or principal, renders the offending person's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole.

#### **II. Procedures for Processing a Complaint (Form is attached at the back of the handbook.)**

Any student, school employee or volunteer who feels he/she has been a victim of bullying or harassing behavior, or has witnessed or who has reliable information that a student, school employee or volunteer has been subject to bullying or harassing behavior shall report such conduct to a teacher, principal, counselor or

other school official. The report shall be made promptly but no later than five (5) calendar days after the alleged act or acts occurred. The school official shall complete a "Bullying/Harassing Behavior" complaint form which shall include the name of the reporting person, the specific nature and date of the misconduct, the names of the victim of the misconduct, the names of any witnesses and any other information that would assist in the investigation of the complaint. The report shall be given promptly to the principal or superintendent who shall institute an immediate investigation. Complaints against the principal shall be made to the superintendent and complaints against the superintendent shall be made to the Board chairman.

The complaint shall be investigated promptly. Parents will be notified of the nature of any complaint involving their student. The District official will arrange such meetings as may be necessary with all concerned parties within five (5) working days after initial receipt of the complaint by the District. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The District official conducting the investigation shall notify the victim and parents as appropriate when the investigation is completed and a decision regarding disciplinary action, as warranted, is determined.

If the victim is not satisfied with the decision of the District official, he/she may submit a written appeal to the superintendent. Such appeal shall be filed within ten (10) working days after receipt of the results of the initial decision. The superintendent will arrange such meetings with the victim and other affected parties as deemed necessary to discuss the appeal. The superintendent shall provide a written decision to the victim's appeal within ten (10) working days.

If the victim is not satisfied with the decision of the superintendent, a written appeal may be filed with the Board. Such appeal shall be filed within ten (10) working days after receipt of the decision of the superintendent. The Board shall, within twenty (20) working days, allow the victim and parents as appropriate to appear before the Board to present reasons for dissatisfaction with the decision of the superintendent. The Board shall provide a written decision within ten (10) working days following the victim's appearance before the Board.

### **SEXUAL HARASSMENT POLICY (SB Policies JB; JB-P)**

Students are protected from sexual harassment by Title IX of the Education Amendment of 1972. This amendment to the 1964 Civil Rights Act prohibits sexual discrimination and sexual harassment in educational institutions that receive federal assistance.

Complaints concerning violation of this policy may be made to the Title IX Coordinator in the Central Office without fear or reprisal. If the complaints are proven to be legitimate, the offending student shall be subject to disciplinary action.

### **LIBRARY MEDIA CENTER REGULATIONS**

The library/media center contains reference materials, newspapers, magazines, and a collection of books to supplement the school curriculum. A variety of computers and technology is available for students to use in multiple ways. Students are expected to display good conduct while using the center and should adhere to the following regulations:

- Books and magazines should be returned to their proper place.
- No materials are to be taken from the library unless checked out by the librarian or student assistants.
- All materials, when returned, should be placed in the designated location to be checked in by the librarian or student assistants.
- Students will not be allowed to check out more books until overdue/lost books are returned or until fines are paid.

- Students cannot check out books or materials for other students. Any student who checks out a book is responsible for that book until it is returned.
- All lost books will be assessed at the replacement cost of the book.
- Students desiring to use computers and technology in the library may do so with proper authorization from the librarian. Technology usage records will be kept and student users will be held responsible for their actions while using library/media center technology. All computer/technology users are expected to follow established rules for caring for the equipment and appropriate use of the internet. Students who violate these rules are subject to suspension of library/media center technology privileges.

### **Louisville Municipal School District Acceptable Use Policy (*SB Policy IJB*)**

The Louisville Municipal School District (LMSD) recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. The District is committed to helping students develop progressive technology and communication skills.

LMSD is committed to providing educational opportunities for all students and maintaining compliance with the Individuals with Disabilities Education Act 2004 (20 U.S.C. 1400 et seq.).

To that end, the District provides the privilege of access to technologies for student and staff use.

This Acceptable Use Policy (AUP) outlines the guidelines and behaviors that all users are expected to follow when using school technologies or when using personally-owned devices on school property, including:

- The LMSD network is intended for educational purposes.
- All activity over the network or use of District technologies may be monitored, documented and retained.
- Access to online content via the network may be restricted in accordance with District policies and procedures and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- [Using an Internet filter and other technologies] The District makes a reasonable effort to ensure students' safety and security online, but it will not be held accountable for any harm or damages resulting or arising from use of LMSD technologies.
- Users of the District network or other technologies are expected to alert technology staff immediately of any concerns for safety or security.
- Users have no expectation of privacy.

#### **Technologies Covered**

LMSD may provide the privilege of Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.

This Acceptable Use Policy applies to both District-owned technology equipment utilizing the LMSD network, the LMSD Internet connection, and/or private networks/Internet connections accessed from District-owned devices at any time. This AUP also applies to privately-owned devices accessing the LMSD network, the LMSD Internet connection, and/or private networks/Internet connections while on school property or participating in school functions or events off campus. LMSD policies outlined in this document cover all available technologies now and in the future, not just those specifically listed or currently available.

#### **Usage Policies**

All technologies provided by the District are intended for education purposes. All users are expected to use good judgment by following the LMSD student code of conduct and Student Use of Personal Electronic Devices policy. Users should be safe, appropriate, careful, and kind; should not try to disable or get around technological protection measures; use good common sense; and ask if they don't know.

### **Internet Access**

LMSD provides its users the privilege of access to the Internet, including web sites, resources, content, and online tools. Access to the Internet will be restricted as required to comply with CIPA regulations and school policies. Web browsing may be monitored, and web activity records may be retained indefinitely. **Users shall not access the Internet by any means other than the network connectivity provided by the district.**

**Accessing the Internet on campus via the usage of cellular wireless air cards or other means which bypass district filtering and monitoring is strictly prohibited.**

Users are expected to respect the web filter as a safety precaution, and shall not attempt to circumvent the web filter when browsing the Internet. The determination of whether material is appropriate or inappropriate is based solely on the content of the material and the intended use of the material, not on whether a website has been blocked or not. If a user believes a site is unnecessarily blocked, the user should submit a request for website review through the LMSD Technology Help Desk or restricted access screen.

### **Email**

LMSD provides faculty, staff and students in grades 6-12 with the privilege of email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

Users provided with email accounts should use these accounts with care. Users should not send personal information and should not attempt to open files or follow links from unknown or untrusted origins. Users should use appropriate language and should only communicate with other people as allowed by District policy or the teacher or administrator.

Users are expected to communicate with the same appropriate, safe, mindful, courteous manner online as offline. Email usage may be monitored and archived.

### **EMAIL AND ELECTRONIC DOCUMENT RETENTION**

All emails and electronic documents created and shared with others inside or outside the District in conducting District business should be saved in user-designated folders on the user's computer. All District employee email will be archived for a minimum of one year.

All District employees and students in Grades 6-12 will be issued a District email account. Any official communications, e.g. teacher to parent, teacher to student, student to teacher, staff to staff, must be via the District's email system. This includes, but is not limited to, teachers who guide extracurricular activities such as clubs, choirs, bands, athletic teams, etc. District employees, who generate newsletters, memoranda, slide shows, graphics, etc. with their workstations, laptops, or other district equipment, should organize their computer's workspace (storage) using folders to store electronic documentation.

Use of "Internet Mail" by students and employees, such as Yahoo mail, Gmail, and POP3 accounts provided by their "home" Internet service providers are allowed at this time.

### **Policy**

In some cases, a separate network may be provided for personally-owned devices. Please remember, this Acceptable Use Policy applies to privately owned devices accessing the LMSD network, the LMSD Internet connection, and private networks/Internet connections while on school property.

### **Security**

Users are expected to take reasonable safeguards against the transmission of security threats over the LMSD network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. Users should never share personal information.

If users believe a computer or laptop they are using might be infected with a virus, they should alert technology staff.

Users should not attempt to remove the virus themselves or download any programs to help remove the virus.

### **Netiquette**

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users should recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should only use known or trusted sources when conducting research via the Internet.

Users should remember not to post anything online that they would not want students, parents, teachers, or future colleges or employers to see. Once something is online, it cannot be completely retracted and can sometimes be shared and spread in ways the user never intended.

### **Plagiarism**

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they did not create themselves, or misrepresent themselves as an author or creator of something found online.

Information obtained via the Internet should be appropriately cited, giving credit to the original author.

### **Personal Safety**

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks and should carefully safeguard the personal information of themselves and others. Users should never agree to meet in person someone they meet online without parental permission.

If users see a message, comment, image, or anything else online that makes them concerned for their personal safety or the safety of someone else, they should immediately bring it to the attention of an adult (teacher or administrator if at school, parent if using the device at home).

### **Cyber bullying**

Cyber bullying including, but not limited to, harassing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking will not be tolerated. Users should not be mean or send emails or post comments with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student a hostile school environment.

Engaging in these behaviors or in any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyber bullying can be a crime. Users should remember that online activities may be monitored.

All students will be educated about appropriate online behavior, including interacting with other persons on social networking websites and in chat rooms, and cyber bullying awareness and response.

### **Examples of Responsible Use**

I will:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully and alert staff if there is any problem with their operation. Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.



- Alert a teacher, administrator, or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use District technologies at appropriate times, in approved places, for educational pursuits.

This is not intended to be an exhaustive list. Users should use their own good judgment when using District technologies. You can also visit [www.commonssensemedia.org](http://www.commonssensemedia.org) for further information.

### **MISSISSIPPI CYBER BULLYING LAW**

What is cyber bullying? Cyber bullying occurs when one child or teen uses the Internet, cell phone or other type of social media to harass, embarrass or taunt another child or teen. Often, children use cyber bullying to get revenge on someone, or boost their self-esteem by putting other children down. Others do it because they think it's funny or because they are bored. Some examples of cyber bullying include:

- Setting up a profile pretending to be someone else or hacking into someone's social networking profile.
- Posting photos of someone online without his/her permission.
- Harassing someone through text messages, instant messages, or in a chat room. Sending embarrassing photos or messages by e-mail or on a cell phone, or sharing messages with people other than the intended recipient.
- Writing harmful information or lies on a personal blog or web site.

Understanding the **Mississippi cyber stalking laws** makes it a felony to use electronic mail or electronic communication to:

- Threaten bodily harm to a person, provoking a fight, or harm to his or her family or property,
- Communicate repeatedly in order to threaten, terrify or harass a person,
- Make false statements concerning death, injury, illness, criminal conduct, on indecent conduct.
- The laws also prohibit knowingly allowing anyone else to use your computer or other device to threaten, harass, or make false statements. A conviction can lead to a maximum fine of \$5,000 and up to two years in prison (Miss. Code Ann. 97-45-15).

Although cyber bullying usually occurs while students are surfing the net at home, it often translates into problems at school, creating an uncomfortable learning environment. The new law allows schools to discipline cyber bullying that occurs at school or at a school sponsored function and requires students and teachers with knowledge of bullying to report it to a school official immediately. However, it is ultimately a parent's responsibility to detect cyber bullying at home. What parents should tell their children:

- Not to encourage or participate in cyber bullying.
- To report any cyber bullying or other bullying they witness.
- Not to just remain silent, but to speak up when a peer is being bullied. Most of the time, when a over speaks out for a bullying victim, the bully fears social repercussions and stops.
- Empowerment is the most important tool for fighting cyber bullying.

### **Consequences of Bullying**

Consequences of confirmed cyber bullying include, but is not limited to, out-of-school suspension, alternative placement, and possible expulsion.

- 1<sup>st</sup> Offense – 3 days out-of-school suspension, minimum of 7 days of alternative placement, parent conference, and charges pressed with the appropriate law enforcement agency.
- 2<sup>nd</sup> Offense – 5 days out-of-school suspension, minimum of 30 days of alternative placement, parent conference, and charges pressed with the appropriate law enforcement agency.
- 3<sup>rd</sup> Offense -- 5 days out-of-school suspension, minimum of 45 days of alternative placement, parent conference, and charges pressed with the appropriate law enforcement agency .

### **Limitation of Liability**

LMSD will **not** be responsible for damage or harm to persons, files, data, or hardware.

While LMSD employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

LMSD will not be responsible or liable for, financially or otherwise, for unauthorized transactions conducted over the LMSD network.

Violations of this policy may have disciplinary consequences, including:

- Suspension of network, technology, or computer privileges;
- Notification of parents;
- Detention or suspension from school and school-related activities;
- Employment disciplinary action up to and including termination of employment;
- Legal action and/or prosecution.

Employees, students, and parents/guardians shall be required to sign the District's Acceptable Use Policy annually before Internet or network access shall be allowed.

### **ACCEPTABLE USE POLICY AND PROCEDURES**

The District recognizes the value of computer and other electronic resources to improve student learning, teaching, instruction, research and communication to enhance the administration and operation of its schools. To this end, the LMSD provides Intranet (internal) and Internet (external) connections for staff, students, and faculty. LMSD encourages the responsible use of computers, computer networks, including the Internet, e-mail, and other electronic resources in support of the mission and goals of the LMSD and its schools.

In order to access District services such as the Intranet and Internet via the District Network, each user must sign a Statement of Assurance (SOA) to acknowledge agreement with this Acceptable Use Policy (AUP) stating that he/she has read and acknowledges agreement with all the sections below.

The operation of the LMSD network is guided by policy or policies set forth by the Board of Education of Louisville Municipal School District, District administration, the Mississippi Department of Education, and/or all applicable local, state and federal Laws. This AUP does not list every applicable policy or law, but sets forth some specific policies particular to LMSD.

### **MONITORING OF NETWORK USE**

All data transferred and /or transmitted over the LMSD network can be monitored and recorded at any time.

All data transferred or transmitted over the network can be tracked and identified, and originating users can be held liable if their use of the network violates any established policy, regulation, or law. Any data stored on District-owned equipment may be archived and preserved by the District for an indefinite period. Such data includes, but is not limited, to email, text documents, digital photographs, music and other digital or electronic files.

### **SCHOOL DISTRICT OWNERSHIP**

All data transferred over the District network or stored on any District-owned equipment/media is the property of LMSD.

### **CONSEQUENCES OF POLICY VIOLATION(S)**

The use of the District Network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Any student or District employee, including contract services (outside parties), who violate any policy, regulation, or law regarding use of the District Network will be identified and corrective and /or punitive actions will be taken.

All users of the LMSD network are charged with reporting violations or misconduct to their teachers, supervisors, or the Network administrator. Users who fail to report violations are subject to the same disciplinary actions as those who violate the policy.

Violations of these procedures may result in, but is not limited to, loss of access privileges, disciplinary action by the District, and / or involvement of law enforcement authorities.

#### **DISCLAIMER OF LIABILITY**

LMSD disclaims all liability for the content of materials to which a student or employee may have access on the Internet and for any harm or damages suffered as a result of the student or employee member's Internet use. Because the Internet and e-mail is an unregulated, worldwide vehicle for communication, information available to employees and students is impossible to control. Therefore, LMSD shall not be responsible for:

- Any damages a student or employee may suffer, including, but not limited to, loss of data or interruption of services,
- For the accuracy or quality of information obtained from or stored on any of its network or client systems,
- Financial obligations arising through the unauthorized use of the systems,
- Theft, loss or damage to personal electronic devices,
- Any actions or obligations of a student or employee while accessing the Internet outside the public school system for any purpose.

While LMSD takes steps to protect users from inappropriate material, to intercept unlawful and malicious actions from affection users, to safeguard users, no system is perfect. Those risks must be recognized and accepted by users who sign the Acceptable Use Policy's Statement of Assurance.

#### **FILTERING**

LMSD uses an aggressive Content Filter and SPAM filter. LMSD complies with the regulations of CIPA, the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)], to provide Internet content filtering services for staff and students. Filtering services are a means of protection from objectionable sites but cannot provide a 100% protection. Therefore, LMSD provides no guarantees but will attempt to protect employees and students from accessing such objectionable Internet sites. In the event that inappropriate material is accessible, LMSD will not be held liable.

#### **PROHIBITED ACTIONS**

The following actions on the District Network are specifically prohibited, and this list is not all inclusive but by way of example:

- Installing software, software application, utility, plug-in or other such operations without the approval of the Technology office;
- Creating, downloading, storing, sending, or displaying offensive messages or pictures including but not limited to pornographic or other sexually explicit material;
- Inserting, using, or attaching non-approved disks, CD-ROMs, or other media storage devices into or with computers;
- Using obscene, profane, or vulgar language;
- Harassing, insulting, intimidating, or attacking others;
- Giving out personal information about another person such as home address or phone number;
- Engaging in any practice(s) that threaten the network and other technological tools;
- Violating copyright laws;
- Downloading entertainment/music/video/movie software or other files for transfer to a user's home computer, other personal computer, DVD, or any music/movie device. This prohibition pertains to

freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the LMSD. Software, files, and/or licenses owned by LMSD cannot be transferred to staff or student personal or home computers.

- Using the password of others to access the network or any other electronic information or telecommunication services;
- Accessing the documents, files, folders, or directories of others without permission from the owner of the files;
- Using the network and telecommunication services for commercial promotion, product endorsement, or advertisement not previously approved by the LMSD School Board
- Using the network, electronic information, computer-driven software and telecommunication services for personal gain or convenience;
- Conducting business other than that deemed academic in nature over the network;
- Misusing the resources of the district's network, electronic information, computer-driven software, or telecommunications service equipment and supplies;
- Promoting causes that are religious in nature, with no apparent educational or instructional value; and/or
- Violating this or other procedures and guidelines establish and set forth by LMSD Technology Office.
- Attempt to bypass network controls and filters.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. They are:

- The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent of the eligible student of the time and place where the records may be inspected.

A fee of \$.25 per page (8.5" x 11"), or \$.50 per page (8.5" x 14") will be charged, unless the fee effectively prevents a parent or eligible student from exercising the right to inspect and review the student's education records.

- The right to request amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist).

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request of officials of another school District in which a student seeks or intends to enroll, the district may disclose educational records without consent.

The District may disclose directory information regarding its students. Directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially

recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

The parent or eligible student has the right to refuse to let the District designate any or all types of information about the student as directory information. The parent or eligible student must notify the principal (or designee) in writing within 14 days of receipt of this notice that he or she does not want any or all of those types of information about the student designated as directory information.

The District may disclose directory information about former students without meeting these conditions.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave. SW

(202) 260-3887  
TTD: (202) 260-8956  
Washington, D. C. 20202-4605

**MISSISSIPPI HIGH SCHOOL ACTIVITIES ASSOCIATION REQUIREMENTS FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES (SB Policy JT)**

**(Including Athletics, Band, JROTC, Cheerleading, Choir, Dance, Speech/Debate)**

- Any pupil who becomes 19 years of age prior to August 1 shall be ineligible for interschool competition.
- The MHSAA eligibility rules require each student participating in MHSAA sanctioned competitions to make “satisfactory progress toward graduation.” Each school district determines the requirements for “satisfactory progress toward graduation” through its graduation requirements. Each school district must interpret this according to its requirements. In situations which require “judgment,” schools are directed to “interpret the rules for the benefit of the students.” Additionally, according to Mississippi law, a student must maintain a grade point average of at least 2.0 or a C average. This will be measured at the conclusion of the first semester using the semester averages of all the courses the student is taking. Students who do not have a 2.0 or a C average for the first semester will be ineligible for the second semester. At the end of the school year, each student’s grade point average for the year will be assessed. This assessment will reflect the average for the entire year using the final grades for each course. If the student does not have a grade point average of at least 2.0 or a C average, he/she will become ineligible for the fall semester.
- Students may attend summer school, extended school year, take correspondence classes, participate in credit recovery programs and take advantage of other related options to establish a 2.0 or C average to regain eligibility. Students must complete these programs prior to the first day of the next year or the next semester.
- A student athlete may become eligible for the second semester only once during his/her high school career if he /she fails the year end average the previous year, by achieving at least an overall 2.0 or C average at the end of the first semester. This will be done in order to keep the student on track for graduation.

An accredited summer school shall be considered as an extension of the second semester of the school session, and credits earned in such a school may be considered in determining the scholastic eligibility of students. Students may enroll in summer school with the approval of the principal to correct deficiencies as long as state accreditation standards regarding summer school are met.

Students who choose to participate in extracurricular activities must be classified as full-time students and must work within the framework of four (4) consecutive years of eligibility after entering the ninth grade.

**EXCEPTION TO MISSISSIPPI HIGH SCHOOL ACTIVITIES ELIGIBILITY RULE**

An exception to the eligibility rule for participating in activities may be made by the Executive Director of the Mississippi High School Activities in the following cases:

- Students that have been tested, screened, and placed in a TMR or EMR Special Education Program.
- Students that have been tested, screened, and placed in accordance with their IEP in a Special Education Program approved by the Mississippi Department of Education will be ruled eligible with the following requirements: (a) make satisfactory progress in their course work; (b) maintain attendance according to district policy; (c) be assigned a date of entering the ninth grade corresponding to other students of that age; and (d) be subject to all other rules and regulations of the Mississippi High School Activities Association.

**REQUIREMENTS FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES (SB Policy JT)**

## **SEVENTH, EIGHTH, AND NINTH GRADES**

- Academic Requirements

### **Fall Eligibility Requirements**

In order for a seventh, eighth, or ninth grader to participate in interschool activities, the student must have been promoted to his/her current grade level, must have passed 4 basic courses. The average of those 4 basic courses must be a "C" or above.

### **Spring Semester Eligibility Requirements**

The same guidelines stated above apply for the spring semester.

**NOTE: For a seventh, eighth, or ninth grader to participate at the HIGH SCHOOL level, he/she must have been promoted and must have passed the 4 core courses (English, Math, Science, and Social Studies). The average of those 4 core courses must be a "C" or above.**

- Age Requirements

Seventh grader must not have reached 14 years of age prior to August 1.

Eighth grader must not have reached 15 years of age prior to August 1.

Ninth grader must not have reached 16 years of age prior to August 1.

## **CONCUSSION MANAGEMENT & RETURN TO PLAY (SB Policy JGEB)**

The following guidelines will be followed in the LMSD:

- Parents or guardians shall receive and sign a copy of the concussion policy before the start of the regular school athletic event season.
- An athlete who reports or displays any symptoms or signs of a concussion in a practice or game setting shall be removed immediately from the practice or game. The athlete shall not be allowed to return to the practice or game for the remainder of the day regardless of whether the athlete appears or states that he or she is normal.
- The athlete shall be evaluated by a health care provider working within the provider's scope of practice.
- If an athlete has sustained a concussion, the athlete shall be referred to a licensed physician, preferably one with experience in managing sports concussion injuries. The athlete who has been diagnosed with a concussion shall be returned to play only after full recovery and clearance by a health care provider.
- Return to play after a concussion should be gradual and follow a progressive return to competition.
- An athlete shall not return to a competitive game before demonstrating that he or she has no symptoms in a full supervised practice.
- Athletes shall not continue to practice or return to play while still having symptoms of a concussion.

## **DRUG/ALCOHOL TESTING OF STUDENTS IN EXTRACURRICULAR ACTIVITIES (SB Policy JCDAB)**

In an effort to help protect the health and safety of students involved in extracurricular activities, including, but not limited to, any club, athletic, band, choral, cheerleader, vocal program, and dance team from drug, and/or alcohol use and abuse; in an effort to help protect the health and safety of our whole student population, administration, faculty, staff and visitors from the potential dangers of being in contact with those who use and/or abuse drugs and/or alcohol; in an effort to prevent, deter and detect drug and alcohol use; and in an effort to reduce the use of drugs and alcohol, the Board of Education (the "Board") of the Louisville Municipal School District (the "District") adopts the following policy for drug and alcohol testing of all students



in grades 7-12 who participate or seek to participate in extracurricular activities, including, but not limited to, any club, athletic, band, choral, cheerleader, vocal program, and dance team.

This policy applies to all students in grades 7 through 12 who are involved in extracurricular activities, including, but not limited to any club, athletic, band, choral, cheerleader, vocal program and dance team. Additionally, any parent or legal guardian of a student in grades 7 through 12 who is not otherwise covered by this policy may voluntarily agree to have this policy apply to said student at parent cost in which case the parent would pay the testing agency directly.

## **I. PURPOSE**

The Board, administration, faculty and staff of the District desire that no student use or possess alcohol, use or possess illegal or performance enhancing drugs or abuse prescription medication. However, the power of the District is limited and therefore, this policy governs the use and possession of alcohol and illegal or performance enhancing drugs and governs the abuse of prescription medication by students participating in extracurricular activities, including, but not limited to, any club, athletic, band choral, cheerleader, vocal program, and dance team.

The purpose of the Drug and Alcohol Testing Policy is to assist and help protect the student population, administration, faculty, staff and visitors of the District. It is not intended to be punitive or to bring hardship to the students. No student testing positive or otherwise being in violation of this policy will be penalized academically. Specific goals of this policy are as follows:

- 1 To create and maintain a safe, drug-free environment for students, administration, faculty, staff and visitors
- 2 To encourage any student with a dependency on or addiction to alcohol or other drugs to seek help in overcoming the problem.
- 3 To help prevent alcohol and drug use by students of the District. To educate students about the serious physical, mental, and emotional harm caused by alcohol and drug use.
- 4 To reduce the likelihood of injury, damage, illness and harm that may arise as a result of alcohol or drug use. To offer students school activities free of the effects of alcohol or drug use.
- 5 To minimize the likelihood that school property will be used for illicit alcohol or drug activities.
- 6 To provide reasonable opportunities for treatment and counseling for any student who uses or abuses alcohol or drugs.

Because of genuine concern for the student population, administration, faculty, staff and visitors of the District, the District adopts this Drug and Alcohol Testing Policy effective the 2011-2012 school year.

## **II. DEFINITIONS**

**Contracting Agency** – The laboratory designated by the Board to test the specimen used for alcohol or for one or more of the drugs listed in this policy.

**Covered Student(s)** \_ Any student in grade 7- 12 who is involved in one or more extracurricular activities, including, but not limited to, any club, athletic, band, choral, cheerleader, vocal program, and dance team; and any other student who voluntarily participated in the Drug and Alcohol Testing program.

**Designated School System Representative** - The school district employee who has been designated by the Board of Education to receive all information from the Drug Testing Agency and Contracting Agency; including, but not limited to, test results and the names of students to be tested.

**Drug Testing Agency** – The agency approved by the Board of Education to conduct the drug and alcohol testing of Covered Students.

**Parent (s)/Legal Guardian(s)** – Legal parents or guardians or custodians that are Court or Department of Human Services appointed.

**Positive Test or Positive Result** - A test result, which indicates the presence of alcohol or one or more of the prohibited drugs, which are enumerated in the “Substances to be Screened” section of this policy, in the student’s specimen, an adulterated specimen, a substituted specimen or a refusal to produce a specimen.

**Specimen(s)** – A tissue or product of the human body chemically capable of revealing the presence of drugs or alcohol in the human body.

### **III. CONSENT**

All covered students and their parents/legal guardians are required to sign a **CONSENT TO TESTING OF URINE, BLOOD, HAIR, BREATH AND/OR SALIVA SAMPLES AND AUTHORIZATION FOR RELEASE OF INFORMATION AND RELEASE FROM LIABILITY**. Additionally, all Covered Students are required to sign a **STUDENT CONSENT FORM**. In the event a Covered Student or their parent/legal guardian refuses to sign the required documents, that Covered Student will not be allowed to participate in extracurricular activities, including, but not limited to, any club athletic, band, choral, cheerleader, and vocal program, dance team.

### **IV. REASONABLE SUSPICION TESTING**

Any student who by reasonable suspicion is believed to be under the influence of drugs and /or alcohol shall be subject to being tested for drugs and /or alcohol. Reasonable suspicion must be based on specific and contemporaneous observations which are articulated concerning the appearance, behavior, speech or body odors of the student. Any student who receives a positive test result from a reasonable suspicion test or any student who refuses a reasonable suspicion test shall be subject to discipline pursuant to the District’s Discipline Policy.

### **V. IMPLEMENTATION**

All drug and alcohol screening shall be implemented in accordance with this Policy by the administration and/or faculty of the District with the advice and assistance of representatives from the Drug Testing Company. The Contracting Agency shall be approved by the District and conduct drug and alcohol testing according to nationally accepted standards and procedures.

All Covered Students will be tested for drugs and/or alcohol in a random initial testing to be arranged by the District. After the random testing, any person grades 7- 12 who desire to participate in one or more extracurricular activities, including, but not limited to, any club, athletic, band, choral, cheerleader, and vocal program who tests negative may do so.

The names of all Covered Students will be placed on a random selection list. The District will conduct randomly, unannounced testing of up to 25% of all Covered Students during the course of each calendar year.

The Drug Testing Agency will provide computerized random sample lists to the Designated School System Representative. The list of students in the random pool will be updated periodically. The number of activities in which a student is involved will not increase the student's chances of being chosen at a random test. Each Covered Student's name will be placed on the random list only one time regardless of the number of activities in which the student is involved.

All testing will be done pursuant to this Policy. A Covered Student may not use his or her own medical provider or other means of testing.

## **VI. PROCEDURES FOR TESTING**

### **Quality Control and Confidentiality Assurances:**

Once the screening has begun any student in the random pool must submit a sample during that testing session before checking out of school. Any student who checks out of school without submitting a sample will be considered to refuse to submit a sample.

1. School officials and/or a technician from the Drug Testing Agency shall be responsible for the collection and labeling of the specimens.
2. Labels that include each student's testing number shall be used to identify the specimens.
3. A minimum of (1) school official shall be present with a technician from the Drug Testing Agency when specimens are being collected.
4. The student's initials listed adjacent to the student's testing number shall indicate that the number is correct and matches the number affixed to the specimen bottle or container.
5. Specimen bottles or containers and packaging provided by the Drug Testing Agency shall be utilized to properly obtain and transport the specimens.
6. Specimens shall be analyzed for one or more of the substances specified as Substances to be screened below in this policy by the Contracting Agency.
7. The Superintendent and school officials shall assure that this policy is implemented in a fair and consistent manner.
8. Any required drug counseling shall be provided by an approve agency at the student's expense.
9. School officials will designate collection sites where individuals may provide specimens.

### **Substances to be Screened:**

Covered Students will be subject to drug and/or alcohol screening to test for any of the following substances, the use of which is expressly prohibited:

Alcohol, amphetamines, Barbiturates, Benzodiazepines, Cannabinoids, Cocaine, Dextromethorphan, Inhalants, Methaqualone Methamphetamine, Marijuana, Methadone, Opiates, Phencyclidine, Propoxyphene, and Steroids.

### **Drug Screening:**

The drug screening shall consist of the collection of a specimen from the student by any assistant(s) from the Drug Testing Agency under the supervision of the District. The District reserves the right to utilize blood, hair,

breath, saliva or urinalysis testing procedures. Each specimen shall be analyzed for the presence of one or more of the drugs identified above in this policy, by the Contracting Agency.

The Contracting Agency shall report all results to the principal. The principal will then schedule a conference between the student and parent(s)/legal guardian(s) to discuss the positive test results.

For purposes of this policy, a positive result shall mean a test result, which indicated the presence of one or more of the listed drugs in the "Substances to be Screened" section of this policy in the student's specimen, adulterated specimen, substituted specimen or a refusal to produce a specimen. The student and their parent (s)/legal guardian (s) shall be notified when a student test positive. Effects of a positive result are outlined below.

## **VII. RELEASE OF TEST RESULTS**

All information, interviews, reports, statements, memoranda, and test results, written or otherwise, received by the District through its drug and alcohol testing program are confidential communications and may not be used or received in evidence, obtained in Court discovery or disclosed in any public or private proceeding except in the following:

- a) As directed by the specific, written consent of the student authorizing release of the information to an identified person;
- b) To the Superintendent or his/her designee, Designated School System Representative, school principal, school counselor, athletic director, band director, sponsor, choral director, vocal director, the head coach of any interscholastic sport in which the student is a team member and/or a drug counselor designated by the Superintendent or his/her designee;
- c) To the student's parent(s)/legal guardian(s); or
- d) As mandated and required by any Court of law after efforts have been made to quash any request.

All Covered Students will be required to execute a consent or release form permitting the District to release test results and related information to the school officials who have need to know.

## **VIII. EFFECT OF POSITIVE RESULT**

The school district will discipline (including suspension from activities) students for any violation of the policy, including refusing to submit to screening, to execute a release or to cooperate in an investigation or search by the administration. Any student with a signed consent form who refuses to submit to screening will be considered a positive test result.

All students who test positive in a confirmative substance test will be subject to discipline up to and including immediate suspension from all activities. Any student's specimen that is found by the collection site, laboratory or testing agency to have adulterated or substituted will be considered equivalent to a positive test. All current students involved in extracurricular activities, who test positive for adulterants, or a substituted specimen will be subject to discipline up to and including discharge.

For violations of using illegal drugs and alcohol that can be detected by a drug test, the following penalties, which will be cumulative from Grade 7 through 12, shall be administered.

LMSD will drug test up to 20% of the students connected to extracurricular activities periodically during the fall and spring semesters. Any student who tests positive in a drug test under this policy shall be subject to the following consequences:

- Any student testing positive will automatically be included in all future drug tests.

- Student who tests positive will automatically be removed from participating in activities for twenty-eight days. The student shall remain a part of the team as a non-participant, and assist in duties as prescribed by the head coach and/or mentor.
- If at the end of the 28-calendar-day removal period the testing laboratory determines that the student does not test positive for drugs, the student shall be reinstated in the extracurricular activity. If the 28<sup>th</sup> day falls on a Saturday or Sunday or a holiday, the student can be tested on the Friday prior to the 28<sup>th</sup> day.
- If the student tests positive at the end of the 28-day removal period, the student shall be excluded from extracurricular activities for the remainder of that school year.
- Two positive test results in the same year will result in being excluded from extracurricular activities for the remainder of the year.
- **A student who tested positive in a previous year must test negative at the start of the new school year to be eligible for extra curricular activities.**

## **IX. APPEAL PROCESS**

The student is suspended from extracurricular activities, events, clubs, groups, etc. he/she has the right to appeal the decision to the Superintendent within five (5) business days. If the student received an unfavorable decision he/she has the right to appeal the decision to the Louisville, Municipal School District Board of Education within five (5) business days for a final determination. Although the appeals process is informal, the student shall have the right to have an attorney or other person present at the student's own expense and the right to question witnesses.

## **Louisville REACHES** *(SB Policy JCD)*

A set of general rules and guidelines are designed to assist in a student's everyday effort at school. The administration retains the right to add, adjust and enforce the rules and guidelines that might be necessary for safe, healthy, and efficient operation of the school. **Remember that your success in this school will be directly proportional to your effort.**

### **Mission**

The mission of REACHES Program (Readiness Education Adjustments Changing Habits of Every Student) is to provide an educational program for students K-12 who have demonstrated by their behavior that they cannot function properly in the regular educational program and for students identified in MS Code 37-13-92 (i.e., order of youth court judge). In addition to providing basic, individualized instructions in core educational classes, the program will concentrate on character building and behavior management to help students function in a regular classroom setting and workforce.

### **Program Goals**

- To provide educational opportunities for students who are having difficulty functioning in the regular mainstream of education
- To provide necessary services to ensure academic success such as tutoring, counseling, and pre-employment activities
- To teach basic literacy skills, good work habits, self-discipline and human relations skills
- To prepare the student to re-enter the appropriate, assigned regular school site and grade level placement
- To provide an orderly, safe, and secure environment for learning to take place
- To provide intervention programs to encourage and display good classroom behavior
- To provide programs to build student's character in order to be better students and more productive in today's society

### **Student Placement**

Referrals to REACHES must be based upon a documented need for placement by the student's home school. The Principal, after consultation with the student's parents/legal guardians, teachers and guidance counselor, may recommend to the Superintendent that a student be assigned to REACHES. This recommendation shall include the following:

1. The student's class schedule and grades
2. Documentation of the student's disciplinary history
3. Documentation that the student and the student's parents have been notified of the recommendation and have been afforded the "Due Process Rights" required by *Goss v. Lopez*

The maximum assignment will be for a length of nine (9) weeks or forty-five (45) days.

- This time can be extended due to poor classroom behavior, excessive tardies, absences, or not completing classroom assignments.

The minimum assignment will be at the discretion of REACHES Coordinator and building Principal of school student is enrolled

### **Behavior Management Plan**

Students entering REACHES will be required to be put on a behavior management plan. If the student is already on a behavior management plan, he or she will continue their plan as designated by their school. The purpose of the behavior management plan is to help mold student behavior in order to function in a regular classroom setting.

### **Point System**

Students entering REACHES will be put on a point system. The point system works as follows. REACHES consists of seven hours each day. The student will be monitored and awarded credit for each day he/she is on task and in compliance with the classroom rules. The student will stay in REACHES until he/she completes the class work assigned without classroom disruptions.

### **Student Conduct**

Once a student is assigned to REACHES, discipline will be referred to REACHES until such time that the school terminates the student's right to attend school here. This school is designed to give students who have been removed from the regular classroom an opportunity to stay in school and continue studies in their regular subjects. Therefore, it is a privilege for the student to attend this alternative program. Good behavior is expected of every student enrolled and must be displayed before exiting REACHES. At all times, a teaching atmosphere conducive to learning must be maintained. Personnel in REACHES provide direct supervision at all times. Any student who makes it difficult or impossible for the teacher to devote full attention to the class will be subject to expulsion.

Good citizenship is based on respect and consideration for the rights of others. Students are expected to conduct themselves in such a way that the rights and privileges of others are not violated. Students are required to respect school authority and to conform to school policies, regulations, and rules. Failure to comply with these rules and policies will result in additional days added to the assigned time or expulsion.

When students misbehave or violate school regulations, they will be subject to disciplinary action.

All students must refrain from the use of profanity or verbally abusive language while on the bus or on campus. Insubordination to teachers or staff will not be tolerated. Students who violate this rule will be assigned up to ten (10) additional days per offense.

Any student who uses, sells, buys, or possesses illegal drugs or alcoholic beverages at school will be turned over to law enforcement and can/will be recommended for expulsion to the school board. **Students and their possessions are subject to searches by staff at any time.** Students are not allowed to use or possess tobacco or tobacco products on the school premises. Any student who is found with tobacco or tobacco products will be subject to additional days added to their assigned time. Students are not permitted to carry or otherwise have weapons including, but not limited to, guns, knives, box cutters, chains, etc. on any school campus. Any student who threatens to use a weapon or any object that could be harmful to another person will be turned over to law enforcement and face possible expulsion.

### **Assignments and Daily Activities**

The teacher support team at each school develops an individualized instructional plan (IIP) for each student referred to REACHES. Upon enrollment in Louisville REACHES, students will be given classes that are as closely parallel to those he/she were taking at his/her home school. Student electives may vary due to feasibility of space and/or equipment.

Highly qualified certified teachers will also be assigned to REACHES to ensure success of our students. A lab facilitator will manage and provide direct supervision for a separate elementary (K-6) and secondary (7-12) classroom.

Students who are placed at REACHES are responsible for completing all assignments, projects, assessments, etc. assigned by the home school teacher. All requirements must be met by the specified due date(s). Failure to meet all requirements by given due dates will result in the student failing the course. Teachers at the home school will be responsible for grading all assignments once they are returned. Facilitators of REACHES will coordinate the efforts of distributing and retrieving all assignments to be returned on a specific date.

### **Personal Belongings and Appearance**

- Students must adhere to the Louisville School District dress code at all times.
- Jewelry should not be worn to REACHES.
- Bring to school the minimum amount of money necessary. Exchange of money among students will not be allowed. Excess money will be confiscated.
- No electronic devices (beepers, phones, headsets, DVD's, stereos, radios, alarm set watches, etc.) are to be brought to school. Such items brought to school will be confiscated.
- Gum, candy, or other food or drink is not to be brought into the building. It will be confiscated.

### **Breakfast/Lunch**

- Breakfast and lunch will be provided by the Louisville Middle School Cafeteria. Students are NOT allowed to bring food or drinks on the school campus or inside the building from home or outside the premises.
- Students from Louisville Elementary, Eiland Middle School, and Louisville High School will receive breakfast and lunch at no cost. All other students must pay for meals each day. NO lunches can be charged and no advanced payments will be accepted.

### **Bathroom Breaks**

There will be scheduled bathroom breaks at the REACHES teacher's discretion during the school day. Students will be escorted to and from the bathroom.

### **Telephone Usage**

Students are NOT allowed to make or receive phone calls. In case of an emergency, REACHES personnel will notify parents.

### **Extra-Curricular Activities**



Students assigned to REACHES will NOT be allowed to participate in or attend any extra-curricular activities in the Louisville Municipal School District during their assignment, unless deemed otherwise by REACHES Coordinator. Students will also not be allowed to attend any extra-curricular activity in which a Louisville Public School is involved. This includes all ballgames (home or away), proms, beauty review, etc. Students may not participate in any sports or practice. **Violation of this rule will result in an additional five (5) days for each infraction.** After a student completes his/her REACHES assignment, they may resume these activities.

### **Classroom Rules and Student Responsibilities**

1. Come to school prepared to work with appropriate materials.
2. Be respectful of others and property.
3. Alternative students will not attend special classes such as PE, music, library, etc. with other students.
4. No unsupervised bathroom breaks. If a student leaves the class, an adult must accompany him or her.
5. Conduct self in a safe and responsible manner.
6. Stay on task.
7. Absolutely no sleeping.
8. Keep hands, feet, and objects to self.
9. Refrain from vulgar, obscene, and/or inflammatory remarks.
10. Do not talk to other students.
11. No writing on walls or other destruction of school property.
12. Follow the dress code.
13. No gum, candy, or other food or drinks are allowed into the building. It will be confiscated.

### **Consequences for Disciplinary Infractions on the Discipline Ladder**

Sleeping in class	Step 1-5
Smoking at or in the immediate vicinity of school	Step 3-5
Open defiance of teacher	Step 3-5
Profanity or vulgarity	Step 3-5
Possession of tobacco	Step 3-5
Possession of obscene materials	Step 3-5
Physical contact	Step 3-5
Defacing or destruction to school property	Step 3-5
Harassment, intimidation, or threatening of other students or teachers	Step 3-5
Dress code violation	Step 2-5
Use or possession of weapon other than firearm	Step 3-5
Use or possession of firearm	Step 3-5
Use or possession of toy gun or water gun	Step 3-5

### **Discipline Ladder**

- |        |   |
|--------|---|
| Step 1 | <ol style="list-style-type: none"> <li>1. Contact parent or legal guardian (parent required to report for conference with the Director or his/her designee).</li> <li>2. Student Conference/reprimanded.</li> </ol>                                     |
| Step 2 | <ol style="list-style-type: none"> <li>1. Contact parent or legal guardian (parent required to report for conference with the Director or his/her designee).</li> <li>2. Corporal punishment or Out-of-school suspension for three (3) days.</li> </ol> |

- |        |   |
|--------|---|
| Step 3 | <ol style="list-style-type: none"> <li>1. Contact parent or legal guardian (parent required to report for conference with the Director or his/her designee).</li> <li>2. Out-of-school suspension for five (5) days.</li> </ol> |
| Step 4 | <ol style="list-style-type: none"> <li>1. Contact parent or legal guardian (parent required to report for conference with the Director or his/her designee).</li> <li>2. Out-of-school suspension for ten (10) days.</li> </ol> |
| Step 5 | <ol style="list-style-type: none"> <li>1. Contact parent or legal guardian (parent required to report for conference with the Director or his/her designee).</li> <li>2. Recommendation for expulsion.</li> </ol>               |

**A student may enter the Discipline ladder at any step, depending upon the nature of the offense.**

It is virtually impossible to write regulations that cover every detail that is pertinent to this program and its operation. It is also unrealistic to identify each and every procedure that may apply to a certain incident and situation. However, all necessary precautions will be taken to meet the needs of each individual involved. It will be the discretion of the administrator to handle any situation not mentioned in this handbook accordingly.

**\*\*\*\*\*IMPORTANT NOTICE\*\*\*\*\***

**In addition to the rules and regulations set forth in the Alternative Education Program, all students are expected and required to comply with the Louisville Schools Handbook and District-Wide Discipline Policy.**

**Transportation**

**No student will be allowed to ride a bus to REACHES who has been placed in REACHES for an aggressive behavior act toward another student or staff member at school or on a bus. No REACHES students are allowed to drive themselves to school.** Parents/legal guardians of REACHES students may transport them to REACHES. Students who are eligible to ride a bus will be provided transportation to REACHES. All students who are allowed to ride a bus must ride on the second row of seats and obey all school bus rules. Buses will unload at Louisville REACHES, and students must go directly into the Alternative Education building. The **first time** a problem occurs on the bus, while waiting for the bus, or going to and from the bus, the student will possibly lose his/her bus riding privilege. It will then be the responsibility of the parent/guardian to provide transportation for the student to and from REACHES.

**Attendance**

When a student must be absent, the parent must call REACHES by 8:00 a.m. to report the absence and the reason. In order for the school not to inconvenience a parent at work, the parent must notify the school. If the parent does not notify REACHES, REACHES official will first attempt to contact the parent at home. If REACHES official is unable to contact the parent at home, it will then be necessary for the school to contact the parent at their work place. REACHES cannot accept a student calling in for himself/herself. **Parents/legal guardians must call!!!** The school will report absences to the home school as well as Youth Services if the student is on probation.

The **excused absence** will only be given for a lawful absence as defined by Mississippi Code 37-13-91.

A lawful absence is defined as:

1. Illness or injury of the student
2. Death or serious illness in the family
3. Isolation ordered by the county health officer or State Board of Health

4. Medical and dental appointment with prior approval by the principal, except in case of emergency
5. Subpoena by a Court
6. Event required by student's or parent's religion

In lieu of providing satisfactory documentation that the absence is a lawful absence, a maximum of three absences per semester will be accepted as an excused absence with a parent note. All additional days require satisfactory documentation or satisfactory evidence that the absence is a lawful absence.

An unexcused absence will be defined as any absence that does not meet the requirements listed in this policy. **Each unexcused absence will result in three (3) additional days to the student's assignment. All absences will be made up!**

### **Truancy Laws**

The school is required by state law (Compulsory School Attendance Law) to contact the attendance officer after a student has five (5) unexcused absences. The parent will be contacted by the attendance officer and will also receive written notification outlining the consequences for the absences.

### **Tardies**

Students are encouraged to be on time to school. After the third tardy, there will be three (3) days added to his/her alternative placement for each tardy.

#### **Reassignment from REACHES to the Regular Classroom Program**

During the last week of a student's assignment to REACHES, a committee will meet to evaluate the student's progress. This committee will include REACHES Director, the Home School Principal, and the Home School Counselor. If the committee agrees, the student will return to the home school. If the committee agrees that the student should remain in REACHES, then the same committee will meet again in three weeks to reevaluate the student.

**For a student to return to his/her home school, the student must meet the following criteria:**

- ✓ **The student must have displayed good behavior.**
- ✓ **The student must be recommended for return by the teachers and administration.**

The Louisville Municipal School District complies with all federal and state laws and regulations in employment and in the delivery of educational services. The District does not discriminate on the basis of race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, marriage, or veteran status or disability. This applies to all educational programs and extracurricular activities. Inquiries associated with Title VI, Title IX, and/or accommodations for disabled employees, the public accessibility of facilities and programs should be directed to Director of Federal Programs, at 662-773-3411. Inquiries regarding the application of Section 504 Rehabilitation Act/Americans with Disability Act should be directed to the Director of Special Education, at 662-773-4010. This Act related to students with disabilities who are not eligible for Special Education. The individuals may be personally contacted at the Central Office located at 112 South Columbus Avenue. The mailing address is P. O. Box 909, Louisville, MS 39339.

# **LMSD SENIOR HANDBOOK**

Senior privileges are earned. They are granted for good attendance, good grades, and good behavior. Prior to receiving privileges, a senior's parent must appear at school to sign a permission slip. Seniors meeting the guidelines will be granted senior privileges.

Each senior must come by the office and **sign out each day before leaving campus.**

At any time, a violation of one or more of the guidelines will result in the loss of senior privileges. The Principal will assign students that lose their senior privileges to a class, ISS, or Saturday School. The Principal has discretion to revoke privileges.

## **SENIOR PRIVILEGE GUIDELINES**

Must be on schedule with Carnegie Units and State Assessments required from the Mississippi Department of Education.
Must have passed <u><b>ALL</b></u> state assessments or met the requirements from the state approved graduation options.
Must not have more than five (5) absences per class per semester, unless there is an extended illness.
Must have an ACT score on record.
***Extenuating circumstances will be considered.

## **GRADUATION CEREMONY REQUIREMENTS**

**Participation in the graduation ceremony is a privilege; it is earned, not automatic.**

No student can miss more than 16 unexcused days of the 180-day school year.

No more than 8 unexcused absences in any 1 credit course (semester); 4 unexcused absences in any ½ credit course (9 weeks). Note: 1 credit courses are taught in a semester and ½ credit courses are taught in 9 weeks.

Students may appeal to the LMSD or school specific leadership council to consider circumstances.

The maximum number of days "excused" by a parent note is 4.

Unexcused absences

- A. Failure to submit a doctor's excuse or legal documentation will result in the absence being classified as **"unexcused."**
- B. On the 5th unexcused absence each 9 weeks, the student will not receive credit in the designated classes.

There are exceptions included but not limited to a doctor's excuse and/or an extenuating circumstance.

- A. Illness or injury,
- B. Death or serious illness of a member of the immediate family,
- C. Medical or dental appointment, and/or court appearance,
- D. Conditions sufficient to warrant non-attendance (This will be determined by the LMSD or school specific leadership council.)

Absences affiliated with school-related activities are **excused**.

**Students not meeting graduation ceremony requirements will not be allowed to participate in the graduation ceremony.**

## STUDENT HANDBOOK VERIFICATION

### LOUISVILLE MUNICIPAL SCHOOL DISTRICT

At various times during the year, the Louisville Municipal School District may be asked to give presentations to the community showcasing our students and/or their work. These presentations may include videotapes, audiotapes, photographs, and/or samples of student work. These presentations may also be reported by our local newspaper and by our school's website. Please indicate below whether or not you wish your child to participate in such events.

\_\_\_\_\_ **I do** give permission to include my child's image, voice, and/or student work as part of a community presentation about the Louisville Municipal School District.

\_\_\_\_\_ **I do not** give permission to include my child's image, voice, and/or student work as part of a community presentation about the Louisville Municipal School District.

\_\_\_\_\_ **I agree** with the terms and conditions of the Internet Acceptable Use Policy as described in the Student Handbook and agree to my child abiding by such policy. (Pgs 39-44)

\_\_\_\_\_ **I do not agree** with the terms and conditions of the Internet Acceptable Use Policy as described in the Student Handbook and do not agree for my child to abide by such policy. **I understand that my child will not be allowed to use the internet at school.**

\_\_\_\_\_ **I agree** with the terms and conditions of the Student Use of Personal Electronic Devices Policy as described in the Student Handbook and agree to my child abiding by such policy. (Pgs 13-16)

\_\_\_\_\_ **I do not agree** with the terms and conditions of the Student Use of Personal Electronic Devices Policy as described in the Student Handbook and do not agree for my child to abide by such policy. **I understand that my child will not be allowed to bring an electronic device to school.**

\_\_\_\_\_ **I agree** that LMSD may contact my phone numbers on my student's contact list for various legitimate informational and emergency purposes.

\_\_\_\_\_ **I do not agree** that LMSD may contact my phone numbers on my student's contact list for various legitimate informational and emergency purposes.

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

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

\_\_\_\_\_  
Date

School

---

**Louisville Municipal School District**

School Board Final Notification	Date	Signature
	Date	Signature

## Active Parent

The Louisville Municipal School District wants every parent or guardian to know what is going on in their child's educational life. The best way to let you know this material is through Active Parent. Through Active Parent, you can check your child's grades, attendance, and behavior. You can also schedule a meeting with your child's teacher. This year, your participation in this program is **mandatory**.

Steps for joining active Parent.

1. Go to <https://ms8020.activeparent.net/>

2. Follow the steps of entering your name, a password and the names and date of birth of your children. If you have more than one child in the school district, you can register all of them at the same time.

In order to check parent participation, please indicate you have registered by signing below, dating, and adding your phone number.

---

Parent's name

---

Date

---

Phone Number

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