



Student Handbook

**Lee County Schools
2017-2018**

Lee County Schools

STUDENT HANDBOOK

2017-2018

Issue Date: August 3, 2017

Jimmy Weeks, Superintendent

SPECIAL NOTE:

It is the responsibility of parents and students to familiarize themselves with this handbook, which is approved by the Lee County School Board and which includes official district policies governing operation of Lee County Schools. Parents/Guardians and students will sign a card indicating that you have received a student handbook and that you are responsible for knowledge of its contents.

Possession or use of weapons (firearms, knives, sharp objects and/or facsimiles thereof) or bomb threats will result in a discipline hearing, suspension, and/or expulsion from school.

LEE COUNTY SCHOOL BOARD

Mrs. Sherry Mask - Chairman

Mr. Mike Mitchell – Vice-Chairman

Mrs. Mary Ann Edwards – Secretary

Mr. Hal Swann–Member

Mr. Ronnie Bell – Member

Vision

The Lee County School District works together to prepare all students for success in a global community

Mission

The Lee County School District provides a high quality education in a safe, healthy environment and develops life long learners who become productive members of society.

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

CENTRAL OFFICE ADMINISTRATION

Jimmy Weeks, Superintendent

Coke Magee, Assistant Superintendent

Alisa Eldridge, Chief Academic Officer, Grades K-5

Leigh Anne Newton, Chief Academic Officer, Grades 6-12

Kathy Dickerson, Director of Special Education

Anthony Bryant, Assistant Director of Special Education

Steven Havens, Director of Federal Programs

Debbie Jones, Director of Student Assessment

Cindy Googe, Director of Student Services

Shey Edwards, Director of Public Relations and
Information Service

Michael Martin, Business Manager

Rhonda Robertson, Child Nutrition Director

Brian Newton, Technology Director

Judy Hill, Transportation Director

Terry Dickerson, Maintenance Director

Robert Byers, Communications Director

Lee County School District Central Office

1280 College View Drive

Tupelo, Mississippi 38804

Phone: 662-841-9144

Fax: 662-680-6012

www.leecountyschools.us

SUPERINTENDENT'S MESSAGE

Welcome to the Lee County School District,

The Lee County School District is fully dedicated to providing all students from Pre-K through 12th grade the best possible education without regard to race, ethnicity or social background. The district is committed to the whole well-being of each child academically, as well as socially, emotionally and physically. The administration, faculty and staff believe that all children deserve the very best we have to offer in a clean, safe and secure environment where parents and the community know that their children are truly cared for.

In this upcoming school year, it is my hope that all students set high goals for themselves. I challenge students to delve into all that school has to offer in academics and extra-curricular activities. At the same time, I ask that each parent become involved in your child's education and support our schools in any way possible to ensure the success of all children.

The policies, procedures and information in this handbook offer guidelines that each student must follow if we are to offer a quality educational program. You will receive a signature card that you will be asked to sign. Your signature indicates that you have received this handbook and that you have possession of rules and regulations expected of all students in the Lee County School District. I encourage you to read these rules and regulations carefully and to follow them.

I wish each and every one of you a wonderful school year, and again welcome to the Lee County School District.

Jimmy Weeks, Superintendent

SCHOOLS

Mooreville Middle School

964 County Road 1409
Mooreville, Mississippi 38857
Phone: 680-4894
Fax: 680-4896
Roman Doty, Principal
Pat Comer, Assistant Principal
Tracy Weeks, Counselor

Mooreville Elementary School

967 County Road 1409
Mooreville, Mississippi 38857
Phone: 844-7105
Fax: 844-0777
Joanna Peugh, Principal
Meghan Cates, Assistant Principal
Belinda Tutor, Counselor
Tyler Philley, Counselor

Saltillo Primary School

1806 Hwy 45
Saltillo, Mississippi 38866
Phone: 869-3724
Fax: 869-3726
Kay Davis, Principal
Brad Jackson, Assistant Principal
Marilyn Gurner, Counselor
Kelly Wigginton, Counselor

Verona Elementary School

212 College Street
Verona, Mississippi 38879
Phone: 566-7266
Fax: 566-4247
Principal
Paulette Agnew, Assistant Principal
Nickeda Shelton, Counselor

Mooreville High School

115 County Road 1429
Mooreville, Mississippi 38857
Phone: 842-6859
Fax: 841-5988
Lee Bruce, Principal
Adam Lindsey, Assistant Principal
Anna Kathryn Feather, Counselor

Guntown Middle School

1539 Main Street
Guntown, Mississippi 38849
Phone: 348-8800
Fax: 348-8810
Casey Dye, Principal
Krista Greer, Assistant Principal
Blake Holly, Assistant Principal
Hope Nichols, Counselor
Emily DeVoss, Counselor

Saltillo Elementary School

424 South 3rd Street
Saltillo, Mississippi 38866
Phone: 869-2211
Fax: 869-1620
Belinda McKinion, Principal
Michael Coggins, Asst. Principal
Carla Mooneyhan, Counselor
Courtney Spencer, Counselor

Plantersville Middle School

2657 Main Street
Plantersville, Mississippi 38862
Phone: 842-4690
Fax: 791-0491
Lindsay Brett, Principal
Assistant Principal
Mary Glenn Arledge, Counselor

Shannon Primary School

6408 Noah Curtis Street
Shannon, Mississippi 38868
Phone: 767-0135
Fax: 767-0137
Dusty Kelly, Principal
Elaine Clay-Ivy, Assistant Principal
Farra Criswell, Counselor

Shannon Elementary School

695 Romie Hill Drive
Shannon, Mississippi 38868
Phone: 767-9514
Fax: 767-8687
Allen Stanford, Principal
Beverly McCray, Assistant Principal
Kristi Lindley, Counselor

Shannon High School

218 Cherry Street
Shannon, Mississippi 38868
Phone: 767-9566
Fax: 767-2847
Bill Rosenthal, Principal
Barabbas Leasy, Assistant Principal
Aprylle Downing, Assistant Principal
Kimberly Johnson, Counselor
Ashley Christian, Counselor

Salttillo High School

146 Tiger Drive
Salttillo, Mississippi 38866
Phone: 869-5466
Fax: 869-7229
Tim DeVaughn, Principal
Andy Brooks, Assistant Principal
Buddy Wyers, Assistant Principal
Susan Dillard, Counselor
Lesley Berry, Counselor
Ginny Gann, Counselor

Belden Center/LCSIC

4677 Endville Road
Belden, Mississippi 38826
Phone: 842-2050
Fax: 620-7380
Pam Blizzard, Principal
Meda Vassar, Counselor

Shannon Middle School

218 Cherry Street
Shannon, Mississippi 38868
Phone: 767-3986
Fax: 767-9981
Barry Woods, Principal
Jason Arledge, Assistant Principal
Penny Barnes, Counselor

ADMISSION

The State of Mississippi compulsory attendance law requires children ages 6-17 to attend school. A child must be five years old on or before September 1 to enroll in kindergarten. A child must be six years old on or before September 1 to enroll in first grade. (*Miss. Code Ann. § 37-13-1; See School Board Policy JBC*)

PUPIL RESIDENT

Children of legal age whose parents or legal guardians are residents of this school district are eligible to attend school. In the case of separated or divorced parents, court orders and decrees involving custody of children will be the determining factor for school enrollment and residency.

All students wishing to enroll in a Lee County School must provide the following documentation to the school when enrolling:

1. Certified Birth Certificate
2. Mississippi Permanent Certificate of Immunization Compliance
3. Lee County School District Residency Registration Form

STUDENTS LIVING WITH PARENT(S) OR GUARDIAN(S)

The parent(s) or legal guardian(s) of a student seeking to enroll must provide the district with the following **three** documents, (numbers 1, 2, and 3 listed below) as verification of their address. If not applicable, see number five (5). A document with a post office box as an address will not be accepted.

1. A driver's license or government issued identification
2. A utility bill (from the approved list listed below and dated within thirty (30) days of registration) or Lee County automobile registration receipt (valid on date of registration). **In the event that utilities are including in a lease payment, the parent(s) or legal guardian(s), must provide a copy of the apartment/home lease agreement complete with language objectively and unequivocally stating that payment includes lease and all**

utilities to be counted as two (2) proofs documents. The length of lease must be included on all apartment/home lease agreements.

3. Mortgage documents or property deed, filed Homestead Exemption Application Form, or apartment/home lease agreement (with length of lease included).
4. Certified copy of filed petition for guardianship, if pending and final decree, when granted. (The school will contact and meet only with the legal guardian of the student.)
5. In the event that the parent(s) or legal guardian(s) cannot provide the three (3) documents for verification of residency, the parent(s) or legal guardian(s) may request the approved Lee County Schools Affidavit of Residency to establish enrollment. The Lee County Schools Affidavit of Residency must be completed by the parent(s) or legal guardian(s), and returned to the school with the following two proofs of residency:
 - a. Driver's license or government issued identification
 - b. Utility bill or automobile registration

Utility bills may include:

- **Electricity Bill**
- **Water Bill**
- **Home Phone Bill**
- **Gas Bill**
- **Solid Waste Bill**
- **Cell Phone Bill (two (2) or more consecutive months' worth)**

6. The school district may require additional documentation and verification at any time.
7. A personal visit to the home of any student enrolled in the Lee County School District by a designated school district official may occur at any time for the purposes of verifying residency.
Under extenuating circumstances, the Lee County Schools District Board of Trustees will make the final decision regarding residency issues.

Students in grades 1-12 must also provide the following when enrolling:

1. Report Card

2. Name and Address of Former School Attended

Note: The district no longer requires a student's social security number for enrollment; however, we would appreciate you sharing this information which will be kept in a secure document file.

ALTERNATIVE PLACEMENT

(See School Board Policy JBCCA)

Any student who in the upper elementary and/or secondary grades who has been placed in the alternative/training school program and/or penal institution of any kind (for any substantial time) or any student returning from a period of expulsion may spend a transitional period in the district's alternative school before returning to the regular school setting. The time of the student's return to the regular school shall be the decision of a discipline review committee.

Any student who is placed in the Lee County School District Improvement Center for any length of time may be placed on probation upon return to his/her home school for a minimum period of eighteen weeks which can carry over to the next school year. Any student who transfers into the Lee County School District and is under probation from another school district will serve the remainder of his/her probation upon enrolling in a Lee County school.

Any K-3rd grade student returning from assignments as stated in the above paragraph will have his/her educational placement decided on an individual basis.

Any student, upon requesting to register, who is currently suspended out-of-school or expelled from another school district will not be enrolled in a Lee County School.

ATTENDANCE

(See School Board Policy JBD)

Good school attendance and promptness are extremely important elements of success in any school program. The right to attend the public schools places accompanying responsibility upon students and parents to strive for perfect attendance. A student must be present for at least **sixty three percent (63%)** of their instructional day to be considered present the entire school day. Therefore, students are expected to be in school except in cases of emergency or for one of the following reasons: personal illness, illness in the family, death of an immediate family member, quarantine of the home, doctor's appointment for illness, and other special reason pre-arranged with the principal or assistant principal. Students are encouraged to arrange dental appointments after school hours.

Two types of excuses for absences will be issued. An excused absence meets one or more of the above criteria; an opportunity will be given to make up work. It is the responsibility of the student to seek make-up work when obtaining an excused absence (work must be made up within 3 days unless the absence has been lengthy). An absence counts on a student's record whether it is excused or unexcused. An unexcused absence occurs when a compulsory-school age child does not attend class/school and the absence is not due to a valid excuse for temporary non-attendance. In the case of an unexcused absence, missed work and assignments shall not be made up. Reference: *Miss. Code Ann. § 37-13-91*.

Students in grades K-8 who are absent in a semester course or a year-long course must bring a note from their parent/guardian for an absence to be excused within 3 days upon return to school. A total of 6 days absent by parent note will be excused. After the sixth (6) absence/parent note each semester, absences will be unexcused unless a doctor's excuse is provided. Parent/guardian will be notified each semester after the sixth (6) absence in a course.

Students in grades 9-12 who are absent in a nine-week course or in a semester course must bring a note from their parent/guardian for an

absence to be excused within 3 days upon return to school. After the third (3) absence/parent note in a nine-week course, all other absences will be unexcused unless a doctor's excuse is provided. After the sixth (6) absence/parent note in a semester course, all absences will be unexcused unless a doctor's excuse is provided. Parent or guardian must be notified by the school of the student's absences after the third (3) absence in a term course and after the sixth (6) absence in a semester course.

The school attendance officer will be notified after the 5th and 10th absences for all students.

The administration retains the right to review special cases for unavoidable circumstances.

PROCEDURE TO FOLLOW WHEN ABSENT

A parent or guardian must telephone the school office or send a written excuse, whichever is required by the principal, within 3 days upon the student's return to school. (School telephone log or excuse written by parent/legal guardian should state legal name of student, date, days of absence, and reason for absence.)

TARDY

All students are required to attend school and/or class at the proper time. No tardy to school will be excused unless a doctor's statement is provided. Actions to be taken for tardiness to school or class are described as follows:

A. Elementary

In Kindergarten through grade 5, excessive student tardiness will result in referral to the state of Mississippi attendance officer.

B. Secondary

1. Tardies will be cumulative in all classes. Tardies will begin accumulating at the beginning of each semester.
2. Actions to be taken with students in grades 6-12 who are tardy to school and/or class will include the following:

- a. Four (4) offenses will result in a warning.
- b. After four (4) offenses students will be assigned one (1) day of Saturday School or In-School Suspension.
- c. If student does not attend Saturday School, assignment will be two (2) days of Saturday School.
- d. For schools that do not have Saturday School, five (5) offenses will result in two (2) days of In-School Suspension.
- e. When eight (8) tardies have been accumulated, driving privileges are revoked for that semester.
- f. Subsequent tardies will result in the student not being exempt from exams.

LEAVING SCHOOL (Check-out Procedures)

No student may leave campus at any time without obtaining permission from the principal or assistant principal. Parents/Guardians are required to write a note stating time of departure and reason for leaving school early. When checking students out, Parents/Guardians may be asked to show a Photo ID. Violators will be considered skipping school and are subject to disciplinary actions.

Lee County School campuses are closed campuses which means that students are not allowed to leave campus for any reason without permission from the principal or his designee and return to school.

DISCIPLINE POLICY *(See School Board Policy JD)*

CODE OF CONDUCT

The Lee County Schools ascribe to helping children to develop self-discipline in order to conduct themselves in an acceptable manner at school as well as in the home. Effective schools research tells us that a safe and orderly school climate is conducive to learning. In order to have a safe and orderly school climate, we must utilize classroom management techniques and enforce discipline policies in hallways, cafeterias, and playgrounds that are clearly understood by all.

The Lee County School Board prohibits the possession of pistols, firearms, weapons or facsimiles in any form, by any person, on any school district premises, other than duly authorized law enforcement officials. (See School Board Policy JCDAE)

Any teacher has the authority to call to the attention of the student and the principal any behavior that is unacceptable according to the District's Discipline Policy.

Miss. Code Ann. § 37-11-29 requires any school employee who has knowledge of any unlawful activity or violent acts which occurred or may have occurred on educational property or during a school-related activity to report unlawful activity to the district superintendent or his designee. "School property" includes any public school building, bus, public school campus, grounds, recreational area or athletic field in the charge of the principal. "Unlawful activity" is defined as: possession or use of a deadly weapon; possession, sale, or use of any controlled substance; aggravated or simple assault; rape; sexual battery; murder or other violent acts as defined in § 43-21-605. The superintendent is also required to notify the youth court and local law enforcement, by affidavit, of the occurrence of any unlawful activity as described above by a student or students upon school property or during any school-related activity, regardless of location and the identity of the student or students committing the illegal activity. Form 1060 will be filed with the Sheriff's Department and Youth Court. Any student may be expelled for one calendar year for possession of a weapon or other felonious conduct. (See School Board Policy JDE)

The principal or his/her designee is required to contact law enforcement officials and may have a student removed from the campus for any act of misconduct that is severe or harmful to others. Law enforcement officials will contact the parent/guardian after the removal of the student. (See School Board Policy JCA)

Miss. Code Ann. § 37-11-1 states that after a pupil has been assigned to a particular school, the principal, or anyone else vested with the authority of assigning pupils to classes, shall not place such pupil in a class where his presence there, because of age differential, mental

development, achievement level, or personal habits, would serve to adversely affect, hinder, or retard the academic development of the other pupils in the class.

Principals are authorized to institute appropriate disciplinary action including immediate suspension of any student for misconduct including, but not limited to, the following:

(See School Board Policy JCA)

1. Fighting
2. Harassment, hazing, intimidation, or threats *(See School Board Policies JDD and JICFA)*
3. Disruption of school operations, functions, or activities
4. Disobedience, disrespect and/or insubordination
5. Insulting or profane language
6. Vandalism or damage to property - private or school
7. Malicious actions
8. Theft or possession of stolen property
9. Unauthorized use of school property
10. Unauthorized entry of school premises
11. Loitering
12. Indecent displays of affection
13. Leaving class, school programs, or campus without permission
14. Possession of fireworks, explosives, or incendiary materials
15. Possession of cards or gambling paraphernalia
16. Obscene tattoos
17. Use or possession of radios, pagers/beepers, sound reproducers, electronic games, laser pointers and any other devices that disrupt the educational process.
Lee County Schools will not be responsible for lost/stolen electronic devices of any kind.
18. Cheating
19. Possession of magazines, tapes, CDs, or any other materials deemed inappropriate by the principal
20. Possession or use of tobacco products or electronic tobacco substitutes.
21. Gang/cult related activity and materials including drawings
22. Other violent acts

A student's prior discipline record will be considered before disciplinary action is taken, especially in, but not limited to, a serious fight situation. (See School Board Policy JD)

The following list of offenses will result in a discipline hearing. Principals are authorized to institute appropriate disciplinary action including contacting law enforcement officials and having any student removed from school for conduct that is severe or harmful to others. Such misconduct includes, but is not limited to, the following:

(See School Board Policy JCA)

1. Aggravated or simple assault, including serious threats of physical harm.
2. Rape, sexual battery, indecent exposure
3. Possession or use of a weapon or any facsimile thereof
4. Possession, sale, use, or under the influence of alcohol, any controlled substance, or facsimile thereof
5. Possession or use of mace, pepper spray, or any other disabling substance
6. Other violent acts

Suspension is denial of the privilege of attending school in the regular setting imposed after due process upon any student of the district at the direction of the principal of the school in which the student is enrolled. The principal or his designee may suspend students for a period not to exceed three (3) school days. The principal with the approval of the superintendent may suspend students for a period not to exceed ten (10) school days. Long-term suspension is the denial of school attendance for any period in excess of ten (10) days during the current school year. Students under suspension shall not trespass upon another school campus or enter into any other school building except for a prearranged conference with a principal. Additionally, students under out-of-school suspension or placed in the district's alternative school shall not attend any day or night school functions. *(See School Board Policy JDD)*

Expulsion is the denial of school attendance for a specific period of time beyond the beginning of the next school year or any permanent denial of school attendance. *(See School Board Policy JDE)*

ACTION TO BE TAKEN FOR AN UNACCEPTABLE BEHAVIOR

When students exhibit behaviors that are considered unacceptable, students may be subject to disciplinary actions which include but are not limited to the following:

First offense: Conference with the principal or his/her designee. Disciplinary action will be determined by the principal and may include detention, corporal punishment, or in-school suspension.

Second offense: Conference with the principal or his/her designee. Disciplinary action may include detention, corporal punishment, in-school suspension, or out-of-school suspension (1-3 days).

Third offense: Three days suspension (May be in-school or out-of-school. Parent must accompany student to school in order for regular class work to be resumed.

(See School Board Policy JD)

The Lee County School Board recognizes detention as a deterrent to unacceptable behavior and authorizes schools to organize periods of supervised detention during or after the school day. *(See School Board Policy JDC)*

The Lee County School Board recognizes corporal punishment as a means of enforcing rules of conduct when other positive methods have been unsuccessful. Corporal punishment may be administered by certified personnel and witnessed by another adult. This action shall be documented on the school's discipline form. *(See School Board Policy JDB)*

Each of the schools in the district may have access to an in-school suspension program where students may complete class work in an environment conducive to learning. *(See School Board Policy JDCA)*

If a student's behavior is disruptive to the educational process, a Functional Behavior Assessment should be conducted and a behavior modification plan written by teachers and the parent/guardian to

correct the behavior problems exhibited by the student. *(See School Board Policy JD)*

Saturday School can be used in lieu of out-of-school suspension at the discretion of the principal. Failure to report for Saturday school may result in a discipline hearing. *(See School Policy JD)*

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

Students who exhibit behaviors that the principal considers severe misconduct will be suspended and referred for a district level discipline review. The principal will contact the Central Office regarding appropriate disciplinary action. A District Review Committee or Discipline/IEP Review Committee made up of central office personnel, the principal or assistant principal of the respective school, a teacher of the student, the parent of the student, and the school counselor will review all the discipline data and decide if a full discipline hearing is necessary, and if not, the appropriate placement/discipline for the student. *(See School Policy JD)*

GUIDELINES FOR DISTRICT DISCIPLINARY HEARINGS

(See School Policy JD)

1. The hearing will be conducted in a relatively informal manner.
2. No persons will be admitted to the hearing except the District
3. Hearing Officer, members of the District Disciplinary Committee, the principal and/or designee from the respective school, the student, and the student's parents or legal guardians.
4. If the student or parents/legal guardians choose to obtain the legal services of an attorney, the attorney's role in the hearing process will be limited to advising the client only. The attorney will not be allowed to participate in the hearing process.
5. The purpose of the hearing will be to listen to both the student and the administrator from the school site to determine whether or not

the student has committed an act or acts that violate school policies or state laws.

6. The hearing officer will preside over the hearing and will not vote on the recommendation. The three members of the District Disciplinary Committee will make a recommendation for the disciplinary action.
7. Possible recommendations of the District Disciplinary Committee may include, but are not limited to, long-term suspension, placement in the district's alternative program, expulsion, or that no action be taken against the student.
8. The District Hearing Officer will record the recommendation on the Lee County Schools' Disciplinary Committee minutes and give a copy of this form to the parents/legal guardians.
9. The parents/legal guardians will also be given a signed and dated copy of the district's discipline appeals process.
10. All due process procedures included in district policies will be followed for disciplinary hearing involving students with disabilities.
11. No outside source taping of the hearing will be allowed. The school district may provide the only taped copy of the hearing and may furnish or sell a copy to the appropriate personnel. Anyone attempting to tape a hearing other than a school district official will be asked to surrender the tape from the recorder; and if they do not do so, they will be asked to leave the hearing.

Based on the review, the Discipline Review Committee will make a recommendation. (A manifestation determination review for students with disabilities will take place before a change of placement is made by the IEP committee.) Possible actions may include, but are not limited to placement in an alternative program, long-term suspension, or expulsion. If the parent does not agree with the recommendation or if the review committee requests, a full discipline hearing will be held. The District Discipline Hearing Committee consists of the district's hearing officer and three (3) staff members (principals, central office personnel, counselors, or appropriate IEP committee members).

Regardless of the procedure determining a recommendation, the school board would have to approve a recommendation. Due process allows for any discipline decisions to be reviewed by the Lee County School Board. Parents/guardians have the right to appeal discipline hearing decisions to the Lee County School Board. When a student has a

violation during the probationary period and the principal reassigns the student to the Improvement Center, parents/guardian may appeal that decision to the School Board within five (5) days of the reassignment.

When an appeal is requested, the superintendent's office must have received the request in writing for appeal by 2:00 p.m. of the 5th week day after the hearing. Receipt should be by hand delivery, postal mail, or fax. In the case of a fax, an original copy must be presented by the day of the appeal hearing.

Students with a disability will follow the guidelines for a district disciplinary hearing with an IEP committee making the decision before a change of placement occurs. A manifestation determination review will take place before a change of placement is made by the IEP committee.

After receiving out-of-school suspension or being sent to the alternative school multiple times during the same school year, any student may be recommended for long-term suspension or expulsion. *(See School Policy JDD)*

DUE PROCESS

(See School Board Policy JCAA)

1. The student will be informed of the rule infraction or the charges against him/her.
2. If the behavior warrants the completion of a discipline action form, the student be given a copy of the form containing the charges against him/her.
3. If the student denies the charges, he/she shall be given an explanation of the evidence that the principal or his designee has against the student and shall be given an opportunity to present his/her side of the charges.
4. If charges warrant a suspension, parents/guardian will be notified of the charges and the length of suspension.
5. If a discipline hearing or review is necessary, it will be scheduled within three (3) days of the suspension. If a hearing is required, the principal will contact the parents with the date, time, and place of the hearing. Parents/guardians are encouraged to attend the hearing and speak on the student's behalf. The student will be allowed to

address the charges against him/her. (See also the Guidelines for District Disciplinary Hearings, pg. 18-19.)

6. Parents/guardian have the right to appeal the recommendation to the Lee County School Board if requested within five (5) days, excluding Saturday and Sunday. When an appeal is requested, the superintendent's office must have received the request in writing for appeal by 2:00 p.m. of the 5th week day after the hearing. Receipt should be by hand delivery, postal mail, or fax. In the case of a fax, an original copy must be presented by the day of the appeal hearing.
7. Students and parents can appeal the decision of the Lee County School Board to the court of appropriate jurisdiction.

In the event that a student with disabilities has exhibited behavior which represents an immediate danger to himself/herself and/or others and it is determined that the behavior is not a manifestation of his/her handicap, that student may be expelled. However, all educational services must not be ceased. An IEP committee will make the decision for the educational service.

If expulsion is approved by the board, **WPN** for revision of the IEP and a letter which outlines due process procedures available through The Individuals with Disabilities Education Act (IDEA) will be given to the student's parents. Verification of receipt of this notice will be completed in writing.

Any student who is the victim of a "violent criminal offense" committed against him/her while he/she was in or on the grounds of a Lee County School that he/she attends shall be allowed to choose to attend another school in the Lee County School District which is not designated a "persistently dangerous school," provided the chosen school offers instruction at the students' grade level and provided the student requests transfer within 30 days of the violent criminal offense. (See *School Board Policy JGFA*)

BRING YOUR OWN DEVICE PROGRAM FOR GRADES 6-12

(See School Board Policy IJBA)

The Lee County School Board recognizes that access to electronic devices in instruction may enhance the student's learning process. Therefore, the Board approves a Bring Your Own Device Program whereby staff and students in grades 6-12, under the direction and supervision of the teaching staff and administration, may use their personal electronic devices for instructional purposes. Use of the LCSD network shall be governed by the District's acceptable use policy. Access to the District's wireless network, including the Internet, shall be made available to students, employees, and members of the Board primarily for instructional and administrative purposes and in accordance with administrative regulations. Use of the electronic devices may also occur during non-instructional times during the school day at the administrator's discretion. Violation of this policy will subject the student or staff member to discipline under this provision and/or any other applicable provision in the Student or Staff Handbook.

The student and/or the student's parents/guardians expressly assume any risk associated with the students owning or possessing technology equipment including cell phones. The superintendent is authorized to establish administrative procedures in furtherance of this policy. Cell phones and personal electronic devices (PEDs) used in violation of this policy may be confiscated and subject to:

- **First Offense:** If a PED is being misused the PED will be taken from the student. The student may pay a \$25.00 fine and receive the PED on the day it is confiscated or the day after. If the student chooses not to pay the fine, the PED will be kept in the school office for seven (7) calendar days. After that time, the parent must pick up the PED from the principal's office.
- **Second and Subsequent Offenses:** If a second offense and subsequent offenses occur within the same school year, the student will pay \$25.00 for each offense and receive the PED on the day it is confiscated or the day after. If the student chooses not to pay the fine, the PED will be kept in the school office for thirty (30) calendar

days. After that time, the parent must pick up the PED from the principal's office.

CELLULAR PHONE & PERSONAL ELECTRONIC DEVICE (PED)

Policy for Students in Grades K-5

The Lee County School Board greatly discourages the use of cell phones and personal electronic devices on the school campus. If a student's use of these devices causes a distraction or is used inappropriately, the PED will be subject to confiscation.

- **First Offense:** If a PED is being misused the PED will be taken from the student. The student may pay a \$25.00 fine and receive it on the day it is confiscated or the day after. If the student chooses not to pay the fine, the PED will be kept in the school office for seven (7) calendar days. After that time, the parent must pick up the PED from the principal's office.
- **Second and Subsequent Offenses:** If a second offense and subsequent offenses occur within the same school year, the student will pay \$25.00 for each offense and receive the PED on the day it is confiscated or the day after. If the student chooses not to pay the fine, the PED will be kept in the school office for thirty (30) calendar days. After that time, the parent must pick up the PED from the principal's office.

Lee County Schools will not be responsible in any way for any electronic device.

SEXUAL HARASSMENT POLICY

(See School Board Policy JB)

Students in the Lee County School District are protected from sexual discrimination, including sexual harassment, by Title IX of the Education Amendment of 1972 to the Civil Rights Act. It is the intent of the School Board to maintain an environment free from sexual harassment of any kind. Therefore, unwelcome sexual advances, requests for sexual favors

and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited.

Each school has individuals designated to receive complaints. These are listed below:

Guntown Middle School--- Casey Dye and Karen Letson
Saltillo Primary School---Kay Davis and Brad Jackson
Saltillo Elementary School---Belinda McKinion and Michael Coggins
Saltillo High School---Tim DeVaughn and Susan Dillard
Mooreville Elementary School---Joanna Peugh and Belinda Tutor
Mooreville Middle School---Roman Doty and Tracy Weeks
Mooreville High School---Lee Bruce and Casey Poole
Plantersville Middle School---Rodney Spears and Lindsay Brett
Shannon Primary School---Shelly Brooks and Farra Criswell
Shannon Elementary School--- Allen Stanford and Beverly McCray
Shannon Middle School---Barry Woods and Penny Barnes
Shannon High School---Bill Rosenthal and Kimberly Johnson
Verona Elementary School---Temeka Shannon and Paulette Agnew
Belden Center/LCSIC---Pam Blizzard and Meda Vassar
Central Office---Leigh Anne Newton and Coke Magee

COMPLAINT PROCEDURE

1. Any student who believes he/she has been the victim of sexual harassment by a student, teacher, administrator, or other school personnel, or any person with knowledge of conduct which may constitute sexual harassment in the school setting should contact his/her immediate supervisor, the appropriate administrative official, the principal, or the Title IX Coordinator. Any teacher, administrator, or other school official who has or receives notice that a student has or may have been the victim of sexual harassment is required to immediately report the alleged act(s) to the Title IX Coordinator or an appropriate Lee County School District official.
2. Within 5 days from the time a complaint becomes known, the complainant must complete and submit to the Title IX Coordinator a written "Title IX Report" form. The report must state the respondent's name, the nature and date of the alleged violation, the names of any witnesses to such alleged violation and requested

action. Forms shall be available in the all principals' offices and from the Title IX Coordinator in the Central Office.

3. Within 2 days of receipt of the written complaint, the Title IX Coordinator shall notify the respondent who has 5 days to respond in writing to the Title IX Coordinator either confirmation or denial of the alleged facts. The Title IX Coordinator will respond within 5 days with initial conclusions of fact and proposed action, if any.
4. Within 5 days of receiving the initial response, the complainant or respondent may request, in writing, a hearing before an unbiased panel of 3-5 district employees. This hearing will be scheduled and facilitated by the Title IX Coordinator within 5-10 days after the request is received. Within 5 days after the hearing, a written decision including findings of fact and recommended action which will be provided to the complainant, respondent, principal or supervisor, and superintendent.
5. If the complainant or respondent is not satisfied with the decision, a review by the superintendent may be requested. The superintendent shall review the record and the panel's decision and issue a decision within 10 days of receipt of request.
6. The complainant or respondent must submit a written request for a review by the school board within 5 days of receipt of the superintendent's decision. The Title IX Coordinator must schedule a review before the School Board at their next regular or special meeting, but no more than 30 days after the request is made. The Board review is not a hearing and no party has the right to present further witnesses or other evidence or to examine any witness or party. Within 10 days of the review, the Board shall issue a final written decision.
7. The complainant may withdraw his complaint at any step without reprisal. However, a complainant shall not be permitted to refile the same complaint once withdrawn unless it is within the initial time period. No reprisal shall be invoked against the complainant for filing a complaint or against any person for participation in any way in this procedure.

STATEMENT ON DRESS

(See School Board Policy JCDB)

Good learning situations depend on the best possible behavior and attitude of the student. Students are encouraged to take pride in themselves and to strive to meet public expectations. Students should be neat and clean, thus reflecting favorably on themselves and the school.

Teachers may at any time counsel with students about attire that may not be acceptable. **When there is any doubt that students are not adhering to the standards of dress, the principal or his designee will render the final authority.**

Any clothing considered by the principal or his designee to be an interruption to the educational process shall not be worn on the school campus. Students may be suspended from school if they fail to abide by the guidelines set forth in this policy.

STUDENTS IN GRADES K-2

Students in grades K-2 are expected to be dressed appropriately for the learning situation. Shoes shall be worn at all times.

STUDENTS IN GRADES 3-12

Dress of Males:

1. No hats, caps, headscarves, headbands, rollers, combs, sunglasses, or any other headwear shall be worn during the school day.
2. Shoes shall be worn at all times.
3. Shirts shall be tucked in.
4. Shirts shall be long enough to cover the stomach.
5. Shirts shall not be unbuttoned below the second button.
6. No fraternity (secret societies) jerseys or shirts shall be worn (Miss. Code Ann. § 37-11-19). Any apparel conveying negative racial overtones is prohibited.

7. Clothing advertising alcoholic beverages, drug culture, or clothing with obscene language or gestures shall not be worn.
8. Clothing with political advertisements shall not be worn.
9. Muscle shirts, basketball jerseys, and tank tops will not be permitted except when worn as a vest-type garment over a shirt.
10. Belts shall be fastened and suspenders should be on the shoulders.
11. Walking shorts shall be to the top of the knee and appropriate in appearance.
12. Cut jeans or torn jeans should not have holes above the knee.
13. Pants and shorts should be secured at the waist; no “sagging” pants or shorts shall be worn.
14. Dusters and extremely long coats are not allowed.
15. Body piercing jewelry other than jewelry worn in pierced ears is prohibited.
16. Pajama pants are prohibited unless directly related to a specific school approved event.

Dress of Females:

1. Dresses, skirts, tops that are worn with or without tights/leggings/jeggings, and shorts shall be to the top of the knee and appropriate in appearance.
2. Clothing shall not be excessively low in front or back; dresses shall not be backless, nor will narrow strap and spaghetti strap dresses and tops be acceptable clothing.
3. Sleeveless clothing must fit appropriately beneath the arms so that undergarments are not visible.
4. Bras shall be worn.
5. No hats, caps, head scarves, headbands, rollers, sunglasses, or any other headwear shall be worn during the school day.
6. Shirts and blouses shall be long enough to cover the stomach.
7. Clothing advertising alcoholic beverages or drug culture or clothing with obscene language or gestures shall not be worn.
8. Clothing with political advertisements shall not be worn.
9. Shoes shall be worn at all times.
10. No fraternity (secret societies) jerseys or shirts shall be worn (Mississippi Code § 37-11-19). Any apparel conveying negative

racial overtones is prohibited.

11. Cut jeans or torn jeans should not have holes above the knee.
12. Pants and shorts should be secured at the waist; no “sagging” pants or shorts shall be allowed.
13. Dusters and extremely long coats are not allowed.
14. Body piercing jewelry other than jewelry worn in pierced ears is prohibited.
15. Pajama pants are prohibited unless directly related to a specific school approved event.

VANDALISM AND PROPERTY DAMAGE

Students are expected to take care of school property. Students who destroy, abuse, or vandalize school property will be required to pay for losses or damages as well as being subject to disciplinary action and/or legal action.

BUS REGULATIONS

Riding a school bus is a privilege, not a right; and this privilege may be revoked for gross or continued misconduct. Students are subject to school authority and all school regulations while riding school buses. Students may not ride any bus other than their assigned bus without permission from the principal. Students who vandalize school buses will pay for damages.

VEHICLES

Licensed drivers in grades 9-12 will be permitted to drive their vehicles on campus, provided a parking permit is obtained from the principal’s office.

HALLS

Students are to be in the halls only at the beginning and closing of school and during class changes unless they have special permission as indicated by a corridor pass. Running, pushing, eating, and drinking are not permitted in the halls.

TELEPHONE

The office telephones are not for personal use. They shall be used only in cases of emergency.

RESTROOMS

Loitering in the restrooms is forbidden. Students using restrooms during class must have a corridor pass. To maintain clean and sanitary restrooms, students' help is needed.

GIFT AND FLOWER DELIVERIES

The schools will not accept deliveries of balloons, flowers, candy grams, etc. (*See School Board Policy EL*)

VISITORS

Visitors are welcome at Lee County Schools. Upon arrival on the campuses, all visitors must report to the principal's office. **Under no circumstances should visitors enter the building without first going by the principal's office.**

STUDENT HEALTH

Due to increased premium rates and loss of State funding, Lee County School District will no longer provide student insurance coverage for its students.

A. Injury

First aid will be handled by the teacher, principal, school nurse, or other appropriate school officials. Injured students will be sent to a designated area until parents arrive or the school day ends.

B. Medication

To ensure safe and consistent treatment of children who must use prescription and non-prescription (over-the-counter)

medications at school, the following guidelines have been established.

If your child must have medication of any type given during school hours, including over-the-counter drugs, you have the following choices:

You may come to school and give the medication to your child at the appropriate time(s).

You may obtain a copy of a medication form from the school nurse or school secretary. Take the form to your child's doctor and have him/her complete the form by listing the medication(s) needed, dosage, and number of times per day the medication is to be administered. This form must be signed by the doctor for both prescription and over-the-counter drugs. Prescription medicines must be brought to school in a pharmacy-labeled bottle which contains instructions on how and when the medication is to be given. Over-the-counter drugs must be received in the original container and will be administered according to the doctor's written instructions.

You may discuss with your doctor an alternative schedule for administering medication (e.g., outside of school hours).

Acetaminophen (Tylenol) **will not** be given on a routine basis. This is a medication which should not be abused. If a student needs this medication, a medication form properly completed and signed by a doctor must be on file at the school.

School personnel will not administer any medication to students unless they have received a medication form properly completed and signed by the doctor, and the medication has been received in an appropriately labeled container. In fairness to those giving the medication and to protect the safety of your child, there will be no exception to this policy. Medication not picked up at the end of the school year will be discarded.

Any student who has Asthma must have the following:

1. Asthma Action Plan on file in the nurse's office.
2. Authorization for Medication form completed by his/her physician on file in the nurse's office. You may obtain a copy of this form from the school nurse or secretary.
3. The student's emergency medication bronchodilator (inhaler) or auto-injectable Epinephrine (Epi-Pen) must be brought to school by his/her parent in the prescription labeled container and turned in to the school nurse.

Any student that has life threatening allergies to food, medication, stings/bites, or other allergies, must have the following:

1. Life Threatening Allergy Care Plan on file in the school nurse's office.
2. Authorization for Medication form completed by his/her physician on file in the nurse's office. You may obtain a copy of this form from the school nurse or secretary.
3. The student's emergency medication bronchodilator (inhaler) or auto-injectable Epinephrine (Epi-Pen) must be brought to school by his/her parent in the prescription labeled container and turned in to the school nurse. Benadryl can be bought over the counter and will be given as directed by his/her health care provider.
4. The school nurse or other trained employee may administer auto-injectable Epinephrine to a student who the school nurse or trained school employee, in good faith, believes is having an anaphylactic reaction.

* Self-administration of asthma or anaphylaxis medications shall be permitted on school property, school provided transportation, or school-related events if the parent of the student provides written authorization for the student to self-administer asthma and/or anaphylaxis medication. It must be in a properly labeled prescription container along with an authorization form on file in the nurse's office.

If a student uses his/her medication in a manner other than prescribed, he/she may be subject to disciplinary action. The disciplinary action shall not limit or restrict the student's immediate access to the medication.

All prescription drugs (medicine) and over-the-counter drugs brought to school by students must be surrendered to the principal's office upon arrival at school. Students who fail to surrender prescription drugs or any medicines to the office will be in violation of school regulations and will be subject to disciplinary action which may include suspension and/or arrest. (See School Board Policy JGCD)

C. Communicable Diseases

Any student showing signs or symptoms of illness including vomiting, fever, and diarrhea should not be sent to school. Parents are expected to pick up students showing signs of illness during the school day. If the student's condition is thought to be a health threat to others, a health letter will be sent home with the student. Any student given a health letter will receive a prompt follow-up on return to school.

D. Head Lice

When a student is found with "nits" or "live" head lice, the parent/guardian will be required to pick up the child and to follow the procedures listed below:

1. Use medicated shampoo for treatment.
2. Sign the school form and return it to school.
3. Attach box top of shampoo or prescription label as proof of treatment. Parent/Guardians will be given a letter with information to help with treatment.

If a student has head lice on three (3) occasions during one school year or if the parent of the student has been notified by school officials that the student has had head lice on three occasions in one school year, as determined by the school nurse, principal, or other administrator, the following

procedure according to House Bill No. 154: 1997 and House Bill No. 100: 1999 will be followed:

- a. The principal or his designee will notify the county health department of the problem.
- b. The county health department will instruct the parents or guardian as to how to treat head lice, eliminate head lice from household items, and prevent the recurrence of head lice.
- c. The county health department will charge parents or guardian a fee for providing treatment and counseling.
- d. The school principal or his designee will not allow the child to attend school until proof of treatment has been obtained from the county health department, attending physician, or family nurse practitioner.

SCHOOL COUNSELOR

The School Counselor meets with students individually or in a group setting. The Counselor accepts referrals from teachers/staff, parents, or from the students themselves. Due to the confidential nature of the counseling relationship when working with students, a parent's/guardian's signature on the handbook card constitutes parental consent for meeting with the School Counselor. The Counselor will provide parents with accurate and relevant information as is appropriate and consistent with the ethical responsibilities to the student.*

**Adapted from ASCA's Ethical Standards for School Counselors*

TEXTBOOKS & FINES

Textbooks for pupils are furnished by the State. These are issued at the beginning of the school year on a loan basis. Parents are required to sign the book card, assuming full responsibility for the books and their proper care until they have been returned to the school. On this basis, fines for lost or damaged books will be assessed and collected by the schools according to the following schedule. For books badly damaged

and lost books, fines will be governed by the number of years the book has been used.

1. Books used less than one complete year, full price will be paid.
2. Books used less than two complete years, $\frac{3}{4}$ of the full price.
3. Books used less than three complete years, $\frac{1}{2}$ of the full price.
4. Books used less than four complete years, $\frac{1}{3}$ of the full price.
5. Minimum charge for any books in usable condition is $\frac{1}{4}$ of the full price.

LOCKERS

Lockers will be assigned to students at the beginning of school. The school reserves the right to inspect lockers for cleanliness, contraband or missing items.

EMERGENCY DRILLS

Each school will schedule and practice emergency drills. Faculty and students should receive instructions for emergency drills and the emergency sound that will be used to signify an alarm. **All drills should be treated as serious and instructions should be followed at all times.**

Due to emergencies, catastrophic incidences, or weather related emergencies, the Superintendent has the authority, given by the school board, to cancel school, dismiss early, or begin later in the school day. The Superintendent shall make the final decision after consulting with weather and transportation authorities.

Parents should have an alternative destination for their children when these occasions arise. Notification will be made on radio, television, and Blackboard Connect, via email, phone call and text message, prior to dismissal of school.

Wide Area Network (WAN) and Internet

STUDENT ACCEPTABLE USE POLICY

As a user of Lee County School District computer network, I hereby agree to comply with the rules stated below and to communicate over

the network in a reliable fashion while honoring all relevant laws and restrictions. I realize this is a private network provided by the Lee County School District that is for educational use only.

I will not publish or participate in any of the following activities:

1. Composing, sending, or displaying messages, pictures, or web pages containing profanity, nudity, vulgarity, hate group information, pornography, sexually explicit materials, or other materials that are offensive in nature.
2. Using obscene language or vulgar speech.
3. Harassing, insulting, or attacking others.
4. Damaging computers or other technology related equipment, computer systems of other computer networks, and data either intentionally or unintentionally.
5. Violating copyright laws
6. Employing the network for commercial purposes or personal gain
7. Publishing private information about students, faculty, or school related issues (social security numbers, grades, discipline reports, financial statements, and personnel issues).
8. Installing software (including virus and spyware software) and/or altering configurations on computers, networks, and other technology related items.
9. Connecting equipment (such as a computer brought from home or other work place) to property of Lee County Schools.
10. Taking technology related equipment from its designated site.
11. Logging onto the network using another user account revealing login and password information.
12. Revealing login and password information.
(See School Board Policies JDDA & IFBGA)

Student/Parent/Guardian Agreement

I understand and will abide by the above Student Acceptable Use Policy. Further, I understand that any violation of these regulations is subject to all laws of the United States of America and may constitute a criminal offence. Should I commit any violation, my Internet access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action. I understand that I should immediately report

to Lee County School District authorities any attempt by other users to engage in inappropriate activities. I also understand that I should not expect data that is property of Lee County Schools to remain private and that authorized staff can inspect any data that resides in web page history and personal folders.

As a parent or legal guardian of a minor student, I grant permission for my child to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations of FCC rules and guidelines or regulations of the school district and for improper use of copyrighted materials. I understand that some materials on the internet may be objectionable; therefore, I accept responsibility for guidance of internet use –setting and conveying standards for my child to follow when selecting, sharing, or exploring information and media and realize that this network is fully compliant with CIPA (Children’s Internet Protection Act) regulations. The Lee County School District will educate minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms. The Lee County School District will also educate minors on cyber bullying awareness and response. CIPA laws have been passed that place measures and requirements on public network to protect student information and to prevent viewing of inappropriate material.

My signature on the Lee County School District signature cards hereby releases the LCSD from all claims and damages arising from my use of the LCSD Network.

Student/Parent/Guardian Agreement for Publishing Student Photographs

The Lee County School District may publish electronic or hard copy photographs and names of students in district publications. Parent’s or Guardian’s signatures on the Lee County School District signature cards will give the school district permission to publish student photographs and names. If a parent or guardian wishes not to have their child’s photograph published, a written statement requesting that the child’s photograph not be published must be submitted to the local building principal.

GRADING POLICY

(See School Board Policy IHE)

A. Grades K-8

Promotion Criteria

- a. Grades K-8 Promotion of students will be based on mastery of skills in core courses at the appropriate grade level identified in the Mississippi Curriculum frameworks and/or the Mississippi College and Career Ready Standards.
- b. In grades K-5 the nine weeks' grade will be derived from tests, daily class work, and projects. Homework will not be punitive in nature.
- c. In grades 6-8 the nine weeks' grade may be derived from the following examples: unit tests, common assessments, projects, daily class work, other tests, enrichment/remediation, journals, and homework.
- d. In grades K-8 the semester grades will be determined by averaging two nine weeks' grades. For grades 7-8, the semester examination grade will count 10% of the total semester grade.
- e. In grades K-8 the yearly grade will be determined by averaging the two semester grades.

Literacy Based Promotion Act (SB 2347)

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

***You may contact the local school, district office, or view the LCSD website for a list of exemptions.*

B. High School 9-12

Promotion Criteria

1. Pupil progression through high school is based on each pupil's accumulation of credits. Awarding of credit in individual courses will be based on the following: Data on instructional management plan objectives, classroom assignments, class participation, completion of projects, and other approved criteria established by the teacher.
2. Requirements for grade level classification:

Classes of 2010 and Thereafter

Grade 9	0-5 Credits
Grade 10	6 Credits
Grade 11	12 Credits
Grade 12	18 Credits
Graduation	26 Credits

Averaging of grades

- a. The nine weeks' grade may be derived from unit tests or a nine week's test, projects, daily class work, other tests, enrichment/remediation, journals, and homework.
- b. The term grade will be derived from unit tests, projects, daily class work, enrichment/remediation, journals, and homework. The end of course test will count 20% of the term grade.
- c. The semester grade will be determined by averaging the two (2) weeks' grades with the semester examination grade. Each nine weeks' grade will count 40% and the semester examination will count 20% of the total grade.

Graduation Requirements

Students are required to complete 26 credits and have a passing score on the State Mandated Test(s). (*See School Board Policy IHF*)

RETENTION (K-12)

Students who are eligible for promotion with passing grades will not be retained in the current grade.

Exception: A student that is borderline pass/fail will be considered for retention by parent request. The teacher support team and principal will serve as the review team for all retention requests.

GRADUATION REQUIREMENTS

(See School Board Policy IHF)

Graduation Requirements Traditional Pathway

Students are required to complete 26 credits and have participated in the State Mandated Test(s). Additional assessment options for meeting end-of-course subject area test graduation requirements (State Board Policy 3804) are outlined in the “Other Graduation Requirements” section. Students who fail to meet the graduation requirements are not permitted to participate in the graduation exercises.

***NOTE:** *Students who intend to enroll directly into a public four-year university in Mississippi should refer to the following website for entrance requirements www.ihl.state.ms.us*

Curriculum Area	Carnegie Units	Required Subjects
English ¹	4	English I English II
Mathematics ²	4	Algebra I Geometry
Science ³	4	Biology I
Social Studies ⁴	4	Mississippi Studies - ½ Geography - ½ World History – 1 U.S. History – 1 U.S. Government - ½ Economics - ½
Health and Physical Education ⁵	1	Contemporary Health - ½ and Physical Education - ½
Business and	1	1 – Exploring Computer

Technology ⁶		Science (ECS) or 1 - Technology Foundations or Keyboarding - ½ and Computer Applications - ½
The Arts	1	
Electives	7	
Total Credits	26	

¹Compensatory English, Compensatory Reading, and Compensatory Writing may not be included in the four English courses required for graduation; however, these courses may be included in the 7 general electives required for graduation. Beginning in school year 2010-2011 for all entering ninth graders, English I is a required prerequisite course for English II. English I may not be taken after a student completes English II.

²Compensatory Mathematics and any developmental mathematics course may not be included in the four mathematics course required for graduation; however, these courses may be included in the 7 general electives required for graduation. Math 8 cannot be taken after Algebra I. Beginning school year 2007-2008 for all entering eighth graders, at least two of the four required mathematics courses must be higher than Algebra I. The allowable mathematics courses that can be taken which are high than Algebra I are: Geometry (also required by this district), Algebra II, CCR Advanced Math Plus, Algebra III, SREB Math Ready, Calculus, AP Calculus AB, AP Calculus BC. Advanced Algebra, Trigonometry, Pre-Calculus, and Statistics meet this requirement if taken prior to the 2015-2016 school year. Effective with the eighth graders of 2004-2005, Pre-Algebra, Transition to Algebra, and Algebra I, may be taken in the eighth grade for Carnegie unit credit. Pre-Algebra and Transition to Algebra are no longer available after the 2013-2014 school year. Carnegie units may be earned by eighth graders effective school year 2014-2015 for the following course: CCR Math Grade 8, CCR Math Grade 8/Algebra I (Traditional).

³One unit may be in Concepts of Agriscience and a second unit may be earned by completing 2 of the following 3 courses: Science of Agriculture Plants, Science of Agriculture Animals, Science of Agriculture

Environment. Two units may be in the following course if the student completes the required course sequence ending with Health Sciences II. Beginning school year 2008-2009 for all entering 8th graders, one unit must be a lab-based physical science. The allowable lab-based physical science courses are Physical Science, Chemistry, AP Chemistry, Physics, AP Physics B, AP Physics C. Effective with school year 2013-2014, up to two (2) of the four (4) required science units (excluding Biology I) may be earned by completing Agriculture and Natural Resources I & II. One (1) credit allowed shall be awarded for Biology II, and one-half ($\frac{1}{2}$) credit shall be awarded for Botany, and one-half ($\frac{1}{2}$) credit shall be awarded for Field Experiences in Science.

⁴Effective with eighth graders of school year 2013-2014, Mississippi Studies and Geography may be taken in the eighth grade for Carnegie unit credit. The credit earned for a State/Local Government course in any other state by an out-of-state transfer student who enters after the sophomore year can stand in lieu of Mississippi Studies. If the transfer student took a State/Local Government course in a grade level that did not award Carnegie unit credit, then any other $\frac{1}{2}$ unit social studies course may be accepted. An out-of-state student who transfers after the junior year may substitute and other $\frac{1}{2}$ unit social studies course.

⁵Credit earned in Health Sciences I may accepted in lieu of Contemporary Health to meet the graduation requirement for $\frac{1}{2}$ Carnegie unit in Health. Comprehensive Health or Family and Individual Health meet the health requirement if taken prior to the 2014-2015 school year. The graduation requirement for $\frac{1}{2}$ unit in physical education may include participation in interscholastic athletic activities, band and dance that meet the instructional requirements specified in the *Fitness through Physical Education Framework* and that are sanctioned by the Mississippi High School Activities Association. One elective unit in physical education including participation in interscholastic athletic activities, band, performance choral, or dance that meet the instructional requirements specified in the *Fitness through Physical Education Framework* and that are sanctioned by the Mississippi High School Activities Association may be applied each year to the minimum 26 required units.

⁶Evidence of proficiency in technology is accepted in lieu of the required courses if the student earns one unit in a technology-rich academic or career technical course related to their program of study. A Carnegie unit earned for Exploring Computer Science (ECS) meets the graduation requirement. Technology Foundations replaces Computer Discovery, Keyboarding and Computer Applications and meets the graduation requirement when taken in grades 8-12.

Graduation Requirements District Option

Beginning school year 2008-2009 and thereafter, all entering ninth graders (seniors of school year 2011-2012 and years after) will be required to have a minimum of 26 Carnegie units as specified above, unless their parent/legal guardian requests to opt the student out of the 2011-2012 and thereafter requirements. In such a case, the student will be required to have a minimum of 26 Carnegie units as specified in the graduation requirements for the Class of 2010-2011. Effective with eighth graders of 2008-2009, Pre-Algebra and Transition to Algebra may not be taken after a student completes Algebra I. Effective with eighth graders of 2014-2015, Math 8 cannot be taken after Algebra I. Parents/legal guardians may choose to opt a student out of the 2011-2012 and thereafter graduation requirements upon the following conditions:

1. Parent/legal guardian will make a written request to the principal of the high school to opt the student out prior to the spring semester of the student's senior year.
2. The parent/legal guardian opt out written request will be kept as part of the student's permanent record.
3. **Students must earn the ½ Carnegie unit in Physical Education even if the student chooses to opt out of the 2011-2012 graduation requirements.**

Students are required to complete 26 credits and have participated in the State Mandated Test(s). Additional assessment options for meeting end-of-course subject area test graduation requirements (State Board Policy 3804) are outlined in the "Other Graduation Requirements"

section. Students who fail to meet the graduation requirements are not permitted to participate in the graduation exercises.

Curriculum Area	Carnegie Units	Required Subjects
English ¹	4	English I English II
Mathematics ²	4	Algebra I Geometry
Science ³	3	Biology I
Social Studies ⁴	4	Mississippi Studies - ½ Geography - ½ World History – 1 United States History – 1 U.S. Government - ½ Economics - ½
Health ⁵	½	Contemporary Health
Business and Technology ⁶	1	1 – Exploring Computer Science (ECS) or 1 - Technology Foundations or Keyboarding - ½ and Computer Applications - ½
The Arts	1	
Electives ⁷	8½	At least ½ credit must be in PE
Total Credits	26	

¹ Compensatory English, Compensatory Reading, and Compensatory Writing may not be included in the four English courses required for graduation; however, these courses may be included in the 8½ general electives required for graduation.

²Compensatory Mathematics and any developmental mathematics course may not be included in the four mathematics courses required for graduation; however, these courses may be included in the 8½ general electives required for graduation. Students entering 9th grade in fall 2005 must earn four (4) credits in mathematics which must include Algebra I and Geometry. The allowable mathematics courses that can

be taken which are higher than Algebra I are: Geometry, Algebra II, CCR Advanced Math Plus, Algebra III, SREB Math Ready, Calculus, AP Calculus AB, and AP Calculus BC. Advanced Algebra, Trigonometry, Pre-Calculus, and Statistics meet this requirement if taken prior to the 2015-2016 school year. Students who complete Pre-Algebra, Transition to Algebra, or Algebra I in grade 8 will receive a Carnegie unit. Effective with the eighth graders of 2004-2005, Pre-Algebra, Transition to Algebra, and Algebra I, may be taken in the eighth grade for Carnegie unit credit. Pre-Algebra and Transition to Algebra are no longer available after the 2013-2014 school year. Carnegie units may be earned by eighth graders effective with school year 2014-2015 for the following course: CCR Math Grade 8, CCR Math Grade 8/Algebra I (Traditional).

³One unit may be in Concepts of Agriscience and a second unit may be earned by completing 2 of the following 3 courses: Science of Agriculture Plants, Science of Agriculture Animals, Science of Agriculture Environment. Two units may be in the following course if the student completes the required course sequence ending with Health Sciences II. Beginning school year 2008-2009 for all entering 8th graders, one unit must be a lab-based physical science. The allowable lab-based physical science courses are Physical Science, Chemistry, AP Chemistry, Physics, AP Physics B, AP Physics C.

⁴The credit earned for a State/Local Government course in any other state by an out-of-state transfer student who enters after the sophomore year can stand in lieu of Mississippi Studies. If the transfer student took a State/Local Government course in a grade level that did not award Carnegie unit credit, then any other $\frac{1}{2}$ unit social studies course may be accepted. An out-of-state student who transfers after the junior year may substitute any other $\frac{1}{2}$ unit social studies course.

⁵Credit earned in Health Science I may be accepted in lieu of Contemporary Health to meet the graduation requirement for $\frac{1}{2}$ Carnegie unit in Health. Comprehensive Health or Family and Individual Health meet this requirement if taken prior to the 2014-2015 school year.

⁶A Carnegie unit earned for Exploring Computer Science (ECS) meets this graduation requirement. Technology Foundations replaces Computer

Discovery, Keyboarding and Computer Applications and meets this graduation requirement when taken in grades 8-12. Computer Discovery meets this requirement if taken prior to the 2012-2013 school year.

⁷Elective units in Physical Education include participation in interscholastic athletic activities, band, performance choral, and dance that meet the instructional requirements specified in the *Fitness through Physical Education Framework* and that are sanctioned by the Mississippi High School Activities Association.

Graduation Requirements Career Pathway Graduation Option

Students are required to have participated in State Mandated Test(s). Additional assessment options for meeting end-of-course subject area test graduation requirements (State Board Policy 3804) are outlined in the “Other Graduation Requirements” section. **Students who fail to meet the graduation requirements are not permitted to participate in the graduation exercises.**

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

Curriculum Area	Carnegie Units	Required Subjects
English	4 ¹	English I English II
Mathematics	3 ²	Algebra I
Science	3 ³	Biology I

Social Studies	3 ^{4, 5}	1 United States History ½ U.S. Government ½ Mississippi Studies
Health or Physical Education	½ ⁶	½ Contemporary Health, or ½ Physical Education ¹⁰
Career and Technical	4 ⁷	(Selected from Student's Program of Study)
Business and Technology	1 ⁸	Technology Foundations, Exploring Computer Science (ECS), or Computer Applications and Keyboarding
Electives	2½ ⁹	Courses selected from the student's approved program of study
Total Units Required	21	

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

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

²Compensatory Mathematics may not be included in the three mathematics courses required for graduation. Math 8 cannot be taken after Algebra I. For students pursuing the Career Pathway Graduation Option, at least one of the required mathematics courses must be above Algebra I and selected from the student's program of study. The allowable mathematics courses that can be taken which are higher than Algebra I are: Geometry, Algebra II, CCR Advanced Math Plus, Algebra III, SREB Math Ready, Calculus, AP Calculus AB, AP Calculus BC, AP Statistics or any college-level dual credit courses. Survey of Mathematical Topics, Advanced Algebra, Trigonometry, Pre-Calculus, Discrete Mathematics, and Statistics meet this requirement if taken prior to the 2015-2016 school year. Effective with the eighth graders of

2004-2005, Pre-Algebra, Transition to Algebra, and Algebra I, may be taken in the eighth grade for Carnegie unit credit. Pre-Algebra and Transition to Algebra are no longer available after the 2013-2014 school year. Carnegie units may be earned by 8th graders effective with school year 2014-2015 for the following course: CCR Math Grade 8, CCR Math Grade 8/Algebra I (Traditional).

³For students pursuing the Career Pathway Graduation Option, at least one of the required science courses must be above Biology I and selected from the student's program of study. If a student's program of study allows, one unit may be in Concepts of Agriscience (AEST). A second science unit may be earned by completing a two course sequence selected from the following options: Science of Agricultural Animals, Science of Agricultural Plants or Science of Agricultural Environment. Two units may be in the following courses if the student completes the 2-course sequence: Agriscience I & II; Allied Health I & II; Health Science I & II. Effective with school year 2013-2014, up to two (2) of the (3) required science units (excluding Biology I) may be earned by completing Agriculture and Natural Resources I & II. One (1) credit allowed shall be awarded for Biology II, and one-half ($\frac{1}{2}$) credit shall be awarded for Field Experiences in Science.

⁴The third social studies credit should be selected based on the student's program of study.

⁵The credit earned for a State/Local Government course in any other state by an out-of-state transfer student who enters after the sophomore year can stand in lieu of Mississippi Studies. If the transfer student took a State/Local Government course in a grade level that did not award Carnegie unit credit, then any other $\frac{1}{2}$ unit social studies course may be accepted. An out-of-state student who transfers after the junior year may substitute any other $\frac{1}{2}$ unit social studies course. Effective with eighth graders of school year 2013-2014, Mississippi Studies and Geography may be taken in the eighth grade for Carnegie unit credit.

⁶Credit earned in Allied Health I/Health Science I may be accepted in lieu of Contemporary Health to meet the graduation requirement for $\frac{1}{2}$ Carnegie unit in Health. Interscholastic athletic activities and band if

they meet the instructional requirements specified in the *Fitness through Physical Education Framework* may also be accepted.

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

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

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

¹⁰Comprehensive Health or Family and Individual Health meet the health requirement if taken prior to the 2014-2015 school year.

Other Graduation Requirements

Students may take only one (1) credit toward graduation in summer school each summer. Written permission from the principal of the high school the student is attending must be obtained before enrolling in a summer school course.

No more than one (1) of the minimum required number of units may be earned through completion of an approved correspondence course. Any course must be approved by the high school principal.

Students may earn credits through the Mississippi Virtual High School on-line program. Any course must be approved by the high school principal. A student is limited to two (2) Carnegie units per school year through this program.

Any distance learning/online programs offered by the Lee County School District other than those listed in the MVPS policy shall have a teacher licensed by MDE, with a background check, to teach the course. Content and curriculum for each course will be aligned to the respective

Mississippi course. Appropriate course codes will be used and a facilitator will be assigned to students. Students will have access to appropriate technology and instructional materials. The district grading policy will be followed and students must take the required state test where applicable. (*See School Board Policy IAAA*)

Any student who desires to graduate with a class other than the class with which he/she enters ninth grade must request in writing permission from the Lee County School Board.

Any student who completes requirements for graduation prior to the spring semester will be allowed to participate in the graduation exercises for that school year. No other activities will be available to the early graduating student.

Lee County School District does not have an extended school year or summer school program for the purpose of promotion or earning Carnegie units.

Academic end-of-course tests in Algebra I, Biology I, English II, and U.S. History must be taken by all graduating students even if they take the course(s) prior to their 9th grade year.

Additional Assessment Options for Meeting End-of-Course Subject Area Test Graduation Requirements (*Miss. Code Ann. § 37-17-6 & § 37-16-7*)

State Board Policy 3803, Assessments Required for Graduation, outlines the end-of-course subject area test graduation requirements. State Board Policy 3804 provides approved options for students to meet these high school end-of-course subject area test graduation requirements through approved alternate measures. State Board Policy 3804 applies to past, current, and future Mississippi students.

While it is possible that a student will meet one of the options below before taking the subject area test, this policy states that a student is eligible to use any of these options once he or she has failed to pass any required end-of-course subject area test one time. Specifically, students may meet the graduation requirement outlined in State Board Policy

3803 by attaining any one of the measures outlined below for each of the subject area tests listed below:

Assessment Options	Math (Algebra I Subject Area Test)	English (English II Subject Area Test)	Science (Biology I Subject Area Test)	Social Studies (U.S. History Subject Area Test)
ACT	17 (Math)	17 (English)	17 (Science)	17 (Reading)
Dual Credit/Dual Enrollment	C or higher in MAT credit-bearing course	C or higher in ENG credit-bearing course	C or higher in BIO credit-bearing course	C or higher in HIS credit-bearing course
ASVAB + MS-CPAS2 OR Industry Certification	ASVAB score of 36 plus one of the following: <ol style="list-style-type: none"> CPAS score that meets the attainment level assigned by Federal Perkins requirements OR <ol style="list-style-type: none"> Earn approved Industry Certification specified in the Career Pathway’s Assessment Blueprint 			
ACT WorkKeys + MS-CPAS2 OR Industry Certification	WorkKeys Silver Level plus one of the following: <ol style="list-style-type: none"> CPAS score that meets the attainment level assigned by Federal Perkins requirements OR <ol style="list-style-type: none"> Earn approved Industry Certification specified in the Career Pathway’s Assessment Blueprint 			

Beginning with school year 2014-2015, students shall graduate by passing the course and meeting one of the following options:

- Passing the applicable end of course Subject Area Test; or
- Using one of the options outlined in State Board Policy 3804; or
- Using the end of course Subject Area Test score with the overall course grade based on the SBE approved Concordance Table for

each of the four (4) end of course Subject Area Tests as provided to school districts by the Mississippi Department of Education.

Beginning with school year 2015-2016, in addition to the above, all students enrolled may achieve a combined minimum score from the end of course Subject Area Tests to meet the requirement for graduation in lieu of passing the applicable end of course Subject Area Test.

Beginning with school year 2014-2015, a former student may be eligible for graduation through the Additional Assessment Options described above. However, a former student may not participate in graduation exercises with the next year's graduating class or any graduating class thereafter.

DUAL CREDIT/DUAL ENROLLMENT

Definition

Dual Enrollment – A “dual enrolled student” is defined as a student who is enrolled in a community or junior college or state institution of higher learning while enrolled in high school.

Requirements

- The student must have successfully completed a minimum of 12 high school core Carnegie units;
- The student must have a 2.5 grade point average or better on a 4.0 scale on all high school courses as documented by an official high school transcript or a minimum composite ACT score of 16;
- The student must have an unconditional written recommendation from the high school principal and/or guidance counselor. The unconditional recommendation should verify that the student is academically prepared and has the maturity and self-discipline required to benefit from this type of program;
- Students without 12 core Carnegie units may be admitted to the dual enrollment program with a minimum of an overall 3.0 GPS

on all high school courses and a minimum composite ACT score of 21 or the equivalent SAT score;

- Dually-enrolled students must follow the community college's admission and placement procedures.

Definition

Dual Credit – A “dual credit student” is defined as a student who is enrolled in a community or junior college or state institution of higher learning while enrolled in high school and who is receiving high school and college credit for postsecondary coursework.

Requirements

- The student must have successfully completed a minimum of 12 high school core Carnegie units;
- The student must have a minimum 2.5 GPA and a minimum ACT score of 16;
- The student must have completed the necessary credit requirements to be considered a junior;
- The student or High School must submit all admission documents in a timely manner as required by the Colleges;
- Before credits earned by a qualified high school student from the College may be transferred to the High School, the student must be properly enrolled in the dual credit enrollment program;
- In order to continue to receive scholarship funds through the College, a student must make at least a “C” on each dual credit course.

CRITERIA FOR DETERMINING GRADUATION AWARDS

To be eligible for Valedictorian or Salutatorian or to graduate with Special Distinction, a student must have completed Special Distinction Curriculum and be enrolled in a Lee County high school on the first day of his/her senior year. Only courses listed below will count toward determining the above named awards. *(See School Board Policy JN)*

Special Distinction Curriculum

4 credits of English (includes at least 2 years of the following: Accelerated English, AP English, Dual Credit English Composition)

4 credits of math (Alg. I – 1, Geometry – 1, Algebra II – 1, Trigonometry – ½, Advanced Algebra – ½, Statistics – 1; Pre-Calculus – ½, Calculus – 1, AP Calculus AB - 1, Dual Credit College Algebra - 1, Dual Credit College Calculus – 1; Algebra III – 1; Advanced Math Plus - 1)

4 credits of social studies (Mississippi Studies – ½, Geography – ½, World History – 1, U.S. History – 1, U.S Government – ½, Economics – ½, any approved AP Secondary Social Studies course)

***4** credits of science (Biology I, Chemistry, Physics, Anatomy and Physiology, Biomedical Research, any approved AP Secondary Science course)

2 credits of foreign language or advanced courses in math or science OR any Dual Credit academic course

1 credit of technology (Computer Discovery or Keyboarding/Computer Applications, Technology Foundations, or STEM)

½ credit of Contemporary (Comprehensive) Health

1 credit of the Arts

Approved Dual Credit courses may be taken as part of the Special Distinction Curriculum.

**** Two of the science courses must be laboratory based***

Weighting of Courses (GPA)

Beginning with 2010-2011 entering 9th graders (Class of 2014), the courses of Accelerated English, Calculus, Biomedical Research, Physics, and Advanced Math Plus will be weighted with a 1.05, and Advanced Placement courses and Dual Credit courses will be weighted with a 1.1 weighting in calculating grade point averages.

When necessary to calculate a grade point average (GPA), four (4) quality points will be awarded for an A, three (3) for a B, two (2) for a C, and one (1) for a D.

When necessary to calculate a grade point average (GPA) for Accelerated courses, five (5) quality points will be awarded for an A, four (4) points for a B, three (3) points for a C, and two (2) points for a D.

When Necessary to calculate a grade point average (GPA) for Advanced Placement and Dual Credit courses, Six (6) quality points will be awarded for an A, five (5) points for a B, four (4) points for a C, and three (3) points for a D.

VALEDICTORIAN

The valedictorian shall be the student who has the highest numerical average of courses listed in the Special Distinction Curriculum.

SALUTATORIAN

The salutatorian shall be the student who has the second highest numerical average of courses listed in the Special Distinction Curriculum.

*In case of a tie, the two shall share the honors of valedictorian or salutatorian.

SPECIAL DISTINCTION

Beginning with the class of 2015, any student who has an overall numerical grade average of 92.5 (rounded to 93) on courses listed in the Special Distinction Curriculum will be recognized during the graduation ceremony.

HONORS

Any student who has an overall numerical grade average on all courses taken of 89.5 (rounded to 90) will be recognized during the graduation ceremony.

DRESS FOR GRADUATION

Students are expected to dress neatly and appropriately. Acceptable dress for male students is dark pants (no jeans), white shirt, dark shoes and socks. Acceptable dress for female students is a dress or skirt and blouse and dress shoes.

GRADING SCALE FOR K-5

A	92-100
B	83-91
C	75-82
D	70-74

F Below 70

GRADING SCALE FOR 6-12

(See School Board Policy IHE)

A	90-100
B	80-89
C	70-79
D	65-69
F	Below 65
I	Incomplete

*All grades for students in grades K-12 will be recorded as numerical grades.

Exemption from Final Exams for Grades 6-12

A student may be exempt from the final exam in each course that he/she maintains an 80 average and perfect attendance. A student who maintains a 90 average in a course may be exempt from the final exam. Late bus or school sponsored trip will not count against perfect attendance. Excessive tardies will result in students not being exempt from exams.

Promotion Standards for Students with Disabilities

1. Grading

Students with disabilities who have a current eligibility in special education and a current Individual Education Plan (IEP) on file will receive grades fairly reflecting the student's achievement on the instructional level on which he/she is functioning. The procedure used for reporting grades will be such that everyone involved in reporting and using these grades will clearly understand that a high grade should accurately reflect that, based on what is expected of a student with a given ability, he/she is performing well. Students with IEPs will be given a grade based on mastery of specific objectives as outlined on the IEP. Students with disabilities who attend regular education classes will be graded on the Lee County Schools' grading scale. If a student with disabilities attends a regular education class, the regular education teacher will assign the grade for that class. If the student attends a

resource class, the special education teacher will assign the grade for that class. The special education teacher will work jointly in designing a program and grading a student with disabilities. A student with disabilities may need accommodations or modifications in the classroom or curriculum so that he/she might be successful. If the student is in a regular program, he/she may need assistance from a special education teacher to be successful. The regular education and special education teachers must work cooperatively to meet the needs of the student.

2. Graduation

Students with disabilities and their parents/guardians will be given the option of the student's working toward a certificate or a diploma. This decision will be considered at the student's IEP meeting prior to his/her entering the ninth grade. The Individual Education Plan shall thereafter reflect the option selected by the IEP Committee and shall specify whether the student is seeking a regular diploma, occupational diploma or a special education certificate. If at some time there is a need for change or the student changes his/her mind, the decision may be reversed. Students with disabilities who choose the special certificate will be required to complete a special education curriculum or a combination of special education and regular education curricula. Students who choose the regular diploma will be required to follow Lee County Schools' graduation requirements for regular education students. Students who choose the occupational diploma will be required to complete the criteria as designated in the occupational curriculum. Every student who completes an approved course of study by or before age 21 will receive a diploma or certificate and will be permitted to participate in graduation.

ENGLISH LANGUAGE LEARNERS – ELL Students

(See School Board Policy IK)

HONOR ROLL

(Begins in Grade 3)

Superintendent's Honor Roll - All A's

Principal's Honor Roll - All A's and B's

School honor rolls will be published in the local newspaper after each grading period. Each school will recognize honor roll students in an appropriate manner.

SCHEDULE CHANGES

Classroom schedule changes are made only when absolutely necessary and with the principal's, assistant principals, or counselor's signature. When classroom schedule changes are made, the teachers involved must be presented written permission from the counselor's or principal's office. It is the student's responsibility to obtain and present this permission. A student will not be allowed to change classes after five class meetings without special permission. There will be no schedule changes after the first two weeks of school unless deemed necessary by the administration.

GED PROGRAM

Lee County School District operates a GED Program located on the Itawamba Community College campus in Tupelo, MS. Students must be screened for entrance into the program. They must be sixteen years of age and score the eighth grade level in reading, language, and mathematics. Students must be at least one (1) grade level behind and/or have less than four (4) Carnegie units toward graduation. Contact your school counselor for information about the program. (*See School Board Policy JCD(1)*)

KINDERGARTEN

As your child's first public school experience, kindergarten will provide a positive, caring environment where children can develop a positive self-concept and reach their maximum potential.

REQUIREMENTS FOR ENTERING KINDERGARTEN

1. The child must be 5 years old on or before September 1 of the year he/she enters kindergarten.

2. The birth certificate must be certified and must be presented at registration.
3. A Mississippi permanent immunization compliance form obtained from the Health Department must be presented at registration.
4. The child's social security number is preferred.
5. Three (3) proofs of residency (other than a post office box) are required (see admissions requirements).
6. In the case of separated or divorced parents, a copy of the court order establishing custody is required.
7. If both parents are on active military duty, a copy of legal guardianship information is required.

FEES

1. Breakfast and lunch prices and monthly menus are posted on the Lee County School District Website.
2. All money sent to school **must** be in a **sealed** envelope with the child's name and teacher's name on the outside and the purpose for the money.

Toys and "Show and Tell" Rules

Your child may be assigned a day of the week to bring something to school for "Show and Tell." Please do not send expensive or fragile items.

No toys should be brought to school unless approved by your child's teacher

TRANSPORTATION

Children riding buses will be assisted in boarding the buses in the afternoon. They may have name tags at the beginning of the school with their names and bus numbers on them. This will help to ensure that each child boards the proper bus until he/she is certain of which bus to ride.

Your child will not be allowed to board a different bus unless you notify the teacher. If your child is to go home with a friend or a relative, you will need to send the teacher a note showing the date of the visit.

If your child rides home in a car, please wait in the designated place at your child's school. Since it may disturb other children and teachers in preparing students to leave, do not go to your child's room. If you must pick up your child early, you will need to go to the school office.

CONFERENCES

We will request conferences concerning your child during the school year. Any time you have a question or need a conference, feel free to call for an appointment.

ATHLETICS & EXTRA-CURRICULAR ACTIVITIES

To participate in interschool activities, students must follow the MHSAA guidelines.

Each student who participates in athletics must have a current physical examination. **Proof of health insurance and a consent form signed by a parent is required for students to participate in any MHSAA sanctioned activity.**

The coach, director, or sponsor with the principal's approval shall determine by his/her own standards the level of conduct and attitudes he/she requires for a student to remain a member of our teams. **When the coach, director, sponsor, or principal decides that a student is no longer eligible to participate because of attitude or conduct, then the student cannot continue to participate.**

***For a student to participate in a game or event, he/she must attend school 63% on the day of the activity.**

CHECK WRITING POLICY

Non-Sufficient Funds-Check Collection

As of July 1, 2005, Lee County School District uses Nexcheck to recover returned checks. If your bank returns your check unpaid, our bank will automatically forward the returned item to **Nexcheck** for electronic re-presentation. **These checks are not returned to the school.** Once these checks are debited from our account, we cannot accept payment for them. Nexcheck will notify you in order to recover the face value of the check in addition to a State authorized fee of \$40.00. The face value of the check will be debited from your account electronically. If you can prove that the check was returned because of a bank error, documentation from your bank should be obtained and forwarded to Nexcheck within 30 days of receipt of notification. *(See School Board Policy DGBA)*

All checks written to a Lee County School must contain the following information:

- Full Name**
- Current Street Address**
- Home Phone Number**

SCHOOL WELLNESS POLICY

(See School Board Policy JG)

The link involving physical activity and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. Healthy eating and physical activity essential for a healthy weight are also linked to reduced risk for many chronic diseases like Type 2 diabetes. Schools have a responsibility to help students learn, establish, and maintain lifelong, healthy eating and physical activity patterns. Well-planned and effectively implemented school nutrition and fitness programs have been shown to enhance students' overall health as well as their behavior and academic achievement in school.

The Lee County School District's commitment to nutrition includes:

- Offering a school lunch and breakfast and snack programs with menus that meet the meal patterns and nutrition standards established by the U. S. Department of Agriculture and the Mississippi Department of Education Office of Child Nutrition Program.
- Establishing guidelines for all foods available on the school campus during the school day with the objective of promoting student health and reducing childhood obesity.
- Encouraging students to make food choices based on the 2005 Dietary Guidelines for Americans by emphasizing menu options that feature baked foods, whole grains, fresh fruits and vegetables, and reduced-fat dairy products.
- Having nutritious and appealing options (such as fruits, vegetables, nuts, trail mix, beef jerky, reduced-fat milk and dairy products, 100% juice, and water) whenever foods/beverages are sold or otherwise offered at school in vending machines and school stores.

STUDENT FOOD SERVICES PROGRAMS

The food service programs in Lee County are operated under the guidance of the USDA and operate under federal and state guidelines. Free and reduced applications are distributed at the beginning of each school year. A new application must be completed each year to receive benefits. Students may eat on last year's status for two weeks if that student was enrolled in a Lee County School for the entire year the previous school year.

Until a student receives an approval letter to receive free or reduced meals, he/she must pay full price for meals.

Lee County Schools strive to provide nutritious meals to students daily. All students who do not receive free meal benefits are expected to pay for meals. To ensure that students have money in their accounts, prepayments may be made at the school site or online at myschoolbucks.com. For students in grades K-8 that forget or lose their meal money, charging is allowed. Parents will receive written notification of money owed. All charges must be paid by the end of the

school year. For students in grades 9-12, charging of meals is not allowed.

Money in students' accounts is rolled over from year to year and from school to school within our district. Only students transferring out of district or graduating would be eligible for a refund. Meals served are analyzed for nutritional content and meet nutritional guidelines based upon age. School lunches offer students a greater variety of fruit, vegetables, and whole grain items. With new USDA guidelines, a student will be required to select a daily serving of fruit and/or vegetable at lunch and at breakfast. Extra-sale items are available and vary by school. Bottled water, milk, and ice cream are the only extra-sale items that can be bought without receiving a meal. Students cannot choose duplicate items, such as two servings of green beans or two servings of juice, without paying for the duplicate item.

Students needing special dietary needs must have a statement on file from a recognized medical authority. Contact the school's cafeteria manager if needing these services.

STUDENTS WITH FOOD ALLERGIES/SCHOOL PROTOCOL

All schools in the Lee County School District shall ensure that an Individual Health Care Plan (IHCP) is developed for each student identified with any food allergy. In each school in the Lee County School District, the principal and the school nurse shall implement a protocol, consistent with School Board Policy JGCDD, the health and wellness policy, and with the student's IHCPs, providing food-allergic students with reasonable protections while they are attending school. (*See School Board Policy JGCDD*)

Breakfast and lunch prices and monthly menus are posted on the Lee County School District Website.

Restriction of Food Items

Commercially-prepared food items cannot be brought or delivered into the school dining area during meal serving times

except when transported in student lunch boxes or a plain bag.
(See School Board Policy GCA)

BEVERAGE REGULATIONS

Elementary School

- Bottled Water
- 100% juice with no added sweeteners and up to 120 calories/8ounces

Middle School

- Same as the elementary schools, except juice may be sold in 10-ounce servings

High School

- Bottled water
- No or low calorie beverages with up to 10 calories/ 8 ounces
- 100% juice with no added sweeteners and up to 120 calories/ 8 ounces
- Sport drinks with no more than 66 calories/ 8 ounces
- At least 50% of beverages must be water and no or low calorie options

SNACK REGULATIONS

All vended snack foods offered must meet the standards outlined by State Board Policy, adopted October 20, 2006.

(See School Board Policy JG)

FOOD SAFETY ASSURANCE PROGRAM

Lee County Schools ensure that all food brought onto a school campus that is not served through the Child Nutrition Department is safe for student consumption by educating teachers, staff, students, and parents about food safety guidelines. Information will be disseminated through the school district's newsletter, website, and handbooks. **The Principal at each location will be notified when potentially hazardous**

food will be brought onto the school campus so that it can be safely monitored.*

**A potentially hazardous food is a food that will support the growth of microorganisms such as milk and milk products, poultry, baked or boiled potatoes, cooked rice, shell fish, eggs, fish, garlic and oil mixtures, raw sprouts and seeds, cooked beans, meats, sliced melon, and soy-protein food.*

COMPLIANCE POLICIES

Lee County School District is in compliance with Title VI of the Civil Rights Act of 1964, including regulations in vocational education, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Family Educational Rights and Privacy Act of 1974, and the Americans with Disabilities Act.

The Lee County School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, or age in the admission to and provision of educational programs, activities, and services or employment opportunities and benefits. The vocational department encourages males and females to enroll in nontraditional classes and to train for non traditional jobs. Copies of the Title IX policy of the Educational Amendments of 1972 and the Family Educational Rights and Privacy Act of 1974 are available in the principal's office in each school building upon request.

The name and address of the local Title IX Equity Coordinator is Leigh Anne Newton; P.O. Box 832; 1280 College View Drive; Tupelo, Mississippi 38802; telephone 841-9144. The name and address of the Section 504 and Americans with Disabilities Act Coordinator is Lisa Eldridge; P.O. Box 832; 1280 College View Drive; Tupelo, Mississippi 38802; telephone 841-9153.

PROCEDURES FOR ASSISTING STUDENTS

(See School Board Policy IEI)

Intervention Process

The Lee County School District shall require an instructional model designed to meet the academic and behavioral needs of every student.

- Tier I: Quality classroom instruction based on the Mississippi Curriculum Frameworks/ CCSS.
- Tier II: Focused supplemental instruction
- Tier III: Intensive interventions specifically designed to meet the individual needs of all students

Teachers should use progress monitoring information to (a) determine if students are making adequate progress, (b) identify students as soon as they begin to fall behind, and (c) modify instruction early enough to ensure progress that may be measured through informal classroom assessment, benchmark assessment instruments, and large-scale assessments.

If strategies at the Tiers I and II are unsuccessful, students must be referred to the Teacher Support Team.

Teacher Support Team

The Lee County School District has a Teacher Support Team (TST) at each school in the district. The Teacher Support Team is a function of the regular education program of the district, and its primary purpose is to ensure that students are provided the maximum opportunity to be successful in the regular education program. The TST is the problem-solving unit responsible for interventions developed at Tier III. The members of the TST provide instructional support to classroom teachers in order to assist them in their efforts to improve the achievement of students who are less successful and to resolve issues, problems, or concerns related to the achievement of students. The Teacher Support Teams may also review the learning needs of students on a school-wide basis and develop school-wide instructional interventions to improve and strengthen the achievement of students. A student may be referred to the TST by either the parents or school personnel.

The Lee County School Board adheres to a policy of non-discrimination in educational programs and activities and strives affirmatively to

provide equal educational opportunity for all students as required by Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination based on disability.

The consideration of eligibility for special education services under the provisions of section 504 will take place only after the student has been ruled ineligible for IDEA. If you disagree with any of the decisions made concerning your child's identification, evaluation, and placement, you will need to do the following:

1. Contact the principal of the school in which your child is enrolled to examine all relevant records relating to your child.
2. Contact the district 504 Compliance Officer at 841-9153/841-9144 to appeal the decision regarding your child's eligibility and the appropriateness of the 504 Plan.
3. File a formal grievance (complaint) with the district's 504 Compliance Officer at 1280 College View Drive; P.O. Box 832; Tupelo, Mississippi 38802; phone 841-9153/841-9144.
4. At any time during these procedures, to request an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, or placement, you may contact the district's 504 Compliance Officer. You and your child may take part in the hearing and be represented by counsel.

DYSLEXIA SCREENING

It is the policy of Lee County Schools to comply with all requirements of the dyslexia legislation provided in the Miss. Code Ann. § 37-173-15. Therefore, this district will ensure that students will receive dyslexia screening in the spring of Kindergarten and the fall of First Grade

SPEECH/LANGUAGE SCREENING

The Lee County School District is required by MS Department of Education policy IEB and House Bill 896 to conduct a speech, language screening on all students before the end of first grade. This district ensures that students will be screened in the areas of articulation, language, voice, and fluency disorders by a licensed speech pathologist. As a parent or legal guardian, you have the right to opt out of the speech screening process by providing the school with written notification stating you do not want your child to participate.

**School addresses are found in the front of this publication.

NOTICE OF SCHOOL POLICY CONCERNING RECORDS

The Lee County School District has implemented the following policy concerning the “Family Education Rights and Privacy Acts of 1974.”

1. Parents have the right to inspect and review the educational records of their children and request correction or deletion of any inaccurate, misleading, or otherwise inappropriate data contained therein.
2. The law allows “Directory information” about students to be made public without specific permission. Parents may, however, request certain information about their child be deleted from publications. During the coming year the schools with the Lee County Schools will publish, or sponsor the publication of yearbooks, student directories, honor rolls, athletic contest programs, and graduation programs. The following directory information may be made public through one or more of these publications: the student’s name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams.

For a period of fourteen calendar days from the date of the opening of school for the fall session, parents may request the deletion of information relating to their child from specific school publications. Forms for making this request are available from the schools.

3. Lee County Schools will not release to any third party the educational records of students without the written consent of their parents other than for the following exceptions:
 - a. School officials, including teachers, who have legitimate educational interest.
 - b. Officials of other schools after a student has transferred.
 - c. State or Federal officials for audit purposes or for reporting information required by state statute.
 - d. Financial Aid officials in connection with a student’s application for Financial Aid.

- e. Educational agencies for developing, validating and administering predictive tests if such information will not permit identification of individual students.
 - f. Accreditation organizations in order to carry out their function.
 - g. Parents of dependent students who are over the age of seventeen.
 - h. Appropriate persons who need information to protect the health or safety of students.
4. Lee County Schools will maintain a record of individuals having access to the cumulative folders of each student. With the exception of category 3-a above, this record will contain the signature, the date, and the reason for needing access. This record will be available to parents.
 5. The law states that whenever a student has attained eighteen (18) years of age, an emancipated minor, or is attending an institution of post-secondary education, the permission or consent as required and accorded to the parent shall be required and accorded only to the student.

In the Lee County Schools, each principal will be the custodian of the student's record. Parents who have legitimate interest are welcome to make inquires about such records. Out of courtesy for the operation of the school and the education of all students, a parent/guardian wishing to review a student's record should make an appointment with the school principal or counselor. (*See School Board Policy JR*)

ASBESTOS SURVEILLANCE OF ALL SCHOOL BUILDINGS

As part of an annual notification, we are informing all persons of their option of reviewing the asbestos management plan, which would include documentation of any changes of asbestos containing material in these schools.

To provide continuing management of the asbestos in our schools, all asbestos containing materials (ACM) are inspected every six months by an

engineering firm from Jackson, MS. Any changes in the ACM are being recorded in a surveillance report as part of the management plan.

A copy of the surveillance report, along with a copy of the management plan, is located in the principal's office at each school. In addition, a copy of all management plans for the district is maintained in the LEA Asbestos Designee's Office located at the Lee County Superintendent's Office; 1280 College View Drive; Tupelo, Mississippi 38804.

NO CHILD LEFT BEHIND REGULATIONS

A regulation in No Child Left Behind is that parents have the right to request the information listed below about their child's teacher(s) and teacher assistant.

- a. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- b. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- c. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- d. Whether the child is provided services by teacher assistants, and, if so, their qualifications.

In addition, parents may request (1) information on the level of achievement of the parent's child on each state academic assessment, (2) timely notice that the parent's child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

If you would like information, please contact the principal of your child's school.

After more than a decade of “No Child Left Behind,” the reauthorization of the federal Elementary and Secondary Education Act has placed broad authority back to state and local education agencies to shape education policy. ESSA (Every Student Succeeds Act) provides an opportunity for the Mississippi Department of Education, local districts, education agencies, and community stakeholders to work together to ensure that schools and districts have the capacity and resources to respond to the needs of underserved, underrepresented and high-needs students. ESSA’s regulations will be fully implemented in the 2017-2018 school year.

LOS REGULACIONES DE NINGUN NIÑO SE QUEDA ATRAS

Una regulacion en el **NINGUN NIÑO SE QUEDA ATRAS**, es que los padres tienen el derecha para pedir Informacion de los maestros/as, o los ayudantes de maestros/as, en la lista debajo.

- a. Si el maestro/a tienen las cualificaciones y licencia de el estado, para el level de su grado y si es sujeto para proveer sus istrucciones.
- b. Si el maestro/a esta enseñando debajo de su emergencia o otras estado provisorio de un estado de cualificaciones,o criterio de su licencia que esta renunciado.
- c. La licenciatura de enseñaniar superior, o otros certificado de graduacion, o certificaciones de disiplina de superior.
- d. Si el niño/a esta recibiendo servicios por el ayudante de los maestros/as, y si estan , pues sus cualificaciones

En adicion los padres pueden pedir(1) informacion de el level de su alcanzamiento de su hijo/a estado de academica de evaluacion (2) noticia en tiempo que su hijo/a estan asignado, o si estan enseñando cuatro o mas semanas seguidos por un maestro/a que tiene cualificaciones superior.

Si usted quiere mas informacion, porfavor pueden ponerse en contacto con el director o la directora de la escuela de su hijo/a.

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2017-2018 Lee County School District Calendar

1st Semester

July 31 - August 2.....	Professional Development
August 3.....	Students Report
September 4.....	Labor Day Holiday
October 4	Professional Development*
October 9	Columbus Day Holiday
October 10	Professional Development**
November 20-24.....	Thanksgiving Holidays
December 19.....	60% Day
December 20, 2017 – January 2, 2018	Christmas Holidays

2nd Semester

January 3	Professional Development
January 4	Students Report
January 15	Martin Luther King, Jr. Holiday
February 19	President's Day Holiday *
March 12-16	Spring Holidays
March 30	Good Friday Holiday
April 2	Easter Monday Holiday*
May 19.....	Graduation
May 22	Last Day for Students/ 60% Day
May 23	Professional Development/Last Day for Staff

*Industry Education Day will be for teachers only (Time TBA)

**Professional Development day is for teachers only

* February 19 and April 2, 2018, are included as emergency/snow days.

Nine Weeks Grading Periods

*Report Card Dates

1st Nine Weeks – August 3 – October 6

2nd Nine Weeks – October 11– December 19

3rd Nine Weeks – January 4 – March 9

4th Nine Weeks – March 19– May 22

*October 12

*January 4

*March 23

*May 22