

**Lincoln County School District**

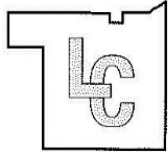
**Parent and Student  
Handbook  
2017-2018**

**School Board Members  
Mrs. Kay Coon, President  
Mr. Ricky Welch, Vice-President  
Mrs. Diane Gill, Secretary  
Mrs. Joanna Posey  
Mr. Johnny Hart**

## TABLE OF CONTENTS

<b>LETTER FROM THE SUPERINTENDENT</b>	<b>3</b>
<b>DISTRICT CALENDAR</b>	<b>4</b>
<b>MISSION STATEMENT</b>	<b>5</b>
<b>SCHOOL INFORMATION</b>	<b>5</b>
<b>ASBESTOS SURVEILLANCE</b>	<b>6</b>
<b>ATTENDANCE POLICY AND PROCEDURES</b>	<b>6</b>
UNEXCUSED ABSENCES	<b>6</b>
CHECKING OUT OF SCHOOL	<b>7</b>
MAKE-UP WORK	<b>7</b>
TARDINESS TO SCHOOL/CLASS	<b>7</b>
<b>AUTOMOBILES ON CAMPUS</b>	<b>7</b>
<b>BULLYING OR HARASSING BEHAVIOR</b>	<b>8</b>
<b>CHILD FIND NOTICE</b>	<b>8</b>
<b>COMPUTER ACCEPTANCE USE POLICY</b>	<b>9</b>
<b>DIRECTORY INFORMATION</b>	<b>9</b>
<b>DISCIPLINE POLICY AND PROCEDURES</b>	<b>9</b>
EXPLANATION OF DISCIPLINE TERMS	<b>9</b>
CLASSROOM DISCIPLINE PLAN	<b>10</b>
CLASSROOM CONSEQUENCES K-3	<b>10</b>
CLASSROOM DISCIPLINE LADDER GRADES 4-12	<b>11</b>
PRINCIPAL'S DISCIPLINE LADDER GRADES 4-12	<b>11</b>
SCHOOL DISCIPLINE PLAN	<b>11</b>
<b>DRESS CODE</b>	<b>12</b>
<b>DRUG AND ALCOHOL TESTING POLICY</b>	<b>12</b>
<b>DUE PROCESS</b>	<b>13</b>
<b>EXTRA-CURRICULAR ACTIVITIES</b>	<b>13</b>
<b>FILING A COMPLAINT</b>	<b>13</b>
<b>GIFTED EDUCATION</b>	<b>13</b>
<b>GRADING AND ENROLLMENT POLICY AND PROCEDURES</b>	<b>14</b>
GRADES K-6	<b>14</b>
GRADES 7-12	<b>14</b>
EXEMPTIONS	<b>14</b>
PROMOTION REQUIREMENTS	<b>14</b>
TESTING REQUIREMENTS	<b>15</b>
ENROLLMENT REQUIREMENTS	<b>15</b>
<b>GRADUATION POLICY AND REQUIREMENTS</b>	<b>16</b>
SUBJECTS AREA TEST REQUIREMENTS FOR GRADUATION	<b>16</b>
SENIORS OF SCHOOL YEAR 2011-2012 AND SUBSEQUENT CLASSES	<b>16</b>
REQUIRED COURSES FOR ADMISSION TO PUBLIC UNIVERSITIES IN MISSISSIPPI	<b>17</b>
EARLY GRADUATION	<b>18</b>
HONOR GRADUATES	<b>18</b>
<b>VOCATIONAL PROGRAMS</b>	<b>18</b>
<b>INTERNET SAFETY POLICY</b>	<b>18</b>
<b>LICE TREATMENT</b>	<b>19</b>

<b>LOST AND FOUND</b>	<b>19</b>
<b>LUNCH/BREAKFAST PROGRAM</b>	<b>20</b>
<b>MEDICATION POLICY</b>	<b>21</b>
<b>PARENT RIGHT TO KNOW</b>	<b>21</b>
<b>WITHIN DISTRICT TRANSFERS</b>	<b>21</b>
<b>OUT OF DISTRICT STUDENTS</b>	<b>21</b>
<b>PARENT PICK-UP</b>	<b>22</b>
<b>PARENT/TEACHER CONFERENCES</b>	<b>22</b>
<b>PASSES</b>	<b>22</b>
<b>REGISTRATION</b>	<b>22</b>
<b>REPORTING OF VIOLENT ACTS</b>	<b>22</b>
<b>RESTROOMS</b>	<b>22</b>
<b>RETURNED CHECKS</b>	<b>23</b>
<b>RIGHTS AND RESPONSIBILITIES</b>	<b>23</b>
<b>SEARCH AND SEIZURE</b>	<b>24</b>
<b>SECTION 504 OF THE REHABILITATION ACT OF 1973</b>	<b>24</b>
<b>SEXUAL HARASSMENT AND DISCRIMINATION/TITLE IX</b>	<b>24</b>
<b>NONDISCRIMINATION</b>	<b>24</b>
<b>SPECIAL EDUCATION</b>	<b>24</b>
<b>STUDENT FEES</b>	<b>25</b>
<b>TELEPHONE</b>	<b>25</b>
<b>TEXTBOOKS</b>	<b>25</b>
<b>TRANSPORTATION</b>	<b>25</b>
DISCIPLINE PLAN FOR SCHOOL BUSES	<b>25</b>
DISCIPLINE LADDER FOR GRADES K-12	<b>26</b>
<b>UNSAFE SCHOOL CHOICE OPTION</b>	<b>27</b>
<b>VISITORS</b>	<b>27</b>
<b>WEAPONS</b>	<b>27</b>
<b>WITHDRAWAL FROM SCHOOL</b>	<b>27</b>
<b>FURTHER INFORMATION</b>	<b>27</b>



# LINCOLN COUNTY SCHOOL DISTRICT

Mickey Myers, Superintendent of Education

Phone 601.835.0011  
Fax 601.833.3030  
<http://lcsd.k12.ms.us>

P. O. Box 826  
233 East Monticello Street  
Brookhaven, Mississippi 39602-0826

## Letter from the Superintendent

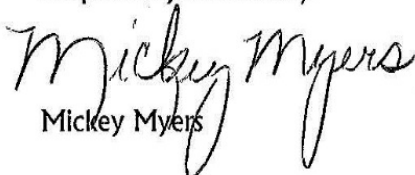
Dear Parent/Guardian and Student:

As superintendent of education of the Lincoln County School District, I welcome each of you to the 2017-2018 school session. Measureable data touts the Lincoln County Schools as perhaps the flagship district in southwest Mississippi. Those sentiments are not made arrogantly, but in humility. Our mission is not to demonstrate complacency, but to ascend even higher through attention to detail. We encourage our students to formulate written, attainable educational goals. These objectives become more realistic with prompt and regular school attendance, exemplary conduct, demonstrating common courtesy and respect, and with an intense desire to succeed in all phases of school life. In addition, research consistently supports the claim that graduation rates are enhanced by extracurricular participation.

This handbook provides a wealth of information for all stakeholders. The policies outlined in this publication are based on legal statutes designed to maximize student achievement and to provide a climate conducive to performance and safety on each campus. Strict adherence to these guidelines adopted by our local school board or mandated by the federal government or the Mississippi Department of Education is highly recommended.

As professional educators, I trust we never lose sight of the fact that having the opportunity to teach, guide, and inspire the children attending our four county schools is priceless. Our administration, faculty, and staff must be accountable and pledge to attempt to provide trained assistance in your pursuit of success. Contact us at 601-835-0011 or visit us at the central office for information or to express concerns.

Respectfully submitted,

  
Mickey Myers

*Every child matters*

# Lincoln County School District | 2017-2018 CALENDAR

**1-3** Professional Development/Teacher Work Days; Assistant Teacher Work Days  
**4** First Day for Students

AUGUST '17						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY '18						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

**7** Progress Reports  
**19** President's Day Student/Teacher Holiday  
**28** End Month 6-ADA 19 Days

**4** Labor Day Student/Teacher Holiday  
**6** Progress Reports  
**29** End Month 1-ADA 40 Days

SEPTEMBER '17						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH '18						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**9** End 3<sup>rd</sup> 9 Weeks  
**12-16** Spring Break  
**19** Beginning of 4<sup>th</sup> 9 Weeks  
**21** Report Cards  
**28** End Month 7-ADA 15 Days  
**29** Professional Development/Teacher and Assistant Work Day; Parent Conferences  
**30** Good Friday Student/Teacher Holiday

**11** End of 1<sup>st</sup> 9 Weeks  
**12-13** Fall Break Student/Teacher Holiday  
**16** Professional Development/Teacher Work Day; Assistant Teacher and Student Holiday  
**17** Beginning of 2<sup>nd</sup> 9 Weeks  
**18** Report Cards  
**31** End Month 2 ADA-19 Days

OCTOBER '17						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL '18						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**2** Student/Teacher Holiday; Bad Weather Make Up Day, If Needed  
**18** Progress Reports  
**30** End Month 8-ADA 20 Days

**15** Progress Reports  
**20-24** Thanksgiving Holidays  
**20-21** Bad Weather Make Up Days, If Needed  
**30** End Month 3-ADA 17 Days

NOVEMBER '17						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY '18						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**15-16** Senior Exams  
**17** Graduation BC-6:30; E-8:00  
**18** Graduation WL-6:30; LS-8:00  
**23** Student's Last Day; 60% Day for Students; End Month 9-ADA 17 Days  
**24-25** Teacher Work Days  
**24** Assistants' Last Day

**20** End 2<sup>nd</sup> 9 Weeks; End Month 4-ADA 14 Days  
**21-31** Christmas Holidays

DECEMBER '17						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**\*\*\*Calendar Subject to Change; Testing Dates TBD**

**1-3** Christmas Holidays  
**4** Beginning of 3<sup>rd</sup> 9 Weeks  
**10** Report Cards  
**15** MLK Student/Teacher Holiday  
**31** End Month 5-ADA 19 Days

JANUARY '18						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## MISSION STATEMENT

The mission of the Lincoln County School District is to provide quality education opportunities for eligible residents of the District.

To accomplish this worthy mission, the Lincoln County School Board and employees shall develop academic and other related programs necessary to meet the challenge of education our students, regardless of race, national origin, sex, religion or social-economic status. The District's educational process should reflect the standards, needs, and goals of all members of the school, keeping in mind that each member is unique. This goal is not only the responsibility of the schools but of the parents and the community as a whole. To be successful in accomplishing its mission, the District must remain aware of the important major role of effective teachers and leaders.

Therefore, in pursuit of its mission, the Board adopts the following goals:

- A. To plan curriculum and vary instructional methods in order to provide appropriate instruction to help district students master the basic skills, remembering that an individual's ability to learn varies. The District shall accomplish this goal by:
  - 1. Providing sufficient time for instruction in basic skills.
  - 2. Providing written instructional objectives or processes in each subject area at every grade level, including method of evaluating these objectives.
- B. To evaluate student mastery of specified instructional objectives by the use of teacher-made tests, district-wide tests, minimum competency test and other instruments for the purpose of measuring student achievement.
- C. To offer the following educational programs:
  - 1. Basic skills curriculum
  - 2. Vocational-Technical training
  - 3. Special services programs
  - 4. College preparatory programs
  - 5. Alternative education
- D. To promote safe and drug free schools.

The Lincoln County School District promotes safe, drug free schools. The Lincoln County School Board supports our effort to have safe and drug free schools.

## SCHOOL INFORMATION

**Bogue Chitto School** 734-2723  
385 West Monticello Street  
Bogue Chitto, MS 39629  
Scott Merrill, Principal

**Enterprise School** 833-7284  
1601 Highway 583 SE  
Brookhaven, MS 39601  
Mr. Terry Brister, Principal

**Loyd Star School** 833-3473  
1880 Highway 550 NW  
Brookhaven, MS 39601  
Robin Case, Principal

**West Lincoln School** 833-4600  
948 Jackson Liberty Drive SW  
Brookhaven, MS 39601  
John Shows, Principal

## ASBESTOS SURVEILLANCE

As a 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 the Lincoln County Schools. To provide continuing management of the asbestos in our schools, all asbestos containing materials are inspected every six months by an engineering firm from Jackson, Mississippi. Any changes in the asbestos containing materials are 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 office of the Superintendent of Education located at 233 East Monticello Street, Brookhaven, Mississippi. Any interested party should feel free to go to any of these locations to review these reports or contact Mike Shell, who is the LEA Asbestos Designee.

## ATTENDANCE POLICY AND PROCEDURES

Regular school attendance is most important in order for students to obtain maximum benefits from the educational institution. In addition, daily participation in class activities is an integral part of the learning process. The Lincoln County Schools enthusiastically support student and parent understanding of prompt and regular attendance in all classes. The district recognizes that there are times when students must be absent, but it maintains that unexcused absences are not an option. Any absence from school will be considered excused or unexcused according to the following conditions and criteria:

Absences due to the following reasons and with \*proper documentation are considered excused:

1. Illness or injury which prevents students from being physically able to attend school.
2. Death or serious illness of a member of the immediate family.
3. Medical or dental appointment.
4. Attendance at court proceeding where child is a party to the action or under subpoena.
5. Valid educational opportunity with prior approval.
6. Any valid reason approved by the principal.

\*Proper documentation consists of a written excuse by the parent/guardian, a doctor's statement, or an appropriate document related to the absence. Documentation should be presented to the office on the day of return to school following the absence. Failure to provide a written excuse after returning to school may result in an unexcused absence.

No more than two days in a nine-week period will be excused without a doctor's excuse. Students with chronic illnesses, such as asthma, may request a special exemption from the principal with proper medical documentation.

### UNEXCUSED ABSENCES

House Bill No. 1530, enacted by the legislature during the 2013 Session is an act to amend section 37-13-91, *Mississippi Code of 1972*, to provide that a compulsory-school-age child who is absent more than 37% of the student's instructional day must be considered absent the entire day. Any absence without proper documentation will be unexcused (see note in the box below).

#### *Unexcused Absences*

***The school is required by law to report to the school attendance officer any student who has accumulated five (5) unexcused absences during the school year. The parents of any student who has accumulated twelve (12) unexcused absences during the school year will be summoned to appear in court.***

The following rules also relate to school attendance:

1. No students can represent the school in any activity or practice on any school day unless they have been in attendance in each academic class on the day of such participation. The only exception will be for excused absences.
2. To attend any out of town school-related event, students must report to school and be dismissed from school at a time designated and prearranged by the proper school authorities.

3. On a normal school day students must be present 80% of the class period in order to be considered present.
4. In the case of excessive or questionable absences, the parent may be required to present an "Explanation Of Absences" to the school board.

### CHECKING OUT OF SCHOOL

Parents are encouraged to keep student check-outs to a minimum and to schedule check-outs when academic instruction is not taking place. Elementary students should not be checked out during the last thirty (30) minutes of the school day. Students leaving school at any time during the day must check out through the office. The following guidelines should be followed.

1. Anyone checking out a student must first report to the office. The person checking out a student must be a member of the immediate family (mother, father, brother, sister) or have written permission from the parent.
2. In case of divorced parents, the parent with legal custody must write the permission note.
3. Parents giving students permission to leave school before dismissal time must send a signed request and make a telephone call to the principal's office. The signed, written request must contain the time the student is to be dismissed and the reason for the dismissal.
4. If an emergency arises making it necessary for a student to leave early, a request must be made to the principal's office by phone, or the parent may come personally to the principal's office and request to pick up the student.
5. A student who leaves school and returns the same day must submit a doctor's excuse or be accompanied by a parent.
6. Under no circumstances will a student be excused from school to hitchhike home or any other place. Neither will a student be excused to leave school with anyone other than a parent or guardian, unless prior arrangements have been made through the principal's office by the parent or guardian.
7. **Without a note presented to the office upon arrival to school, NO CHANGES will be made in regard to student transportation unless a dire emergency is deemed by the administration.**

### MAKE-UP WORK

**Students with excused absences will be allowed to make up work missed while absent. It is the responsibility of students to contact teachers for the assignment of missed work and to complete the missed work in the required time period.** The guidelines for completion of make-up work are as follows:

- The number of class periods or days allowed for a student to complete the work will be equal to the number of class periods or days missed.
- Failure to complete the assigned work in the time period specified will result in a grade of zero on the work.
- **Students with unexcused absences will NOT be permitted to complete any make-up assignments or tests, and will receive a grade of 0.**
- Suspended students, see page 10, 4d.

### TARDINESS TO SCHOOL/CLASS

All students late to school must get a tardy slip from the office. Students with excessive tardies may be required to ride the bus to school. Out of district students may have their transfers terminated for excessive tardies.

The exception will be an excused tardy with a tardy slip from the office. Excused tardies include late buses, bad weather, or a doctor's appointment, all other tardies are unexcused. In addition to the classroom consequences, the third unexcused tardy—student will receive a warning, the fourth unexcused tardy—student will receive in-school suspension. Any additional tardies will result in punishment based on the principal's discretion. This will be based on a semester time period.

### AUTOMOBILES ON CAMPUS

Students who drive cars or ride motorcycles to school must be licensed drivers in grades 9-12 and may be required to purchase a parking permit. With reasonable suspension, schools have the right to search any vehicle brought on campus. Students must park in the parking area assigned by the school principal, and



all vehicles are to remain in the parking area until the student leaves for the day. Students are not to sit in cars or on motorcycles during school hours. Students must exercise extreme caution while driving on campus. Students who abuse the use of vehicles on campus (habitual tardiness, reckless driving, etc.) will lose the privilege and can be required to ride the bus or be brought to school by a parent or guardian.

No automobiles or motorcycles will be allowed as transportation by students to other location without written request and approval of a school authority.

### **BULLYING OR HARASSING BEHAVIOR**

The Lincoln County School District does not condone and will not tolerate bullying or harassing behavior. It is the intent of the Lincoln County School Board and the administration to maintain an environment free from bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by an actual or perceived differentiating characteristic that (a) places a student or school employee in actual or reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits.

A "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior. Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, or on a school bus, or when it takes place off school property when such conduct, in the determination of the school superintendent or principal, renders the offending person's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole.

The Lincoln County School District will make every reasonable effort to ensure that no student or school employee is subject to bullying or harassing behavior by other school employees or students. Likewise, the District will make every reasonable effort to ensure that no person engages in any act of reprisal or retaliation against a victim, witness or a person with reliable information about an act of bullying or harassing behavior. **The District encourages anyone who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior to report the incident to the appropriate school official. This report should be made promptly but no later than five (5) calendar days after the alleged act or acts occurred. All reported incidents will be investigated.**

The Lincoln County School District recognizes the fundamental right of every student to take "reasonable actions" as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassing. **Furthermore, the Lincoln County School District defines "reasonable actions" as promptly reporting the behavior to a teacher, principal, counselor, or other school employee when subjected to bullying or harassing behavior.**

### **CHILD FIND**

The Lincoln County School District is participating in an ongoing statewide effort to identify, locate, and evaluate children ages birth through the age of 21 who are physically, mentally, communicatively, and/or emotionally disabled.

Child Find implements child identification, location, and evaluation of children ages birth through 21 who are disabled, regardless of the severity of their disabilities, and are in need of special education and related services.

If you know a child who needs special services, please contact Letha H. Presley, Assistant Superintendent at the Lincoln County School District Central Office, P.O. Box 826, Brookhaven, MS 39602-0826, or you may call 601-835-0011.

## COMPUTER ACCEPTABLE USE POLICY

Computers and other electronic communication devices are used to support learning and to enhance the school district's instructional program. It is general policy that all computers used through the school district's electronic communication devices are to be used in a responsible, efficient, ethical and legal manner. Downloading of any material without the teacher's permission is strictly prohibited. Failure to adhere to the district policy and the guidelines for the use of the district's computer system will result in the revocation of access privileges. The "Computer Acceptable Use Policy" will be sent home with each student. Parents/guardians and students are required to review the policy, sign the consent form, and return it to the school. Users of the school computer system should have no expectation of privacy when using the computer. Any use of the computer will be monitored by the school administration.

**Violation of technology and internet use will follow the discipline procedures as outlined in the Discipline Policy and Procedures on page 9 of the Lincoln County School District Student Handbook.**

## DIRECTORY INFORMATION

Directory information concerning students may be released at the school's discretion unless parents inform the school that such information may not be released. This information includes the student's name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, dates of attendance, awards received, photographs, and the most recent school attended (20 U.S.C. 1232g). Parents should notify the office immediately of any changes to a student's information.

## DISCIPLINE POLICY AND PROCEDURES CODE OF CONDUCT

Student conduct is expected to reflect respect and consideration of the personal and property rights of others as well as an understanding of the need for cooperation with all members of the school community. This applies to students while at school, going to or from school, at any school-related activity during the day or night, or at other schools or locations.

Students shall be subject to consequences for any violation that the teacher or staff member, in his/her discretion, deems similar in nature and/or severity to the stated rules. Students may be disciplined in accordance with school board policy for violations of these general rules as well as the more specific rules that are contained in this handbook.

Special rules of conduct for the library, buses, gym and other places where school-related activities are conducted may be imposed at the discretion of or with the approval of the principal.

According to the MS Code § 37-7-301 paragraph (e), the school board shall have the following power, authority and duties in addition to all others imposed or granted by law, to wit: (e) to suspend or to expel a pupil for misconduct in the school, upon school buses, on the road to and from school, during recess or upon the school playgrounds, and to delegate such authority to the appropriate officials of the school district.

## EXPLANATION OF DISCIPLINE TERMS

1. **Detention** is the loss of privileges during recess, break times or other non-academic activities. Students may be isolated from other students and, at the teacher's discretion, may be assigned written work to be completed during detention. Any violation of the rules during detention will result in another day of detention. Students who miss detention advance to the next step on the discipline ladder.
2. **Corporal punishment** shall be limited to a maximum of three licks to be administered by the principal, or the principal's designee, in the presence of a school personnel witness and outside the presence of other students. Written notification of punishment will be sent to parents and must be signed and returned to school. If parents refuse corporal punishment for their child, the student will advance to the next step on the discipline ladder.

3. **In-School Suspension** is the removal of the student from the regular academic setting for a period of time determined by the principal. Student will not be allowed to participate in or attend extracurricular activities during the in-school suspension. In-school suspension will not be classified as an absence.
4. **Suspension** is the denial of the privilege of attending school for a specified period of time not to exceed 10 days. Suspension will become effective immediately or the next day as deemed necessary by the principal. Principals have the option of returning students to class if the student remains at school during that day.
  - a. In cases of suspension, a discipline form will be sent home with the student, and the parents will be contacted by phone. If the principal is unable to contact the parents by phone, an emergency contact from the student's registration card will be called, and a letter will be mailed to the parent.
  - b. A suspended student may return to school following the suspension period without application for readmission, but may be required to be accompanied by a parent. Bus drivers will be instructed in writing by the principal, or designee, not to allow suspended students to ride the bus during the time of suspension.
  - c. Suspended students will not be allowed to participate in or attend extracurricular activities during the suspension time
  - d. Regarding the student's assignments during the suspension, the student will be allowed to complete make-up assignments and tests, but will not receive a grade higher than 65 in grades 7-12 and 70 in grades K-6.
5. **Alternative School Placement**—Students will be placed at the Alternative School located on the local campus for discipline-related reasons using guidelines set by the Mississippi Department of Education. Placement of students by a Principal, Hearing Officer, the Superintendent, or the Court system may range from fifteen days to a full calendar year. Students placed in Alternative School will not be allowed to participate in, or attend any Lincoln County extracurricular activities.
6. **Expulsion** is the denial of the school attendance for up to one school or calendar year after which time a student may be readmitted only upon application and approval by the School Board. Expelled students will not allowed to participate in, or attend any Lincoln County extracurricular activities.

## **CLASSROOM DISCIPLINE PLAN**

### **CLASSROOM RULES (K-12)**

1. Follow directions the first time given.
2. Be in seat with required materials and be prepared to start when the tardy bell rings.
3. Speak only with the teacher's permission.
4. Remain seated unless the teacher gives permission to move.
5. Keep hands, feet and objects to self.
6. No eating, drinking, or chewing gum.

Restroom – Leaving the class to go to the restroom is addressed in classroom rule #4. The exception will be a doctor's excuse or emergency sickness.

Cheating – If evidence of cheating exists, parents shall be notified and students may be given a zero on the work.

### **CLASSROOM CONSEQUENCES (K-3)**

**Teachers may use any method of record keeping for consequences that best suits their classroom.**

Teachers may use, but are not limited to, the following consequences for misbehavior:

- Conference with student
- Loss of free time
- Corporal punishment (spanking)/call parents
- Detention
- Trip to principal's office
- Require parents to attend school with student

Consequences will be administered for the individual misbehavior that breaks a classroom rule and disrupts the learning environment. The severity of the consequence must match the severity of the violated rule.

## **CLASSROOM DISCIPLINE LADDER and CONSEQUENCES (4-12)**

1. Warning
2. Detention\*
3. Referral to office

\*Punishment for cumulative detentions per semester is as follows: (with principal's discretion)

- On third (3<sup>rd</sup>) and subsequent detentions, corporal punishment will be administered.
- On fourth (4<sup>th</sup>) and fifth (5<sup>th</sup>) detention, students will be assigned to in-school suspension.
- On the sixth (6<sup>th</sup>) and subsequent detentions, students will be suspended.

## **PRINCIPAL'S DISCIPLINE LADDER – GRADES (4-12)**

1. Conference with student or corporal punishment.
2. In-school suspension
3. Suspension from school 1-10 consecutive days.
4. Alternative School
5. Recommend expulsion.

Refusal of a step on the ladder will result in automatically being moved to the next step.

## **SCHOOL DISCIPLINE PLAN – RULES AND CONSEQUENCES**

Students attend school so that their individual capacities can be developed to the fullest. Student conduct is expected to reflect respect and consideration of the personal property rights of others as well as an understanding of the need for cooperation with all members of the school community. Students are expected to conduct themselves in a manner that will promote rather than inhibit development.

**Students are expected to abide by all school rules, regulations and policies whether at school, going to or from school, or at any school related activity at any time of the day or night and at any school.**

Students who engage in the following activities should be appropriately disciplined and/or referred to the Principal's Discipline Ladder:

1. Bringing toys, radios, electronic games, laser lights, ipods, or other such electronic devices on the bus or to school without permission from school personnel.
2. Selling any item on campus without approval through the principal's office.
3. Use or possession of fireworks.
4. Cutting class or assigned activities.
5. Truancy (any absences from school without parental permission).
6. Gambling or possession of gambling devices.
7. Out of designated areas at the assigned times.
8. Unsafe and/or inappropriate conduct.
9. Engaging in any public display of affection, including holding hands, or other conduct of a sexual nature.
10. Leaving campus in personal vehicle with unauthorized passengers.
11. Any other acts that the principal, in his discretion deems similar in nature and severity to the specified acts.

Students will be immediately referred to the office for the following misconduct. The principal, or designee, has the discretion to place the student on the discipline ladder at the step he determines appropriate under the circumstances.

1. **Use of cell phones and other similar devices will not be allowed on campus. Violation of this rule may result in suspension and confiscation of the device.**
2. Use or display of profanity or vulgarity, including acts, gestures, symbols, or personal property
3. Harassment (Sexual or other), intimidation or threatening other students, instigating a fight
4. Continual disobedience
5. Participation in fighting
6. Leaving campus without permission
7. Stealing – Restitution

8. Disrespect, open defiance, blatant disregard, vulgar signs, etc., toward any teacher or school employee or other designated person supervising any school related activity
9. Threatening a teacher or other school employee with bodily harm or striking a teacher or school employee – Immediate suspension and Ladder step 5
10. Defacing or otherwise injuring school property – Payment of damages to school
11. Possession of weapons – Immediate suspension and Ladder step 5
12. Sale, possession or use of drugs or alcohol or related paraphernalia – Immediate suspension and Ladder step 5
13. Possession and/or use of tobacco, tobacco related products, electronic cigarettes, and/or vapor products.
14. Violent act such as assault resulting in physical injury, any sexual offense, kidnapping – Immediate suspension and Ladder step 5
15. Any other acts that the principal, in his discretion deems similar in nature and severity to the specified acts.

### **DRESS CODE**

Learning about proper dress and good grooming is an important part of one's education. Safety, health, and individual dignity provide the basis for any dress code. Parents are encouraged to help students maintain good habits of grooming and choose appropriate dress. Students are encouraged to take pride in their appearance, thus reflecting favorably on themselves and their school.

Students who are dressed inappropriately will be sent to the office. The principal, or designee, will determine if violation has occurred including, but not limited to, the following:

1. All clothing or other personal articles displaying inappropriate language, inappropriate symbols or pictures; fraternity or sorority symbols; or advertising alcoholic beverages, drugs or related items is prohibited.
2. Appropriate shoes must be worn at all times. Heelys are not allowed.
3. Shirts and blouses must be long enough to reach below the belt line of pants or waistline of a skirt. Tank tops and other sleeveless shirts that improperly expose the body are prohibited.
4. Any inappropriate headgear, including hats, scarves, headbands, visors, rollers, and sunglasses, is prohibited. Hoods are strictly prohibited inside the building.
5. Belts and suspenders must be fastened and worn properly.
6. Dresses, skirts, and shorts must be knee length or longer when standing. ANY CLOTHING that are excessively low in the front or back are prohibited.
7. Pants must be worn properly. Jeans or pants with holes and sagging pants of any type are prohibited.
8. Leggings may only be worn under appropriate length dresses, skirts or shorts.
9. Transparent or see through clothing is prohibited.
10. All students must wear undergarments.
11. Jewelry must be worn properly. Jewelry related to body piercing, except the ears, is prohibited.
12. Tattoos, determined by the principal or his designee to be offensive, must be covered at all times.

### **DRUG AND ALCOHOL TESTING POLICY**

The Lincoln County School District intends to create an educational environment that will encourage each student to attain high academic achievement, develop a positive self-image and become aware of his or her responsibility to society. The district has determined that the use of drugs, alcohol, or other illegal chemicals has the potential to harm the educational environment. Therefore, the district has implemented a drug and alcohol testing policy that is designed to provide early detection and to eradicate use, possession and influence of prohibited drugs, alcohol and other chemicals that might be present within the environment.

## **DUE PROCESS**

Students have the right to due process when they are subjected to the loss of attendance at school. These procedures do not apply when students are given in-school suspension, detention, corporal punishment or other such punishment.

1. Suspensions of 10 days or less

Students will be orally informed of the charges against them and given the opportunity to respond by giving their version of the incident involved. A record of this proceeding will be made. If a suspension is issued, the administration shall notify the legal guardian of the actions. If the legal guardian is aggrieved by the decision, he/she may request the review by the school board as provided by District Policy.

2. Suspensions of 11 days or more and Expulsions

Students will be orally informed of the charges against and given the opportunity to respond by giving their version of the incident involved. A record of this proceeding will be made. If suspension of 11 days and/or expulsion is issued, students will be given written notification of the following at least 5 days prior to the hearing unless waived by a parent or guardian:

- The charges against them and punishment to be imposed.
- A summary of the evidence against them.
- Their right to a hearing and the date, time and place of a hearing.
- Their right to be accompanied by their parent and/or represented by an attorney, at their own expense.
- Their right to waive a hearing and the process for waiver.

If students desire to waive the hearing, they may do so by executing a waiver before the school administration and the punishment for the misconduct will be imposed. Otherwise, a hearing will be conducted as provided for by District policy. In the event of an appeal of the disciplinary action, the school board in its discretion can warrant a more severe punishment than that recommended by the administration.

## **EXTRA-CURRICULAR ACTIVITIES**

The opportunity for students to participate in extra-curricular activities, such as athletics, band, and cheerleading, is a privilege, and the school district is not required to allow participation. Students must meet all standards set by the Mississippi High School Activities Association and school district to be eligible to participate. All participants of athletics, cheerleading, dance squad, etc. must provide proof of family insurance coverage or must purchase school insurance coverage. All participants must also present proof of successfully passing a physical examination. No exceptions will be made.

Students may be charged a reasonable fee for participating in academic or non-academic activities, only if the activity is not required for graduation. These fees may be used to fund the purchase of special equipment, uniforms and related paraphernalia. Students may be required to furnish their personal instrument or related equipment in order to participate in an extra-curricular activity. Principals shall establish reasonable fee amounts after receiving input from sponsors of the activity.

## **FILING A COMPLAINT**

Complaints against a school employee must be made in writing to the principal or employee's supervisor within three days of the occurrence or knowledge of the incident or conduct. Forms and proper procedure to file a complaint are on file in the principal's office. Any situations that are not resolved by the teachers or the principal must be submitted in writing to the superintendent for his investigation. A written complaint on any matter to be presented to the school board, including complaints against school employees, must be filed in the superintendent's office five days prior to the school board meeting.

## **GIFTED EDUCATION**

These services are offered to those student(s) grades two through six who meet established criteria. These services are beyond the scope of what is traditionally offered in the regular education classroom setting. A student must be referred to be considered for gifted education classes. This referral could be from the student, teacher/s, parent, principal, or guidance counselor. Once a referral is received, data will be collected to begin the process for an eligibility determination. This process consists of different steps that involve screening instruments, checklists completed by teachers, group tests and/or individual testing (done only after parental permission is obtained).

If a parent/guardian feels that his/her student should be considered for gifted education services, he/she should contact the teacher, guidance counselor at the student's school site, or Letha Presley, Assistant Superintendent at the Lincoln County School District Central Office @ (601) 835-0011.

## **GRADING AND ENROLLMENT POLICY AND PROCEDURES**

The school session is divided into two semesters with each semester divided into two nine-week reporting periods or quarters. Students will receive report cards at the end of each nine-week period and progress reports at the mid-point of each quarter.

### **GRADES K-6**

Students in grades K-6 will be graded on their progress in reading, language arts (includes English, spelling, and writing), mathematics, science, and social studies. Grades will be based on mastery of skills, or standards, identified in the Mississippi Curriculum Frameworks and Mississippi College and Career Readiness Standards and adopted by the Lincoln County School District. Grades may also come from daily work and weekly tests. Checklists for each student will show progress on skills, or standards, taught and/or reinforced during the nine-week period. Performance tasks and activities will be graded using rubrics that state the expected criteria.

The following grading scale will be used:

A	progress is excellent	95-100%	4 on rubric
B	progress is above average	85-94%	3 on rubric
C	progress is satisfactory	75-84%	2 on rubric
D	progress needs to improve	70-74%	1 on rubric
F	Progress is unsatisfactory	below 70%	0 on rubric

\*\*\*\*\*The Accelerated Reading Program is to be used for **enrichment only**.

### **GRADES 7-12**

Students in grades 7-12 will be graded on mastery of subject area content identified in the Mississippi College and Career Readiness Standards and the Mississippi Curriculum Frameworks that accompany each course. Since class participation is vital to success in any class, a daily grade shall be given for class participation.

An unexcused absence will result in an academic penalty of zero for class participation. The following grading scale will be used:

A	- 90-100%	C	- 70-79%	F	- below 65%
B	- 80-89%	D	- 65-69%		

\*\*Quarter tests will only be given at the end of the 2<sup>nd</sup> and 4<sup>th</sup> quarters. The quarter test will count one-fourth of the quarter average.

The following method will be used to determine averages:

- 1<sup>st</sup> and 3<sup>rd</sup> Quarter Average: Average of all grades during the quarter
- 2<sup>nd</sup> and 4<sup>th</sup> Quarter Average: Quarter test will count one-fourth
- Semester Average: Quarter grades will be averaged.
- Yearly Average: Semester grades will be averaged.

### **EXEMPTIONS**

Students in grades K-12 may be exempt from 2<sup>nd</sup> and 4<sup>th</sup> quarter exams by subject/class if they meet the following requirements:

- Met all school requirements.
  - Average of 90 in the subject/class
- OR
- Average of 80 in the subject/class with no discipline referrals and/or perfect attendance
  - Seniors are exempt from final exams with a passing yearly average.

### **PROMOTION REQUIREMENTS**

The Lincoln County School District Board of Trustees is dedicated to the total and continuous development of each student. The professional staff is expected to place students at the grade level best suited them academically socially, and emotionally.

Therefore, the board sets forth the following conditions for academic promotion and retention of students. Promotion and retention shall be based upon the mastery of grade level objectives. It is prohibited for students to be retained for extracurricular purposes.

**\*Students in grades K-3\*\* must master the required skills, or objectives, in reading, language arts, and mathematics. At the end of each year students who have mastered the required skills, or objectives, will be promoted to the next grade.**

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

**\*Students in grades 4-6 must master the required skills or objectives, in reading, language arts, mathematics, science, and social studies.**

**\*Students in grades seven and eight must pass Math, Language, Social Studies, and Science to be promoted to the next grade.**

**\*Students in grades nine through twelve must earn the following number of credits to be promoted:**

	9 <sup>th</sup> to 10 <sup>th</sup>	10 <sup>th</sup> to 11 <sup>th</sup>	11 <sup>th</sup> to 12 <sup>th</sup>	To graduate
Seniors of 2005 and later (01-02 ninth graders and later)	6	12	18	24*

\*These units must include those required by the State and the Lincoln County School Board.

**TESTING REQUIREMENTS**

Students in grades 3 -8 will be expected to meet objectives based on the Mississippi Assessment Program. These students will be required to take the test in the spring. The test scores are very important because they may be used to help determine promotion and because students who score below average in the Basic and Minimal categories may be required to attend remediation classes or to be tutored. These efforts are made to help students improve their performance level on skills required as part of the Mississippi Curriculum.

Students in grades 9 – 12 are required to take Subject Area Tests in Algebra I, English II, Biology I and U.S. History as they complete the subject. These Subject Area Tests measure the student’s performance level on skills required as part of the state curriculum in that subject area. Students must pass the test or meet other eligible criteria as outlined in State Board Policy in each of these four subject areas in order to be eligible to receive a regular diploma. Students will be given numerous opportunities to retake these tests; however, they can not receive a diploma or participate in graduation ceremonies until all subject area tests have been passed or approved alternate measures are met.

In an effort to help students, our district has offered remediation opportunities for students who do not pass the Subject Area Tests. However, students and their parents must also share in the responsibility of improving their skill levels in order to pass the Subject Area Tests.

It is necessary that all students realize the importance of performing well on all required state tests. The tests are important to our students because they help to determine their promotion and eventually their graduation.

In addition, our school district, our individual schools and our classroom teachers are evaluated based on state curriculum test scores. These results are reflected in school or district report card. Due to the concerted effort of our students, parents, teachers and school administrators, our school district and our individual schools have performed well above the state average as a whole. With everyone doing their part, we hope to continue to improve our student scores on the State Curriculum Tests.

**ENROLLMENT REQUIREMENTS**

The following guidelines apply to enrollment requirements for grades 9-12:

- Students in grades nine through eleven must be enrolled in the number of academic courses required to earn six Carnegie units for the year.



- Seniors who are on line for graduation must be enrolled in the number of academic courses required to earn four Carnegie units for the year.
- Students cannot take more than one of the required English courses, except in the case of retaking a failed course.

## GRADUATION POLICY AND REQUIREMENTS

### GENERAL GUIDELINES

In order to graduate from the Lincoln County Schools, the following requirements must be met.

- No more than four units earned in summer school programs may be counted toward graduation requirements.
- Enrollment in online and correspondence courses must have prior approval granted by the principal.
- A maximum of one unit may be earned through completion of a correspondence course. Any correspondence course must be approved by the principal and administered through an approved university.
- A student must earn at least two of the last four Carnegie units at the school granting the diploma.
- Students must earn the required Carnegie units as specified in the following tables. Students should check with their school counselor for specific requirements or restrictions in each curriculum area.
- Detailed policies for graduation options are included in LCSD Policy Manual
- Any student who fails to meet any of the graduation requirements is not permitted to participate in the graduation exercise - *MS Code 37-16-7 and Mississippi Accountability Standards*

### SUBJECT AREA TEST REQUIREMENTS FOR GRADUATION

- Students who begin 9<sup>th</sup> grade in 2003-2004 and each year thereafter (anticipated graduation in 2007 and later) must pass all required Subject Area Tests in US History from 1877, English II, Biology I, and Algebra I even if they take the course(s) prior to their 9<sup>th</sup> grade year.
- If a student passes the required end of year Subject Area Test but fails the Subject Area Test course, the student will be required to retake and pass the course to earn the Carnegie unit required for graduation.
- If a student passes the Subject Area Test course but fails the end of year Subject Area Test, the student will be required to retake the test until a passing score is received or meets criteria of State Board Policy 3803 or State Board Policy 3804 which 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 3803 only applies to currently enrolled students. State Board Policy 3804 applies to past, current, and future Mississippi students. See school principal and/or counselor for details.

#### SENIORS OF SCHOOL YEAR 2011-2012 and later (Entering ninth graders in 2008-2009 and later)

CURRICULUM AREA	CARNEGIE UNITS	COURSES
<b>ENGLISH</b>	<b>4<sup>1</sup></b>	English I, II, III, IV
<b>MATHEMATICS</b>	<b>4<sup>2</sup></b>	Algebra I      Geometry
<b>SCIENCE</b>	<b>4<sup>3</sup></b>	Biology I      Physical Science or Chemistry
<b>SOCIAL STUDIES</b>	<b>4<sup>4</sup></b>	1 World History 1 U.S. History ½ Geography ½ U.S. Government ½ Economics ½ Mississippi Studies
<b>HEALTH &amp; PHYSICAL EDUCATION</b>	<b>1<sup>5</sup></b>	½ Contemporary Health & ½ Physical Education
<b>BUSINESS &amp; TECHNOLOGY</b>	<b>2<sup>6</sup></b>	1 Information and Communication Technology (ICT) II or 1 Science, Technology, Engineering & Mathematics (STEM) or 1 Technology Foundations or ½ Keyboarding and ½ Computer Applications
<b>THE ARTS</b>	<b>1</b>	
<b>ELECTIVES</b>	<b>4<sup>7</sup></b>	
<b>TOTAL UNITS REQUIRED</b>	<b>24</b>	

<sup>1</sup>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 5 general electives required for graduation. Beginning school year 2014-2015, Compensatory English may only be taken if a credit-bearing English course is taken in the same school year. Beginning 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.

<sup>2</sup>Compensatory 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 4 general electives required for graduation. Beginning school year 2014-2015, Compensatory Mathematics may only be taken if a credit-bearing Math course is taken in the same school year. 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. Effective with ninth graders of 2010-2011, Survey of Mathematical Topics may not be included in the two math courses higher than Algebra I. The allowable mathematics courses that can be taken which are higher than Algebra I are: Geometry, Algebra II, CCSS Advanced Math Plus, Algebra III, SREB Math Ready, 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, Transition to Algebra, and Survey of Mathematical Topics are no longer available after the 2013-2014 school year. Carnegie unit may be earned by eighth graders effective with school year 2014-2015 for the following course: CCSS Math Grade 8.

<sup>3</sup>One unit may be in Concepts of AEST and one unit can be from any of the other AEST courses offered at the school. Beginning school year 2008-2009 for all entering eighth graders, one unit must be a lab-based physical science. The allowable lab-based physical science courses are Physical Science, and Chemistry. Effective with school year 2013-14, up to two (2) of the four (4) required science units (excluding Biology I) may be earned by completing Concepts of AEST and any one of the other AEST courses offered at the school. One (1) credit allowed shall be awarded for Biology II, and one-half (½) credit shall be awarded for Botany, and one-half (½) credit shall be awarded for Field Experiences in Science. Effective with eighth graders of school year 2013-14, Concepts of AEST may be taken in the eighth grade for Carnegie unit credit.

<sup>4</sup>Credit earned for Business Fundamentals or Business Fundamentals II may be accepted in lieu of ½ unit in Economics. The credit earned for a State/Local Government course in any other state by an out-of-state transfer student who enters after the sophomore year can stand in lieu of Mississippi Studies or Mississippi State and Local Government. If the transfer student took a State/Local Government course in a grade level that did not award Carnegie unit credit, then any other ½ unit social studies course may be accepted. An out-of-state student who transfers after the junior year may substitute any other ½ unit social studies course.

<sup>5</sup>Comprehensive Health or Family and Individual Health meet the health requirement if taken prior to the 2014-2015 school year. The graduation requirement for ½ unit in physical education may include participation in interscholastic athletic activities, band, dance and JROTC that meet the instructional requirements specified in the *Fitness through Physical Education Framework* and that are sanctioned by the Mississippi High School Activities Association.

<sup>6</sup>Evidence of proficiency in technology is accepted in lieu of the required courses if the student earns one unit in a technology-rich academic or career technical course related to their program of study. A Carnegie unit earned for STEM in the 9th grade meets this graduation requirement. Technology Foundations replaces Computer Discovery, Keyboarding and Computer Applications and meets this graduation requirement when taken in grades 7-12. Beginning with the 2016-2017 school year, Computer App. & Keyboarding will not be taught.

<sup>7</sup>Only one elective unit in physical education including participation in interscholastic athletic activities, band, performance choral, dance or JROTC 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 24 required state units. If a local district has graduation requirements above the state requirements they may award additional credits as outlined in the local Board policy.

\*See district policy for information regarding other graduation options sanctioned by Mississippi Department of Education.

**REQUIRED COURSES FOR ADMISSION TO (IHL) PUBLIC UNIVERSITIES IN MISSISSIPPI**

CURRICULUM AREA	CARNEGIE UNITS	COURSES
<b>ENGLISH</b>	<b>4<sup>1</sup></b>	
<b>MATHEMATICS</b>	<b>3<sup>2</sup></b>	Algebra I      Geometry      Algebra II
<b>SCIENCE</b>	<b>3 (2 lab-based)</b>	SELECT 3 UNITS FROM THE FOLLOWING LIST: Physical Science Biology Advanced Biology Chemistry Advanced Chemistry Physics Advanced Physics Or any other science course with comparable content and rigor as approved by MDE
<b>SOCIAL STUDIES</b>	<b>3</b>	U.S. History World History U.S. Government (½) Economics (½) or Geography (½)
<b>COMPUTER EDUCATION</b>	<b>½</b>	Technology Foundations or Information and Communication Technology (ICT) II Science, Technology, Engineering, and Mathematics (STEM) Computer Applications
<b>ADVANCED ELECTIVES</b>	<b>2</b>	SELECT 2 UNITS <sup>3</sup> FROM THE FOLLOWING LIST: Foreign Language World Geography 4th year lab-based Science 4th year Mathematics
<b>TOTAL UNITS REQUIRED</b>	<b>15 ½<sup>4</sup></b>	

<sup>1</sup>Courses must require substantial communication skills. Compensatory English, Compensatory Reading, and Compensatory Writing may not be included.

<sup>2</sup>A fourth class in higher-level mathematics is highly recommended.

<sup>3</sup>Foreign Language taken prior to high school will be accepted for admission, provided course content is the same as the high school course. One of the two units must be in Foreign Language or World Geography.

<sup>4</sup>Limited exceptions to high school unit requirements may be available. For more information contact the Office of Admissions. Admission requirements are subject to change without notice at the direction of the Board of Trustees of the Mississippi Institutions of Higher Learning.

## **EARLY GRADUATION**

Early graduation involves the completion of all high school academic requirements in less than a traditional four year program and is not encouraged in the Lincoln County Schools. A student applying for early graduation should file a written request with the principal and schedule a conference with the counselor and parent/guardian. Students who request to graduate before the end of the school year loses the privilege of participating in school activities during the second semester, but will be allowed to participate in the graduation ceremony. Students are responsible for taking part in scheduled graduation practices.

## **HONOR GRADUATES**

A system of weighting courses will determine class ranking for Valedictorian, Salutatorian, and honor graduates. In order to qualify for Valedictorian or Salutatorian, students must have completed their last two years of work at the school from which they are graduating and met Mississippi Public Universities Admission Standards course requirements. To be honor graduates, students must have a cumulative grade point average of 90 or above (**without rounding up**). The determination of Valedictorian or Salutatorian will be final when all grades have been counted.

## **VOCATIONAL PROGRAMS**

A variety of Vocational Courses are offered to the students of the Lincoln County School District. Courses offered include:

Family and Consumer Sciences (Grades 9-12)

- Family Dynamics (1/2 credit)
- Contemporary Health (1/2 credit)
- Child Development (1/2 credit)
- Resource Management (1/2 credit)

Concepts of AEST (Grades 9-10) (1 credit) &

Any other AEST course of study offered from the following list (Grades 10-12) (1 credit each)

- Science of Agricultural Animals
- Science of Agricultural Environment
- Science of Agricultural Mechanization
- Science of Agricultural Plants

The Lincoln County School District does not discriminate on the basis of race, color, national origin, sex, religion, disability or social-economic status.

## **INTERNET SAFETY POLICY**

### **Introduction**

It is the policy of Lincoln County School District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No.1 06-554 and 47 USC 254(h)].

### **Definitions**

Key terms are as defined in the Children's Internet Protection Act.

### **Access to Inappropriate Material**

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the Lincoln County School District online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### **Education, Supervision and Monitoring**

It shall be the responsibility of all members of the Lincoln County School District's staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Technology Director or designated representatives.

The Lincoln County School District or designated representatives will provide age appropriate training for students who use the Lincoln County School District Internet facilities. The training provided will be designed to promote the Lincoln County School District's commitment to:

- I. The standards and acceptable use of Internet services as set forth in the Lincoln County School District's Internet Acceptable Use Policy;
- II. Student safety with regard to: safety on the Internet; appropriate behavior while on online, on social networking Web sites, and in chat rooms; and cyberbullying awareness and response.
- III. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA"). Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

### **LICE TREATMENT**

Students found to have lice or nits may be sent home with instructions from the school nurse as to the requirements for returning to school.

### **LOST AND FOUND**

All articles found in the building or on the campus of any school will be turned in at the principal's office where they will be kept until claimed or until the end of the school year.

### **LUNCH/BREAKFAST PROGRAM**

Our school cafeterias serve nutritious, well-balanced meals. Cafeterias begin serving breakfast at 7:30 each morning. Students are expected to follow rules of good behavior and demonstrate good manners while eating. Students must put all trash into the waste cans, or students may be required to clean the tables. The following policies should be followed:

1. Students who bring their lunches to school are required to eat in the cafeteria.
2. No food may be carried from the lunchroom without permission.
3. **Lincoln County Schools will not allow any commercial canned or bottled drinks to be brought into the cafeteria in their original container. Beverages may be brought into the cafeteria only in a non-breakable thermos type container. Also, commercial foods may not be brought into the cafeteria in their original packaging.**
4. Students may pay for meals up to one week in advance.
5. Students will not be allowed to charge meals.
6. No cash refunds will be made unless a student withdraws from the school district.
7. Cafeteria cashiers will accept checks only for the amount of cafeteria purchases.
8. Federal guidelines state that extra food (except milk and ice cream) may be sold only to students who have purchased regular trays.
9. For a complete breakfast, students may choose up to four food items, but must choose at least three items.
10. For a complete lunch, students may choose up to five items, but must choose at least three items, not including dessert.
11. **Refund Request:** It shall be the Policy of the Lincoln County School District that excess balances remaining on student/teacher Child Nutrition accounts shall be **carried forward** to the next school year. Refunds of these excessive balances will only be granted to a graduating senior or that the student/teacher is withdrawing from the district.
12. Refer to page 23 under Returned Checks regarding checks received that are returned due to insufficient funds.

Prices for the school year will be as follows:

	<u>Lunch</u>	<u>Breakfast</u>
Visitor	\$3.00	\$2.00
Faculty/Staff	\$3.00	\$2.00
Student Full Price	\$2.50	\$1.25
Student Reduced	\$ .40	\$ .30

**MEAL CHARGE POLICY**  
*(Revised June 18, 2014)*

Students are expected to pay for their meals in full each day. Students may pay daily for their meals or parents may send a check payable to Cafeteria. Parents can pre-pay on a weekly, bi-weekly, or monthly basis. However, it is recognized that on occasion, students may forget to bring meal money to school. To ensure that students do not go hungry, but also to promote responsible student behavior and minimize the fiscal burden to the district, students who may forget their meal money will be allowed to charge the cost of meals to be paid back at a later date subject to the terms in this policy.

To comply with State guidelines and maintain a system for accounting for charged meals, regarding both full and reduced price meals, Lincoln County School District shall:

1. Allow only a complete meal to be charged. Snacks, ice cream or second meals may not be charged.
2. Limit the number of charges to **\$5.00** per student.
3. Charges **must be paid in full** before a regular meal will be given again.
4. Use a computer-generated point of sale system which identifies and records all meals as well as collects repayments.

In addition the following will apply:

- A.** When a negative balance occurs parents will be notified by phone or in writing. Every attempt will be made to notify parents when their child/children's accounts are getting low on funds.

**B.** Any funds provided will be applied to the negative balance before other purchases may be made.

**C.** Once a student reaches their charge limit they will be given an **Alternative Meal** of a peanut butter and jelly sandwich and milk until the overdue balance is paid in full. Accommodations will be made for students with food allergies.

If it is suspected that a student may be abusing this policy, written notice will be provided to the parent that if he/she continues to abuse this policy, the privilege of charging meals will be refused.

### **MEDICATION POLICY**

Medication can only be administered in accordance with district policy by the principal, or designee. The following guidelines must be followed:

1. Students are not allowed to transport medication to and from school.
2. The medication must be delivered to the principal's office by the parent or guardian.
3. A "Medication Administration Form" must be on file in the principal's office.
4. Upon administering the medication, the student's name, date, time, name of medication and dosage shall be recorded.
5. All prescription drugs must be in the original container bearing the student's name, the doctor's name, and date of issuance.
6. All non-prescription drugs including over-the-counter drugs, such as Tylenol, must be in the original container with the student's name, dosage, and dates to be taken. These non-prescription drugs should be prescribed by a doctor for a specific illness and time period. The school nurse is unable to administer any medication, including Tylenol without an order signed by doctor.
7. No student is allowed to have non-prescription drugs on campus. The office will not "store" medication.

### **PARENT RIGHT TO KNOW**

Legislation requires schools to notify all parents of their "right to know" the qualifications of the teachers and teacher assistants who work with their children.

Lincoln County School District is committed to providing highly qualified staff for every student, and if your child will be taught by someone that does not meet the federal definition of "highly qualified" for four or more consecutive weeks, you will be notified in writing.

If you have any questions, you may contact your child's principal or you may contact Letha H. Presley at the Lincoln County School District Central Office.

### **WITHIN DISTRICT TRANSFERS**

The parents or legal guardians of students in the district who wish to transfer from one school in the district to another school in the district must apply for a transfer at the Superintendent's office. The school to which the student is requesting to transfer must have room for the student, without requiring an additional teacher or without overloading a class, before the School Board can make a ruling on the transfer request.

### **OUT OF DISTRICT STUDENTS**

Out of district students may have their transfers terminated for failure to follow the rules, regulations, and policies of the Lincoln County School District. Out of district students may have their transfers terminated for excessive tardies, poor academic performance, or excessive disciplinary infractions as determined by the principal. Transfer fees are \$600.00 per student and are non-refundable. All transfer fees are due upon enrollment. Failure to pay the transfer fee will result in revocation of the transfer.

## **PARENT PICK-UP**

In order to maintain the safety of our students, parents must follow the parent pick-up policies adopted by individual schools.

## **PARENT/TEACHER CONFERENCES**

One of the best ways to learn about your child's progress is by talking with your child's teachers. We encourage parents not to wait until problems develop but to get to know their child's teachers as soon as possible. Parents must call the school office to make arrangements for conferences with teachers. Conferences should be scheduled in advance. Principals are ready and willing to meet with parents if they have any questions or problems during the school year. Parents may also call the school office to make arrangements for a conference with a principal.

Teachers and principals may request conferences during the school year to discuss academic and/or behavior problems. Failure of parents to attend school conferences constitutes educational neglect and may result in criminal charges, penalties, and/or referral to the Department of Human Services.

## **PASSES**

Students finding it necessary to leave a regularly assigned place at any period during the day must secure a pass signed by the teacher in charge of that period. The pass must state to whom the student is to report and must be handed back to the teacher upon return, signed by the person reported to and the time of departure. Passes should be kept at a minimum and given only in cases of extreme necessity. Students should not be given passes to take care of any matters that could be taken care of at break, lunch period, before or after school.

## **REGISTRATION**

In order to complete registration, schools must record the following information on the permanent record of each student:

- Social Security number
- Copy of birth certificate, or verified birth certificate number
- Mississippi Certificate of Immunization
- Completed Residency Verification Form – This form must be updated at the beginning of each school year.

## **REPORTING OF VIOLENT ACTS**

Pursuant to state law, school employees must report to law enforcement officials any unlawful or violent acts that occur on school property or during a school-related activity. Students may be suspended and/or expelled for the commission of unlawful or violent acts as provided by state law and school board policy.

An "unlawful" activity includes, but is not limited to possession or use of a deadly weapon, possession, sale or use of a controlled substance, assault and battery, rape or any sexual offense, or murder. "Violent" refers to any act that causes serious physical injury.

## **RESTROOMS**

Students may leave class for the restroom only with the teacher's permission. Permission shall be based on a doctor's excuse, emergency sickness or at the teacher's discretion. All students have a responsibility for helping to keep restrooms clean and sanitary. We hope that our students have enough pride in their buildings and facilities to see that they are kept as clean as possible at all times. Loitering, loud talking, playing and smoking in the restrooms at any time are forbidden. No food or drink will be allowed in the restrooms.

## RETURNED CHECKS

There will be a charge of \$25.00 for each check received by the district that is returned due to insufficient funds. Until the check has been redeemed and the \$25.00 NSF fee has been received by the district no checks will be accepted from that individual. Upon the second occurrence of a check being returned due to lack of funds, the district will no longer accept checks from that individual. All fees must then be paid by cash or certified funds such as a money order.

## RIGHTS AND RESPONSIBILITIES

All students have basic rights and responsibilities as afforded by the U. S. Constitution, the Constitution of the State of Mississippi and Mississippi law.

### STUDENT RIGHTS:

1. Right to Learn: Students have a right to a public education and to a non-disruptive educational environment in which to learn.
2. Equal Opportunity: Students have a right to an equal opportunity to participate in school programs and activities. However, participation in extra-curricular activities is a privilege that may be lost by misconduct, academic standing or other reason provided by policy and/or law.
3. Freedom of Expression: Students have the right to express their opinion verbally or in writing as long as it does not disrupt the educational environment. This right includes student publications to the extent provided by law.
4. Privacy: Academic and other personal school records are confidential and can be inspected only by eligible students, parents/guardians, school officials and others permitted by law.
5. Due Process: Students have the right to due process as outlined by board policy and provided by law.
6. Search and Seizure: Students have the right to be free from unreasonable search and/or seizure, but anything on school property or at school-related events is subject to search if a reasonable suspicion exists or otherwise as provided by law and policy.

### STUDENT RESPONSIBILITIES:

1. Respect for authority including obedience to school rules and regulations and to the law.
2. Respect for the rights of others and for school and community property.
3. Regular attendance and meeting of school obligations.
4. Standards of personal conduct, which are reflected in socially approved behavior.
5. Acceptance of responsibility for work and behavior.

### PARENT RESPONSIBILITIES:

In addition to general encouragement and support of the students, teachers, and school, each parent/guardian or custodian must do the following:

1. Ensure the attendance of his/her child.
2. Ensure arrival at school on time.
3. Encourage success by having interest and involvement in the child's schoolwork and activities.
4. Cooperate with teachers and administrators with regard to school requested conferences.
5. Encourage his/her child's good behavior and compliance with school rules and the law.
6. Support the school's discipline policy.
7. Ensure success by monitoring their child's progress on a regular basis.

### PENALTIES:

Failure to attend school conference and to cooperate in the implementation of the discipline policy constitutes educational neglect and may result in criminal charges, penalties, and/or referral to the Department of Human Services.

Parents may be liable for payment of damages resulting from destructive acts by a child against school property and/or person and for criminal fines for unlawful activity by a child on school property or at school related activities.



## SEARCH AND SEIZURE

School officials may search school property when they have reason to suspect that students have violated a school rule or law. Lockers, backpacks, purses and other such items are subject to search without warning based upon individualized reasonable suspicion. Desks may be searched randomly without warning. Vehicles brought onto campus by or for the benefit of students may be visually searched randomly, and the contents searched with individual reasonable suspicion both without warning. Students may be subject to reasonable pat downs and required to empty pockets based on individualized reasonable suspicion when circumstances warrant such a search. In cases of emergency, students may be subject to strip searches in accordance with procedures approved by District policy and the law. **In the event that search reveals the possession of items that may be prohibited by law, school officials shall notify local law enforcement officials.**

## SECTION 504 OF THE REHABILITATION ACT OF 1973

The Lincoln County School District is in compliance with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in programs and activities receiving federal financial assistance. For further information on or to make a complaint under Section 504, you may contact Letha Presley P.O. Box 826, Brookhaven, MS 39602, 601-835-0011.

## SEXUAL HARASSMENT AND DISCRIMINATION/TITLE IX

Title IX prohibits sex discrimination, including sexual harassment, against students. It is the intent of the Lincoln County School District to maintain an environment free from sexual discrimination and harassment of any kind.

Definition of Sexual Harassment- Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature amounting to or constituting harassment is prohibited. Examples of this type of conduct include:

- Requiring submission to sexual conduct, either implicitly or explicitly, as a term or condition for grades, promotion or other benefits.
- Using submission to or reject of sexual conduct as the basis for decisions affecting the student.
- Using, whether intentionally or not, sexual conduct to unreasonably interfere with the student's work performance or create an intimidating, hostile or offensive teaching or learning environment.

Complaints may be made to the appropriate administrator or directly to the Title IX Coordinator without fear of reprisal and with assurance of confidentiality. If a complaint is substantiated, the offending employee/student shall be subject to disciplinary action.

To make a complaint, specific steps must be followed in accordance with strict timelines. In order to start the grievance process, a complaint must be made within 5 days after the occurrence of the alleged sexual harassment, by contacting your principal or the Title IX coordinator, Letha Presley, at P.O. Box 826, Brookhaven, Mississippi 39602, 835-0011.

## NONDISCRIMINATION

It is the policy of the Lincoln County School District not to discriminate on the basis of race, color, national origin, age, sex, religion or disability.

## SPECIAL EDUCATION

The Lincoln County School District offers a variety of programs to meet the unique needs of each exceptional student. Special services are available for children between the ages of 3 through twenty who are physically, mentally, communicatively and/or emotionally disabled.

For information about the special education department, parents should contact Letha H. Presley, Assistant Superintendent. This office is located in the Lincoln County School District Central Office at 233 East Monticello Street, Brookhaven, MS 39602. The phone number is 601-835-0011.

## **STUDENT FEES**

Schools may charge a reasonable fee to students for supplemental instructional materials and supplies (including workbooks), laboratory fees, parking permits, locks and/or locker fees. Parents may submit a written request to the principal asking to pay fees in partial payments or request to have the fees waived due to a hardship. There will be a \$50.00 fee for students enrolled in driver's education class. Fees are non-refundable. Students enrolled during first semester must pay fees by August 11, 2017. Students enrolled during the second semester must pay fees by January 11, 2018. If fees are not paid by due dates, students will be removed from the class.

Actual cost for postage may be assessed for all mailed records including report cards. (Parents are given the opportunity to pick up end of the year report cards or a fee for postage may be requested.)

## **TELEPHONE**

The school telephone is for school business purpose only. Students should not ask to use the phone except in cases of emergency. Students will not be called to the phone from classes or study hall except in case of emergency.

## **TEXTBOOKS**

Textbooks belong to the Lincoln County School District and are issued to students for their use during the school year. At the end of the school year these books are to be returned in good condition. If a book is damaged a fine must be paid. Students who deliberately destroy textbooks will be charged the actual cost of the replacement book.

## **TRANSPORTATION**

Well-equipped buses with trained drivers are provided for students entitled to transportation. Students are asked to cooperate with drivers in the safety and up-keep of buses. Students who ride buses must abide by the rules and regulations. Conduct determines whether a student will be entitled to transportation or not. The following policies apply:

1. When students leave school on a bus on a school trip, they must return on the bus unless they return with their parents.
2. No person other than students scheduled to ride, an administrator, faculty, or law enforcement official may obtain entry upon a school bus unless the driver of said bus has written authorization from the principal or superintendent to permit such entry. Only parents approved as chaperones may accompany students on field trips.
3. In the event a school bus has been involved in an accident, catches on fire, or any other emergency develops, an individual(s) may be permitted to enter the bus or assist students or driver in assistance is needed.
4. Students must be at their assigned bus stop on time in the morning at the same time and not straggle one at a time from the house to the bus. The driver is required to stop, but not required to wait unless the student is seen coming. The only exception is when the bus is early.
5. Students must be at the loading zone at school on time in the afternoons.

### **DISCIPLINE PLAN FOR SCHOOL BUSES (Code of Conduct)**

The privilege of riding a school bus carries with it some responsibilities for the students. Drivers are expected to keep order and discipline on the bus, but their major responsibility has to be driving the bus. Therefore, students are expected to cooperate with the following regulations:

1. At no time are students to touch the outside of the bus, nor hang heads, arms, legs, hands, or bodies out the window of the bus.
2. Immediately upon entering the bus, students are to be seated and are to remain seated until they arrive at their destination.
3. Students will board and leave the bus according to the instructions of the driver. Students are to obey all directions of the bus driver.
4. Students are not to throw, sail, shoot, or pitch objects.
5. Students must sit in the seat assigned by the driver. Drivers have the option of delegating students to an assigned seat and may change the assigned seat at anytime.
6. The bus must come to a complete stop before students try to enter or exit.
7. Loud talking, squealing, and other noise are not permitted on the school bus.
8. Students are not to damage any part of the school bus. Students and their parents will be held financially responsible for any damage done.
9. No beverages or food may be consumed on the bus.
10. Chewing gum is prohibited on the school bus.
11. Intentional littering on the school bus is prohibited.
12. Students must identify themselves properly when requested to do so by school personnel or sub driver.
13. Students may not bring toys, radios, tape players, electronic games, beepers, laser lights, cellular phones, digital cameras or other such devices on the bus without permission.

The principal has the discretion to place the student on the Discipline Ladder at the step he determines appropriate under the circumstance. Any violation of the following rules can result in suspension from the bus or from school.

14. Disrespect, open defiance, blatant disregard, vulgar signs, etc., directed toward any teacher, bus driver, other school employee or other designated adult supervising school related activities – Ladder Step 2 or above.
15. Defacing or otherwise injuring school property, including school buses-Restitution – Plus Discipline Ladder
16. Participation in fighting on the bus – Ladder Step 2 or above.
17. Stealing- Restitution – Plus Discipline Ladder.
18. Harassment, sexual or other, intimidation, instigation of a fight, or threatening other students- Ladder Step 2 or above.
19. Profanity or vulgarity, including acts, gesture or symbols- Ladder Step 3 or above.
20. Possession and/or use of tobacco or tobacco related products- Ladder Step 3 or above.
21. Threatening a teacher, other school employee, or other designated adult supervising school related activities- Immediate suspension and Ladder step 5
22. Sale, possession or use of drugs or alcohol – Immediate suspension and Ladder step 5
23. Possession of weapons- Immediate suspension and Ladder step 5
24. Violent act such as assault resulting in physical injury, any sexual offense, kidnapping- Immediate suspension and Ladder step 5

## **DISCIPLINE LADDER FOR GRADES K-12**

**The principal, in his discretion, will make the decision he determines appropriate under the circumstances.**

**First Offense** – Warning and parent notification and/or corporal punishment

**Second Offense** – Suspended from riding any bus for up to 3 school days, parent notification

**Third Offense** – Suspended from riding any bus for up to 5 school days. Student will be placed on or moved up the Principal's Ladder. Parent must come to school for a conference with the principal and bus driver.

**Fourth Offense** – Suspended from riding the bus for up to 10 school days. Student will be moved up the Discipline Ladder. Parent must come to school for a conference with the principal and the Transportation Director.

**Fifth Offense** – Suspended from riding any bus for 15 school days or more. (This action may result in loss of bus privileges for the remainder of the school year.) Students will be moved up the Principal's Discipline Ladder.

- Any act that the principal, in his discretion, determines to be similar nature and severity to the specified acts shall be dealt with in accordance with the Discipline Ladder.
- Refusal of a step on the Discipline Ladder or other additional punishment will result in automatically being moved to the next step on the ladder.

**Students and parents are reminded that student behavior at the bus stop before loading or after unloading is covered by the transportation discipline ladder. Student actions in the yard or at the bus stop that may be viewed by the bus driver or students or reported by other students at the bus stop are subject to the transportation discipline ladder.**

### **UNSAFE SCHOOL CHOICE OPTION**

If a school is designated by the Mississippi Board of Education as a persistently dangerous public school, as determined by the criteria established under State Board Policy Chapter 82 or if a student becomes a victim of a violent criminal offense, as determined by State law while in or on the grounds of a public school that the student attends, the student may be allowed to attend a safe public school within the district.

### **VISITORS**

Parents are welcome to visit our schools any time. However, **all visitors** on campus (students, adult, or parents) must report to the office to get a visitor's pass before they proceed to any other place on campus, otherwise they shall be considered a trespasser. Any parent who wishes to see a teacher must get permission from the principal's office. Student visitors from other schools and former students are not permitted to be on campus without the permission from the principal. **NO PETS OR ANIMALS** are allowed on campus unless it is a Certified Service Animal.

### **WEAPONS**

Weapons are strictly prohibited on school property and at school-related activities. Students who have in their possession, whether on their person or otherwise, or aid or encourage other students to possess a weapon or any object that would be considered or used as a weapon shall be suspended and/or expelled in accordance with school board policy and state and federal law.

Furthermore, staff members shall report students who violate the weapons policy to law enforcement in accordance with state law. Students who violate this policy may be subjected to criminal penalties. A copy of the criminal possession statute shall be posted at each school. Prohibited "weapons" include, but are not limited to firearms, explosive, cartridges, knives (including pocket knives and hunting knives), slingshots, leaded canes, switchblades, air pistols, blackjacks, metallic knuckles, razors and razor blades, sharp pointed or edged instruments, chains and shocking devices.

### **WITHDRAWAL FROM SCHOOL**

If a student leaves school for any reason, a withdrawal form must be completed. These forms may be obtained from the teacher or from school office. The parent will fill out information, such as reason for withdrawal. The teacher must complete other information, such as grades. When the student is cleared through the office, he/she will receive a copy of the withdrawal form to be given to the school in which the student enrolls. When a student transfers to another school, his official records will be mailed upon written request from the new school.

### **FURTHER INFORMATION**

Please contact the principal at your school with any questions or for copies of any policies regarding the matters in this handbook.

**The Lincoln County School District does not discriminate on the basis of race, color, national origin, sex, religion, disability or social-economic status.**