



# STUDENT HANDBOOK 2022-2023

Lee County School District  
Administration Office  
1280 College View Drive  
Tupelo, Mississippi 38804  
Phone: 662-841-9144  
Fax: 662-680-6012  
[www.leecountyschools.us](http://www.leecountyschools.us)

Date Issued: August 4, 2022

## SUPERINTENDENT'S MESSAGE

Dear Students and Parents,

I want to extend to you and your family a very warm welcome to the Lee County School District. I hope you all are relaxed and recharged to start a new school year. It is important to us that our students come each day to challenge themselves, to socialize, and to achieve all they can. We aspire to demonstrate respect, honesty, compassion, courage, and responsibility. It is our hope that this will model the same values in our students.

We care deeply about the success of our children. With the support of our staff, families, and our community, I know we can do great things!

It is a great honor to server as your superintendent. Thank you for your continued support as we strive to do our very best for our community's children. I look forward to a great year. Please do not hesitate to reach out to me with any questions, comments, or concerns you may have throughout the year.

Coke Magee, Superintendent

### **Vision**

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

### **Mission**

The Lee County School District provides a high quality education in a safe, healthy environment and develops responsible citizens who become productive members of our communities.

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

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

## LEE COUNTY SCHOOL BOARD

Sherry Mask	President	District 5
Ronnie Bell	Vice-President	District 2
Mary Ann Edwards	Secretary	District 4
Hal Swann	Member	District 1
Pam Tharp	Member	District 3

## ADMINISTRATION OFFICE

Coke Magee	Superintendent
Alisa Eldridge	Chief Academic Officer – Grade K – 5
Dr. Leigh Anne Newton	Chief Academic Officer – Grade 6 - 12
Anthony Bryant	Director of Special Education
Chris Conwill	Federal Programs Director
Dr. Debbie Jones	Student Assessment Director
Shey Edwards	Director of Public Relations & Information Services
Michael Martin	Business Manager
Valerie Weivoda	Child Nutrition Director
Brian Newton	Technology Director
Robert Byers	Communications Director
Blake Edwards	Maintenance and Facilities Director
Gary Moore	Transportation Service Manager

# SCHOOLS

## **Mooreville Elementary School**

967 County Road 1409  
Mooreville, Mississippi 38857  
Phone: 662-844-7105  
Fax: 662-844-0777  
Dr. Meghan Cates, Principal  
Brett Pierce, Assistant Principal  
Rebekah Hunter, Counselor

## **Shannon Primary School**

6408 Noah Curtis Street  
Shannon, Mississippi 38868  
Phone: 662-767-0135  
Fax: 662-767-0137  
Dusty Kelly, Principal  
Elaine Clay-Ivy, Assistant Principal  
Nikki Hester, Counselor

## **Saltillo Primary School**

1806 Hwy 45  
Saltillo, Mississippi 38866  
Phone: 662-869-3724  
Fax: 662-869-3726  
Brad Jackson, Principal  
Jolie McCarter, Assistant Principal  
Marilyn Gurner, Counselor  
Kelly Wigginton, Counselor

## **Mooreville Middle School**

964 County Road 1409  
Mooreville, Mississippi 38857  
Phone: 662-680-4894  
Fax: 662-680-4896  
Pat Comer, Principal  
Marsha Gray, Assistant Principal  
Olivia Mann, Counselor

## **Shannon Elementary School**

695 Romie Hill Drive  
Shannon, Mississippi 38868  
Phone: 662-767-9514  
Fax: 662-767-8687  
Pam Moran, Principal  
Raleigh Bass, Assistant Principal  
Kristi Lindley, Counselor

## **Saltillo Elementary School**

424 South 3<sup>rd</sup> Street  
Saltillo, Mississippi 38866  
Phone: 662-869-2211  
Fax: 662-869-1620  
Belinda McKinion, Principal  
Michael Coggins, Asst. Principal  
Carla Mooneyhan, Counselor  
Courtney Spencer, Counselor

## **Mooreville High School**

115 County Road 1429  
Mooreville, Mississippi 38857  
Phone: 662-842-6859  
Fax: 662-841-5988  
Adam Lindsey, Principal  
Kevin Long, Assistant Principal  
Anna Kathryn Bond, Counselor  
April Cardenas, Counselor

## **Shannon Middle School**

218 Cherry Street  
Shannon, Mississippi 38868  
Phone: 662-767-3986  
Fax: 662-767-9981  
Barry Woods, Principal  
Beverly McCray, Assistant Principal  
Penny Barnes, Counselor

## **Guntown Middle School**

1539 Main Street  
Guntown, Mississippi 38849  
Phone: 662-348-8800  
Fax: 662-348-8810  
Dr. Karen Letson, Principal  
Krista Greer, Assistant Principal  
Blake Holly, Assistant Principal  
Hope Nichols, Counselor  
Emily DeVoss, Counselor

## **Plantersville Middle School**

2657 Main Street  
Plantersville, Mississippi 38862  
Phone: 662-842-4690  
Fax: 662-791-0491  
Dr. Lindsay Brett, Principal  
Jerrion Smith, Assistant Principal  
Mary Glenn Arledge, Counselor

## **Shannon High School**

218 Cherry Street  
Shannon, Mississippi 38868  
Phone: 662-767-9566  
Fax: 662-767-2847  
Dr. Jason Arledge, Principal  
Barabbas Leasy, Assistant Principal  
Aprylle Downing, Assistant Principal  
Kimberly Johnson, Counselor  
Michelle Onyx, Counselor

## **Saltillo High School**

146 Tiger Drive  
Saltillo, Mississippi 38866  
Phone: 662-869-5466  
Fax: 662-869-7229  
Casey Dye, Principal  
Jonathan Chaney, Assistant Principal  
Chris Summers, Assistant Principal  
Susan Dillard, Counselor  
Lesley Berry, Counselor  
Ginny Turner, Counselor

## **Verona Elementary School**

212 College Street  
Verona, Mississippi 38879  
Phone: 662-566-7266  
Fax: 662-566-4247  
Paulette Agnew, Principal  
Danielle Kilgore, Assistant Principal  
Leardrenice Walker, Counselor

## **Belden Center/LCSIC**

4677 Endville Road  
Belden, Mississippi 38826  
Phone: 662-842-2050  
Fax: 662-620-7380  
Allen Stanford, Principal  
Tracy Weeks, Counselor

## **Lee CTE**

221 Honeycomb Way  
Tupelo, MS 38801  
Phone: 662-432-1090  
Fax:  
Amy Johnson, Director  
Laura Honeycutt, Student Services

**ADMISSION**  
(See School Board Policy JBC)

The State of Mississippi compulsory attendance law requires children ages 6-17 to attend school. A child must be five years old on or before September 1 to enroll in kindergarten. A child must be six years old on or before September 1 to enroll in first grade.

**PUPIL RESIDENT**

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

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

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

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

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

1. A driver's license or government issued identification
2. A utility bill (from the approved list listed below and dated within thirty (30) days of registration) or Lee County automobile registration receipt (valid on date of registration). In the event that utilities are included in a lease payment, the parent(s) or legal guardian(s), must provide a copy of the apartment/home lease agreement complete with language objectively and unequivocally stating that payment includes lease and all utilities to be counted as two (2) proofs documents. The length of lease must be included on all apartment/home lease agreements.
3. Mortgage documents or property deed, filed Homestead Exemption Application Form, or apartment/home lease agreement (with length of lease included).
4. Certified copy of filed petition for guardianship, if pending and final decree, when granted. (The school will contact and meet only with the legal guardian of the student.)
5. In the event that the parent(s) or legal guardian(s) cannot provide the three (3) documents for verification of residency, the parent(s) or legal guardian(s) may request the approved Lee County Schools Affidavit of Residency to establish enrollment. The Lee County Schools Affidavit of Residency must be completed by the parent(s) or legal guardian(s), and returned to the school with the following two proofs of residency:
  - a. Driver's license or government issued identification
  - b. Utility bill or automobile registration  
Utility bills may include:

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

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

1. Report Card
2. Name and Address of Former School Attended

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

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

#### **RETURNING STUDENTS:**

As a part of the Lee County School District registration process, pursuant to Mississippi State Board of Education (SBE) Policy Manual Rule 68.1, students whose address has not changed and are returning to a school **in their attendance zone** in the Lee County School District may prove residency by having their parent or legal guardian sign a form stating their address has not changed from the previous year.

#### **ALTERNATIVE PLACEMENT**

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

Any student who is placed in the alternative school program for any length of time will automatically be placed on probation upon return to his/her home school for a minimum period of one semester which can carry over to the next school year. Any students who transfer into the district and are under probation from another district at that time will serve the remainder of his/her probation upon enrolling in a Lee County School. (See School Board Policy JCD)

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

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

## SCHOOL CHOICE FOR UNSAFE SCHOOLS

Any student who is a victim of a violent criminal offense committed against him or her while he or she was in or on the grounds of the public school that he or she attends shall be allowed to request a transfer to attend a school in another district which is not designated a persistently dangerous school provided the student requests a transfer within thirty (30) days of the violent criminal offense. (See School Board Policy JGFA)

### ATTENDANCE

(See School Board Policy JBD)

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

An absence counts on a student's record whether it is excused or unexcused. Two types of excuses for absences will be issued:

An excused absence meets one or more of the above criteria; an opportunity will be given to make up work. It is the responsibility of the student to seek make-up work when obtaining an excused absence (work must be made up within 3 days unless the absence has been lengthy).

An unexcused absence occurs when a compulsory-school age child does not attend class/school and the absence is not due to a valid excuse for temporary non-attendance. In the case of an unexcused absence, missed work and assignments shall not be made up.

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

Students in grades 9-12 who are absent in a nine-week course or in a semester course must bring a note from their parent/guardian for an absence to be excused within 3 days upon return to school. After the third (3) absence in a nine-week course, all other absences will be unexcused unless a doctor's excuse is provided. After the sixth (6) absence in a semester course, all absences will be unexcused unless a doctor's excuse is provided. Parent or guardian will be notified by the school of the student's absences after the third (3) absence in a term course and after the sixth (6) absence in a semester course.

The school attendance officer will be notified after the 5<sup>th</sup> and 10<sup>th</sup> absences for all students. The administration retains the right to review special cases for unavoidable circumstances.

## PROCEDURE TO FOLLOW WHEN ABSENT

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

## TARDY

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

### A. Elementary

In Kindergarten through grade 5, excessive student tardiness will result in referral to the State of Mississippi Attendance Officer.

### B. Secondary

1. Tardies will be cumulative in all classes. Tardies will reset at the end of each 9 week period. Tardies are only considered excused with a medical excuse, court, or a death in the family.
2. Actions to be taken with students in grades 6-12 who are tardy to school and/or class (including tardies to class and check-ins to school) will include the following:
  - a. Four (4) offenses will result in a warning.
  - b. After five (5) offenses students will be assigned one (1) day of In-School Suspension or Saturday School.
  - c. If student does not attend Saturday School, assignment will be two (2) days of Saturday School.
  - d. When eight (8) tardies have been accumulated, driving privileges are revoked for the nine weeks and additional days of ISS could be added.
  - e. Subsequent tardies will result in the student not being exempt from exams.
  - f. After ten (10) tardies, two (2) days Out of School Suspension (OSS) will be given.

## LEAVING SCHOOL

(Check-out Procedures)

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

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

## DISCIPLINE POLICY

The Lee County Schools ascribe to helping children to develop self-discipline in order to conduct themselves in an acceptable manner at school as well as in the home. Effective schools research tells us that a safe and orderly school climate is conducive to learning. In order to have a safe and orderly school climate, we must utilize



classroom management techniques and enforce discipline policies in hallways, cafeterias, and playgrounds that are clearly understood by all.

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

The Lee County School Board prohibits the possession of pistols, firearms, weapons or facsimiles in any form, by any person, on any school district premises, other than duly authorized law enforcement officials. Possession of the previously mentioned items or bomb threats will result in a discipline hearing suspension and/or expulsion. (See School Board Policy JCDAE) Any student may be expelled for one calendar year for possession of a weapon or other felonious conduct. (See School Board Policy JCBE and JCBH)

District employees shall comply with all requirements imposed by law with regard to reporting unlawful or violent acts which have or may have occurred on school property or during school-related activities or for which students have been expelled. (See School Board Policy JCBF)

Any school employee shall notify his/her principal immediately upon obtaining knowledge that one of the following unlawful activities or a violent act has or may have occurred on school property or during a school-related activity:

1. Aggravated assault, including but not limited to
  - a. Assault resulting in serious physical injury or
  - b. Assault involving use of weapon;
2. Assault on a school employee, simple or aggravated;
3. Indecent liberties with a minor;
4. Possession of a firearm or other weapon;
5. Possession, use or sale of any controlled substance;
6. Rape;
7. Sexual battery;
8. Other sexual offense;
9. Murder or other homicide;
10. Kidnapping; or
11. Other violent act.

Miss. Code Ann. § 37-11-1 states that after a pupil has been assigned to a particular school, the principal, or anyone else vested with the authority of assigning pupils to classes, shall not place such pupil in a class where his presence there, because of age differential, mental development, achievement level, or personal habits, would serve to adversely affect, hinder, or retard the academic development of the other pupils in the class.

The superintendent, principal or administrator is authorized to institute appropriate disciplinary action, including immediate suspension, if warranted, against any student for violations of school policy, infractions of the Code of Conduct and other disorderly conduct or misconduct, including, but not limited to the following: (See School Board Policy JCA)

1. Fighting;
2. Assault;
3. Physical altercation;

4. Disorderly conduct;
5. Sexual harassment, intimidation, or threats;
6. Disruption of school operations, functions, programs or activities;
7. Disobedience;
8. Disrespect;
9. Insubordination;
10. Insulting language;
11. Insulting behavior;
12. Obscene language/gesture;
13. Vandalism;
14. Malicious mischief;
15. Theft;
16. Damage to property, private or school;
17. Unauthorized use of school property;
18. Unauthorized entry on school premises;
19. Loitering;
20. Use of tobacco or electronic cigarettes/vapes;
21. Use of alcoholic beverages;
22. Being under the influence of alcoholic beverages;
23. Use of illegal drugs;
24. Under the influence of illegal drugs;
25. Indecent exposure;
26. Public indecent displays of affection including in cars parked in the vicinity of any school building or activity;
27. Leaving class, school program or meeting without permission;
28. Threat of harm to others or threat of destruction of property;
29. Habitual violation of school rules;
30. Possession of any of the following items:
  - Illegal drugs/look-alike drugs
  - Alcoholic beverages
  - Fireworks, explosives, matches, lighters or incendiary materials
  - Knives, firearms, slingshots, any other weapon or look-alike
  - Pornographic materials
  - Drug paraphernalia
  - Stolen property
  - Tobacco
  - Gang-related paraphernalia
  - Cards or gambling paraphernalia
  - Noise making devices
  - Other disruptive materials
  - Other materials, possession of which is punishable by law
  - Any offense otherwise punishable by law.
31. Unauthorized use, possession, or sale of legal/prescription drugs

A student's prior discipline record will be considered before disciplinary action is taken, especially in, but not limited to, a serious fight situation.

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

1. Possession or use of a deadly weapon;
2. Possession, sale or use of any controlled substance or alcohol;
3. Aggravated assault;
4. Simple assault upon any school employee;
5. Rape;
6. Sexual battery;
7. Murder;
8. Kidnapping;
9. Fondling, touching, handling, etc. of a child for lustful purposes;
10. Any violent act.

(See School Board Policy JCBE)

## **BULLYING**

(See School Board Policy JDDA)

The Board of Trustees of the Lee County School District prohibits bullying or harassing behavior of students, school employees, or volunteers. The Lee County School District will make every reasonable effort to ensure that no person or school employee is subjected to bullying or harassing behavior by other students or other school employees.

Any student, school employee or volunteer who feels he/she has been a victim of bullying or harassing behavior, or has witnessed or who has reliable information that a student, school employee or volunteer has been subject to bullying or harassing behavior shall report such conduct to a teacher, principal, counselor or other school official. The report shall be made promptly but no later than five (5) calendar days after the alleged act or acts occurred.

Bullying Forms can be submitted online at [leecountyschools.us](http://leecountyschools.us)

## **ACTION TO BE TAKEN FOR AN UNACCEPTABLE BEHAVIOR**

Any misconduct will be handled at the discretion of the principal or his/her designee. Disciplinary action may consist of detention, in-school suspension, Saturday School, corporal punishment, loss of privileges, and denial of participation in school activities, probation, extra assignments, or a combination of anyone or more such actions. Severe or recurring incidents of misconduct may warrant severe consequences, such as assignment to the district's alternative school, suspension or expulsion.

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

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

future behavior. (See School Policy JD) A "suspension" includes the denial of the privilege of participating in or attending any school-related activity for the period of the suspension. Further, suspended students shall not trespass upon any other school campus or enter into any other school building except for a pre-arranged conference with a principal. (See School Board Policy JDD) The principal or his designee may suspend students for a period not to exceed three (3) school days. The principal with the approval of the superintendent may suspend students for a period not to exceed ten (10) school days. Long-term suspension is the denial of school attendance for any period in excess of ten (10) days during the current school year.

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

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

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

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

If a student's behavior is disruptive to the educational process, a Functional Behavior Assessment should be conducted and a behavior modification plan written by teachers and the parent/guardian to correct the behavior problems exhibited by the student. (See School Board Policy JD)

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

## **GUIDELINES FOR DISTRICT DISCIPLINARY HEARINGS**

(See School Policy JD)

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

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

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

Regardless of the procedure determining a recommendation, the school board would have to approve a recommendation. Due process allows for any discipline decisions to be reviewed by the Lee County School Board. Parents/guardians have the right to appeal discipline hearing decisions to the Lee County School Board. When a student has a violation during the probationary period and the principal reassigns the student to the Improvement Center, parents/guardian may appeal that decision to the School Board within five (5) days of the reassignment. When an appeal is requested, the superintendent's office must have received the request in writing for appeal by 2:00 p.m. of the 5<sup>th</sup> week day after the hearing. Receipt should be by hand delivery, postal mail, or fax. In the case of a fax, an original copy must be presented by the day of the appeal hearing.

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

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

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

## DUE PROCESS

1. The student will be informed of the rule infraction or the charges against him/her.
2. If the behavior warrants the completion of a discipline action form, the student be given a copy of the form containing the charges against him/her.
3. If the student denies the charges, he/she shall be given an explanation of the evidence that the principal or his designee has against the student and shall be given an opportunity to present his/her side of the charges.
4. If charges warrant a suspension, parents/guardian will be notified of the charges and the length of suspension.
5. If a discipline hearing or review is necessary, it will be scheduled within three (3) days of the suspension. If a hearing is required, the principal will contact the parents with the date, time, and place of the hearing. Parents/guardians are encouraged to attend the hearing and speak on the student's behalf. The student will be allowed to address the charges against him/her.
6. Parents/guardian have the right to appeal the recommendation to the Lee County School Board if requested within five (5) days, excluding Saturday and Sunday. When an appeal is requested, the superintendent's office must have received the request in writing for appeal by 2:00 p.m. of the 5<sup>th</sup> week day after the hearing. Receipt should be by hand delivery, postal mail, or fax. In the case of a fax, an original copy must be presented by the day of the appeal hearing.
7. Students and parents can appeal the decision of the Lee County School Board to the court of appropriate jurisdiction.

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

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

## SEXUAL HARASSMENT POLICY

(See School Board Policy JB)

Students in the Lee County School District are protected from sexual discrimination, including sexual harassment, by Title IX of the Education Amendment of 1972 to the Civil Rights Act. It is the intent of the School Board to maintain an environment free from sexual harassment of any kind. Therefore, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited.

Listed below are individuals designated to receive complaints:

School	Contact	Contact
Saltillo Primary School	Brad Jackson	Jolie McCarter
Saltillo Elementary School	Belinda McKinion	Michael Coggins
Guntown Middle School	Karen Letson	Blake Holly
Saltillo High School	Casey Dye	Susan Dillard
Mooreville Elementary School	Meghan Cates	Brett Pierce

Mooreville Middle School	Pat Comer	Oliva Mann
Mooreville High School	Adam Lindsay	Anna Kathryn Bond
Shannon Primary School	Dusty Kelly	Nikki Hester
Shannon Elementary School	Pam Moran	Raleigh Bass
Verona Elementary School	Paulette Agnew	Danielle Kilgore
Plantersville Middle School	Lindsay Brett	Mary Glenn Arledge
Shannon Middle School	Barry Woods	Penny Barnes
Shannon High School	Jason Arledge	Kimberly Johnson
Belden Center	Allen Stanford	Tracy Weeks
Administration Office	Leigh Anne Newton	Coke Magee

## COMPLAINT PROCEDURE

Any student who believes he/she has been the victim of sexual harassment by a student, teacher, administrator, or other school personnel, or any person with knowledge of conduct which may constitute sexual harassment in the school setting should contact his/her immediate supervisor, the appropriate administrative official, the principal, or the Title IX Coordinator. Any teacher, administrator, or other school official who has or receives notice that a student has or may have been the victim of sexual harassment is required to immediately report the alleged act(s) to the Title IX Coordinator or an appropriate Lee County School District official.

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

## STATEMENT ON DRESS

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

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

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

#### STUDENTS IN GRADES K-2

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

#### STUDENTS IN GRADES 3-12

##### Dress of Males:

1. No hats, caps, headscarves, headbands, rollers, combs, sunglasses, or any other headwear shall be worn during the school day.
2. Shoes shall be worn at all times.
3. Shirts shall be long enough to cover the stomach.
4. Shirts shall not be unbuttoned below the second button.
5. No fraternity (secret societies) jerseys or shirts shall be worn (Miss. Code Ann. § 37-11-19). Any apparel conveying negative racial overtones is prohibited.
6. Clothing advertising alcoholic beverages, drug culture, or clothing with obscene language or gestures shall not be worn.
7. Clothing with political advertisements shall not be worn.
8. Muscle shirts, basketball jerseys, and tank tops will not be permitted except when worn as a vest-type garment over a shirt.
9. Belts shall be fastened and suspenders should be on the shoulders.
10. Walking shorts shall be to the top of the knee and appropriate in appearance.
11. Cut jeans or torn jeans should not have holes above the knee.
12. Pants and shorts should be secured at the waist; no undergarments shall be shown.
13. Dusters and extremely long coats are not allowed.
14. Body piercing jewelry other than jewelry worn in pierced ears is prohibited.
15. Pajama pants are prohibited unless directly related to a specific school approved event.

##### Dress of Females:

1. Dresses, skirts, tops that are worn with or without tights/leggings/jeggings, and shorts shall be to the top of



the knee and appropriate in appearance.

2. Clothing shall not be excessively low in front or back; dresses shall not be backless, nor will narrow strap and spaghetti strap dresses and tops be acceptable clothing.
3. Sleeveless clothing must fit appropriately beneath the arms so that undergarments are not visible.
4. Bras shall be worn.
5. No hats, caps, head scarves, headbands, rollers, sunglasses, or any other headwear shall be worn during the school day.
6. Shirts and blouses shall be long enough to cover the stomach.
7. Clothing advertising alcoholic beverages or drug culture or clothing with obscene language or gestures shall not be worn.
8. Clothing with political advertisements shall not be worn.
9. Shoes shall be worn at all times.
10. No fraternity (secret societies) jerseys or shirts shall be worn (Miss. Code Ann. § 37-11-19). Any apparel conveying negative racial overtones is prohibited.
11. Cut jeans or torn jeans should not have holes above the knee.
12. Pants and shorts should be secured at the waist; no “sagging” pants or shorts shall be allowed.
13. Dusters and extremely long coats are not allowed.
14. Body piercing jewelry other than jewelry worn in pierced ears is prohibited.
15. Pajama pants are prohibited unless directly related to a specific school approved event.

### **VANDALISM AND PROPERTY DAMAGE**

(See School Board Policy JCBD)

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

### **BUS REGULATIONS**

(See School Board Policy JCDAD)

Riding a school bus is a privilege, not a right; and this privilege may be revoked for gross or continued misconduct. Students are subject to school authority and all school regulations while riding school buses.

### **TRANSPORTATION**

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

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

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

Students may not ride any bus other than their assigned bus without permission from the principal. Students who vandalize school buses will pay for damages.

### **INJURY**

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

### **MEDICATION**

(See School Board Policy JGCD)

To ensure safe and consistent treatment of children who must use prescription and non-prescription (over-the-counter) medications at school, the following guidelines have been established.

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

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

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

Students should be fever free for at least 24 hours before returning to school.

### **SELF-ADMINISTRATION OF ASTHMA & ANAPHYLAXIS MEDICATIONS**

(See School Board Policy JGCDA)

Every child who has been diagnosed with asthma must have an asthma action plan on file in the school office.

The Lee County School Board permits the self-administration of asthma and anaphylaxis medication pursuant to the requirements of this policy. A student with asthma and/or anaphylaxis is entitled to possess and self-administer prescription asthma and/or anaphylaxis medication while on school property, on school-provided transportation, or at a school-related event or activity if:

1. The prescription asthma and/or anaphylaxis medication has been prescribed for that student as indicate by the prescription label on the medication;

2. The self-administration is done in compliance with the prescription or written instructions from the student's physician or other licensed health care provider; and
3. A parent of the student provides to the school:
  - a. Written authorization, signed by the parent, for the student to self-administer prescription asthma and/or anaphylaxis medication while on school property or at a school-related event or activity;
  - b. A written statement, signed by the parent, in which the parent releases the school district and its employees and agents from liability for an injury arising from the student's self-administration of prescription asthma and/or anaphylaxis medication while on school property or at a school-related event or activity unless in cases of wanton or willful misconduct;
  - c. A written statement from the student's physician or other licensed health care provider, signed by the physician or provider, that states:
    - i. That the student has asthma and/or anaphylaxis and is capable of self-administering the prescription asthma and/or anaphylaxis medication;
    - ii. The name and purpose of the medication;
    - iii. The prescribed dosage for the medication;
    - iv. The times at which or circumstances under which the medication may be administered; and
    - v. The period for which the medication is prescribed.
    - vi. The physician's statement must be kept on file in the office of the school nurse of the school the student attends or, if there is not a school nurse, in the office of the principal of the school the student attends.
4. If a student uses his/her medication in a manner other than prescribed, he/she may be subject to disciplinary action under the school codes. The disciplinary action shall not limit or restrict the student's immediate access to the medication.
5. The school board authorizes the school nurse or trained school employee to administer auto-injectable epinephrine to a student who the school nurse or trained school employee, in good faith, believes is having an anaphylactic reaction, whether or not the student has a prescription for epinephrine.

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

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

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

## **COMMUNICABLE DISEASES**

(See School Board Policy JGCC)

This school board has the power, authority and duty to exclude from the school's students with what appears to be infectious or contagious diseases; provided, however, such student may be allowed to return to school upon presenting a certificate from a public health officer, duly licensed physician or nurse practitioner that the student is free from such disease. Miss. Code Ann. § 37-7-301 (h)

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

### **HEAD LICE**

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

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

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

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

### **SCHOOL COUNSELOR**

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

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

## **TEXTBOOKS & FINES**

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

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

## **EMERGENCY DRILLS**

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

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

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

## **RESPONSIBLE USE AND ACCEPTABLE USE OF TECHNOLOGY**

(See School Board Policy IJ-R and IJB)

The Lee County School District is committed to the safety and security of our students when using district owned devices and technology, as well as personal devices to access the internet and online content.

### **INTERNET ACCESS AGREEMENT**

In order for a student to gain access to the Internet, the student and student's parent(s) / guardian(s) must sign an Internet Access Agreement.

The superintendent is authorized to amend or revise the following board-approved initial administrative procedure as he/she deems necessary and appropriate consistent with this policy. The superintendent is further authorized to amend or revise the Internet Network Access Agreement with the advice of board counsel.

It must be understood by all concerned that the global and fluid nature of the internet network's contents make it extremely difficult for the board to completely regulate and monitor the information received or sent by students. As such, the board cannot assure parents that students will be prevented from accessing undesirable materials or sending or receiving objectionable communications.

### RESPONSIBLE USE OF DISTRICT ISSUED TECHNOLOGY AGREEMENT--STUDENT

I accept full responsibility for the safe and secure handling of the technology device(s) issued to me by the Lee County School District. I accept full responsibility for the proper use of the technology device(s) under all school board policies and applicable handbooks. I understand that if there is found to be intentional loss or damage to my device(s) applicable fines may be issued.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### RESPONSIBLE USE OF DISTRICT ISSUED TECHNOLOGY AGREEMENT – PARENT/GUARDIAN

As the parent/guardian of the student, I understand my child's responsibility in the use and care of the issued technology device(s) by the Lee County School District. I accept full responsibility for the proper use of my child's technology device under all applicable school board policies and the applicable handbooks. I understand that if I or my child is found to be the intentional cause of damage to the equipment or fails to return any device including charging cords, adapter, etc., I will be responsible for all fines or replacement costs that may be issued.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

### VIRTUAL LEARNING QUESTIONNAIRE

In the event of student quarantine or a school-wide shift to virtual learning, LCSD is committed to meeting the needs of our students and families. Please respond to the following questionnaire to better help us in the event that virtual learning is required.

\_\_\_\_\_ My home has access to the internet and my student has his/her own device that will be used for virtual learning.

\_\_\_\_\_ My home has access to the internet; however, my student will need to be issued a district owned device to be used for virtual learning.

\_\_\_\_\_ My home has no or limited access to the internet, and my student will require paper/pencil learning packets.

### STUDENT ACCEPTABLE USE POLICY

As a user of the Lee County School District computer network, I hereby agree to comply with the rules stated below and to communicate over the network in a reliable fashion while honoring all relevant laws and restrictions. I realize this is a private network provided by the Lee County School District that is for educational use only.

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

1. Composing, sending, or displaying messages, pictures, or web pages containing profanity, nudity, vulgarity, hate group information, pornography, sexually explicit materials, or other materials that are offensive in nature.
2. Using obscene language or vulgar speech.
3. Harassing, insulting, or attacking others.
4. Damaging computers or other technology related equipment, computer systems of other computer networks, and data either intentionally or unintentionally.
5. Violating copyright laws
6. Employing the network for commercial purposes or personal gain
7. Publishing private information about students, faculty, or school related issues (social security numbers, grades, discipline reports, financial statements, and personnel issues).
8. Installing software (including virus and spyware software) and/or altering configurations on computers, networks, and other technology related items.

- 9. Taking technology related equipment from its designated site.
- 10. Logging onto the network using another user account revealing login and password information.
- 11. Revealing login and password information.

I understand and will abide by the above Acceptable Use Policy. Further, I understand that any violation of these regulations is subject to all laws of the United States of America and may constitute a criminal offence. Should I commit any violation, my Internet access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action. I understand that I should immediately report to Lee County School District authorities any attempt by other users to engage in inappropriate activities. I also understand that I should not expect data that is property of Lee County Schools to remain private and that authorized staff can inspect any data that resides in web page history and personal folders.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

PARENT ACKNOWLEDGEMENT AND PERMISSION

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

My signature on this document hereby releases the LCSD from all claims and damages arising from my use of the LCSD Network.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Student/Parent/Guardian Agreement for Publishing Student Photographs

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

**GRADING POLICY**  
(See School Board Policy IHE AND IHA)

Promotion and retention shall be based upon the mastery of objectives.

1. The Lee County School Board shall establish standards for graduation from its schools which shall include as a minimum:
  - a. Mastery of minimum academic skills as measured by assessments developed and administered by the State Board of Education.
  - b. Completion of a minimum number of academic credits, and all other applicable requirements prescribed by the district school board.
2. A student who meets all requirements prescribed in subsection (1) of this section shall be awarded a standard diploma in a form prescribed by the state board.
3. The State Board of Education may establish student proficiency standards for promotion to grade levels leading to graduation. Miss. Code Ann. § 37-16-7

**SPECIAL EDUCATION STUDENTS**

The State Department of Education shall establish goals for the performance of students with disabilities that will promote the purpose of IDEA and are consistent, to the maximum extent appropriate, with other goals and standards for students established by the State Department of Education. Performance indicators used to assess progress toward achieving those goals that, at a minimum, address the performance of students with disabilities on assessments, drop-out rates, and graduation rates shall be developed. Every two (2) years, the progress toward meeting the established performance goals shall be reported to the public. Miss Code Ann. § 37-23-133 and § 37-23-1

**PROMOTION & RETENTION**

**A. Promotion Criteria: Grades K-8**

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

**Literacy Based Promotion Act (SB 2347)**

Beginning in the 2018-2019 school year, a student must score at least Level 3 in reading on the established state assessment for 3<sup>rd</sup> grade and will not be promoted to the 4<sup>th</sup> grade unless the student meets the good cause exemptions for promotion. (Policy ICHI)



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

### C. Promotion Criteria: High School 9-12

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

Classes of 2010 and Thereafter:

Grade 9	0-5 Credits
Grade 10	6 Credits
Grade 11	12 Credits
Grade 12	16-18 Credits
Graduation	24-28 Credits (Depending on Diploma Endorsement Path)

Graduation Requirements:

Students are required to complete at least 24 credits and have a passing score on the State Mandated Test(s).

Averaging of grades

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

### Weighting of Courses (GPA)

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

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

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

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

Numerical Grade	Grade Point Accelerated Courses	Grade Point Advanced Placement/Dual Credit Courses
90-100	5 points	6 points
80-89	4 points	5 points
70-79	3 points	4 points
65-69	2 points	3 points
Below 65	0 points	0 points

## GRADING SYSTEM

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

K-5	6-12
A (92-100)	A (90-100)
B (83-91)	B (80-89)
C (75-82)	C (70-79)
D (70-74)	D (65-69)
	F (Below 65)
	I Incomplete

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

## RETENTION (K-12)

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

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

## PROMOTION STANDARDS FOR STUDENTS WITH DISABILITIES

### 1. Grading

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

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

## 2. Graduation

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

## GRADUATION REQUIREMENTS

(See School Board Policy IHF)

### Mississippi Diploma Options

Beginning with the Class of 2022

(Begins with incoming freshmen of 2018-2019)

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

#### TRADITIONAL DIPLOMA OPTION

Curriculum Area	Carnegie Units	Required Subjects	Requirements
English	4	<ul style="list-style-type: none"> <li>English I</li> <li>English II</li> </ul>	<ul style="list-style-type: none"> <li>Student should identify an endorsement area prior to entering 9th grade. Endorsement requirements can only be changed with parental permission.</li> <li>For early release, students must have met College or Career Readiness Benchmarks (ACT sub scores 17 English and 19 Math or earned a Silver level on ACT WorkKeys or SAT equivalency sub scores). Alternately, a student must meet ALL of the following: (only seniors can qualify for early release) <ul style="list-style-type: none"> <li>Have a 2.5 GPA</li> <li>Passed or met all MAAP assessments requirements for graduation</li> <li>On track to meet diploma requirements</li> <li>Concurrently enrolled in Essentials for College Math or Essentials for College Literacy or SREB Math Ready or SREB Literacy Ready</li> </ul> </li> </ul>
Mathematics	4	<ul style="list-style-type: none"> <li>Algebra I</li> </ul>	
Science	3	<ul style="list-style-type: none"> <li>Biology</li> </ul>	
Social Studies	3 ½	<ul style="list-style-type: none"> <li>1 World History</li> <li>1 U.S. History</li> <li>½ U.S. Government</li> <li>½ Economics</li> <li>½ Mississippi Studies</li> </ul>	
Physical Education	½		
Health	½		
The Arts	1		
College and Career Readiness	1	<ul style="list-style-type: none"> <li>See the Mississippi Public School Accountability Standards for implementation options</li> </ul>	
Technology or Computer Science	1		
Additional Electives	5 ½		
<b>Total Units Required</b>	<b>24</b>		
			<p><b>Recommendations</b></p> <p>For early graduation, a student should successfully complete an area of endorsement.</p> <p>A student should take a math or math equivalent course the senior year.</p>

#### ALTERNATE DIPLOMA OPTION

Curriculum Area	Carnegie Units	Required Subjects	Requirements
English	4	<ul style="list-style-type: none"> <li>Alternate English I-IV</li> </ul>	<ul style="list-style-type: none"> <li>The Alternate Diploma is not equivalent to a traditional high school diploma and is not recognized by postsecondary entities that require a traditional high school diploma.</li> <li>All students are required to participate in the Mississippi Academic Assessment Program-Alternate Assessment (MAAP-A) and achieve a level of Passing or Proficient.</li> <li>Students who have met the criteria on their IEP for having a Significant Cognitive Disability (SCD) may participate in a program of study to earn the Alternate Diploma.</li> </ul>
Mathematics	4	<ul style="list-style-type: none"> <li>Alternate Math I-III</li> <li>Alternate Algebra</li> </ul>	
Science	2	<ul style="list-style-type: none"> <li>Alternate Biology</li> <li>Alternate Science II</li> </ul>	
Social Studies	2	<ul style="list-style-type: none"> <li>Alternate History</li> <li>Alternate Social Studies</li> </ul>	
Physical Education	½		
Health	½	<ul style="list-style-type: none"> <li>Alternate Health</li> </ul>	
Arts	1		
Career Readiness	4	<ul style="list-style-type: none"> <li>Career Readiness I-IV (Strands: Technology, Systems, Employability, and Social)</li> </ul>	
Life Skills Development	4	<ul style="list-style-type: none"> <li>Life Skills Development I-IV</li> </ul>	
Additional Electives	2		
<b>Total Units Required</b>	<b>24</b>		

## Traditional Diploma Endorsement Options

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

### CAREER AND TECHNICAL ENDORSEMENT

Curriculum Area	Carnegie Units	Required Subjects	Additional Requirements
English	4	• English I • English II	<ul style="list-style-type: none"> <li>• Earn an overall GPA of 2.5.</li> <li>• Earn Silver level on ACT WorkKeys.</li> <li>• Earn two additional Carnegie Units for a total of 26.</li> <li>• Must successfully complete one of the following: <ul style="list-style-type: none"> <li>• One dual credit or earn articulated credit in the high school CTE course</li> <li>• Work-Based Learning experience</li> <li>• Earn a State Board of Education approved national credential</li> <li>• One (1) AP, Diploma Program-IB, or Cambridge (AICE) course aligned to their career pathway. Students must earn a C or high and take the appropriate exam.</li> </ul> </li> </ul>
Mathematics	4	• Algebra I	
Science	3	• Biology I	
Social Studies	3½	• 1 World History • 1 U.S. History • ½ U.S. Government • ½ Economics • ½ Mississippi Studies	
Physical Education	½		
Health	½		
Arts	1		
College and Career Readiness	1	• See the Mississippi Public School Accountability Standards for implementation options.	
Technology or Computer Science	1		
CTE & Technical	4	• Must complete a four-course sequential program of study	
Electives	3 ½		
<b>Total Units Required</b>	<b>26</b>		

### ACADEMIC ENDORSEMENT

Curriculum Area	Carnegie Units	Required Subjects	Additional Requirements
English	4	• English I • English II + two (2) additional above English II	<ul style="list-style-type: none"> <li>• Earn an overall GPA of 2.5.</li> <li>• Two (2) elective courses must meet MS IHL college preparatory curriculum (CPC) requirements.</li> <li>• Earn Mississippi IHL and community college readiness benchmarks (ACT sub scores 17 English and 19 Math as approved by postsecondary for nonremediation at most community colleges and IHL college-ready courses in senior year, or the SAT equivalency subscore).</li> <li>• Earn two additional Carnegie Units for a total of 26.</li> <li>• Must successfully complete one of the following: <ul style="list-style-type: none"> <li>• One AP course with a C or higher and take the appropriate AP exam</li> <li>• One Diploma Program-IB course with a C or higher and take the appropriate IB exams</li> <li>• One dual credit course with a C or higher in the course</li> </ul> </li> </ul>
Mathematics	4	• Algebra I + two (2) additional math courses above Algebra I	
Science	3	• Biology + two (2) additional science courses above Biology	
Social Studies	3½	• 1 World History • ½ Economics • 1 U.S. History • ½ Mississippi Studies • ½ U.S. Government	
Physical Education	½		
Health	½		
The Arts	1		
College and Career Readiness	1	• See the Mississippi Public School Accountability Standards for implementation options.	
Technology or Computer Science	1		
Electives	7 ½	• Must meet two (2) advanced electives of the CPC requirements for MS IHLs	
<b>Total Units Required</b>	<b>26</b>		

### DISTINGUISHED ACADEMIC ENDORSEMENT

Curriculum Area	Carnegie Units	Required Subjects	Additional Requirements
English	4	• English I • English II + two (2) additional above English II	<ul style="list-style-type: none"> <li>• Earn an overall GPA of 3.0.</li> <li>• Courses must meet Mississippi IHL CPC-recommended requirements.</li> <li>• Earn national college readiness benchmarks on each subtest established by ACT of 18 in English and 22 in Math or SAT equivalency subscore as identified by IHL.</li> <li>• Earn four additional Carnegie Units for a total of 28.</li> <li>• Must successfully complete one of the following: <ul style="list-style-type: none"> <li>• One AP course with a B or higher and take the appropriate AP exam</li> <li>• One Diploma Program-IB course with a B or higher and take the appropriate IB exams</li> <li>• One academic dual credit course with a B or higher in the course</li> </ul> </li> </ul>
Mathematics	4	• Algebra I + two (2) additional math courses above Algebra I	
Science	4	• Biology + two (2) additional science courses above Biology	
Social Studies	4	• 1 World History • ½ Economics • 1 U.S. History • ½ Mississippi Studies • ½ U.S. Government	
Physical Education	½		
Health	½		
The Arts	1		
College and Career Readiness	1	• See the Mississippi Public School Accountability Standards for implementation options.	

Technology or Computer Science	1	
Electives	8	<ul style="list-style-type: none"> <li>• Must meet two (2) advanced electives of the CPC requirements for MS IHLs</li> </ul>
<b>Total Units Required</b>	<b>28</b>	

**Other Graduation Requirements:**

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

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

Students may earn credits through the Mississippi Virtual High School on-line program. Any course must be approved by the high school principal.

Any student, taking a course for first-time credit in a state-tested subject, must sit for the class at his or her respective school.

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

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

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

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

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

While it is possible that a student will meet one of the options below before taking the subject area test, this policy states that a student is eligible to use any of these options once he or she has failed to pass any required end-of-course subject area test one time. Specifically, students may meet the graduation requirement outlined in State Board Policy 3803 by attaining any one of the measures outlined below for each of the subject area tests listed below:

Assessment Options	Math (Algebra I Subject Area Test)	English (English II Subject Area Test)	Science (Biology I Subject Area Test)	Social Studies (U.S. History Subject Area Test)
ACT	17 (Math)	17 (English)	17 (Science)	17 (Reading)
Dual Credit/Dual Enrollment	C or higher in MAT credit bearing course	C or higher in ENG credit bearing course	C or higher in BIO credit bearing course	C or higher in HIS credit bearing course
ASVAB + MSCPAS2 or Industry Certification	ASVAB score of 36 plus one of the following: 1. CPAS score that meets the attainment level assigned by Federal Perkins requirements OR 2. Earn approved Industry Certification specified in the Career Pathway's Assessment Blueprint.			
ACT Work Keys + MS-CPAS2 or	WorkKeys Silver Level plus one of the following: 1. CPAS score that meets the attainment level assigned by Federal Perkins requirements			

Industry Certification	OR  2. Earn approved Industry Certification specified in the Career Pathway's Assessment Blueprint.
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Beginning with school year 2014-2015, students shall graduate by passing the course and meeting one of the following options:

- a. Passing the applicable end of course Subject Area Test; or
- b. Using one of the options outlined in State Board Policy 3804; or
- c. Using the end of course Subject Area Test score with the overall course grade based on the SBE approved Concordance Table for each of the four (4) end of course Subject Area Tests as provided to school districts by the Mississippi Department of Education.

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

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

## **STUDENTS WITH DISABILITIES**

### **Certificate of Completion**

A Certificate of Completion is not a high school diploma or an Alternate Diploma, but rather an acknowledgement of the student's participation in and completion of his/her Individualized Education Program (IEP). Students eligible to receive a Certificate of Completion must fall into one (1) the following categories:

1. Students without a Significant Cognitive Disability at the end of 8th grade who:
  - Are 16 years old or older; AND
  - At least three (3) or more grade levels below their peers in reading and math; AND
  - Have a signed statement from the parent acknowledging the Certificate of Completion is not a traditional high school diploma and will not meet the requirements for entry into careers or postsecondary opportunities requiring a diploma.
2. Students without a Significant Cognitive Disability who have not yet turned sixteen (16) by the end of the eighth grade should transition to the ninth grade on a diploma path.
3. Students with a Significant Cognitive Disability at the end of 8th grade who:
  - Have extremely limited or no receptive and expressive communication skills AND
  - Have a signed statement from the parent acknowledging the Certificate of Completion is not a traditional high school diploma and will not meet the requirements for entry into careers or postsecondary opportunities requiring a diploma.
4. Students with or without a Significant Cognitive Disability at the end of their third year of high school (6 semesters) who:
  - Have not earned at minimum of 3 English units, 3 math units, 2 science units, 2 social studies units, and 5

electives; AND

- Have a signed statement from the parent acknowledging the Certificate of Completion is not a traditional high school diploma and will not meet the requirements for entry into careers or postsecondary opportunities requiring a diploma; AND
- Have evidence of 3 or more years of intensive intervention implemented in middle and/or high school to earn Carnegie units. Evidence may include, but is not limited to:
  - o Progress monitoring data from reading intervention programs or math intervention programs
  - o Documentation of accommodations and modifications provided in the general education courses and assessments
  - o Course schedules outlining dedicated time for intervention.

The student's IEP committee determines the course of study for the Certificate of Completion. Areas of instruction should be developed based on the unique needs of the individual student. Course work shall be appropriate for the student and may include:

- Intensive remediation in deficit area skills
- Career preparation courses
- Life skills courses

Students earning the Certificate of Completion must have completed at least four (4) years of high school and/or be at least 19 years of age at the time of graduation.

All students are required to participate in the Mississippi statewide assessment program deemed appropriate by their IEP Committee.

## **DUAL CREDIT/DUAL ENROLLMENT**

Eligible students may participate in the dual enrollment program established by this school district in compliance with Miss. Code Ann. § 37-15-38.

- a. A dual enrolled student is a student who is enrolled in a community or junior college or state institution of higher learning while enrolled in high school.
- b. A dual credit student is a student who is enrolled in a community or junior college or state institution of higher learning while enrolled in high school and who is receiving high school and college credit for postsecondary coursework.

1. *Dual credit program allowances.* A student may be granted credit delivered through the following means:

- a. Examination preparation taught at a high school by a qualified teacher. A student may receive credit at the secondary level after completion of an approved course and passing the standard examination, such as an Advanced Placement or International Baccalaureate course through which a high school student is allowed CLEP credit by making a three (3) or higher on the end-of-course examination.
- b. College or university courses taught at a high school or designated postsecondary site by a qualified teacher who is an employee of the school district and approved as an instructor by the collaborating college or university.

- c. College or university courses taught at a college, university or high school by an instructor employed by the college or university and approved by the collaborating school district.
  - d. Online courses of any public university, community or junior college in Mississippi.
2. *Admission criteria for dual enrollment in community and junior college or university programs.* Students may be admitted to enroll in community or junior college courses under the dual enrollment programs if they meet that individual institution's stated dual enrollment admission requirements.
  3. *High school student transcript transfer requirements.* Grades and college credits earned by a student admitted to a dual credit program shall be recorded on the high school student record and on the college transcript at the university or community or junior college where the student attends classes.
  4. *Eligible courses for dual credit programs.* Courses eligible for dual credit include, but are not necessarily limited to, foreign languages, advanced math courses, advanced science courses, performing arts, advanced business and technology, and career and technical courses. Distance Learning Collaborative Program courses shall be fully eligible for dual credit.
  5. *High school Carnegie unit equivalency.* One (1) three-hour university or community or junior college course is equal to one (1) high school Carnegie unit.
  6. The Lee County School District will accept up to 15 hours of dual credit coursework per student to be recorded on the high school student record

The superintendent and/or designee shall develop procedures to support this policy.

## **HONOR ROLL**

Begins in Grade 3

Superintendent's Honor Roll - All A's

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

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

## **DRESS FOR GRADUATION**

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

## **EXEMPTION FROM FINAL EXAMS FOR GRADES 6-12**

A student may be exempt from the final exam in each course that he/she maintains an 80 average and perfect attendance. A student who maintains a 90 average in a course may be exempt from the final exam. Late bus or

school sponsored trip will not count against perfect attendance. Excessive tardies will result in students not being exempt from exams.

## **LIMITED ENGLISH PROFICIENCY INSTRUCTION**

The Lee County Public School District Board of Education will provide a program of language instruction to students who have limited English proficiency. Student participation in any language instruction program or instruction in English as a second language is voluntary and requires written parental permission.(See School Board Policy IK)

## **ATHLETICS & EXTRA-CURRICULAR ACTIVITIES**

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

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

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

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

## **CHECK WRITING POLICY**

Non-Sufficient Funds-Check Collection  
(See School Board Policy DGBA)

Your Check is Welcome. The Lee County School District recognizes that occasionally individuals inadvertently overdraw a checking account and a check may be returned. In order to recover these funds in a private and professional manner, the Lee County School District has contracted with Envision Payment Solutions for collection of returned checks.

Each person writing a check to a school or the school district will write on a commercially printed check, name, address, and one phone number. Counter or starter checks will not be accepted. Upon writing a check to a school or the district, the person writing the check agrees that, if the check is returned that it may be represented electronically on the same account, and that the fee established by law, may be debited from the same account.

If the check and fee are not collected electronically, Envision will contact the writer of the check by mail and by phone so that payment arrangements can be made. All payments must be made directly to Envision Payment Solutions, PO Box 157, Suwanee, GA 30024-0157.

## **SCHOOL WELLNESS POLICY**

(See School Board Policy JG)

The Lee County School Board affirms its commitment to providing a healthy environment for students and staff. The board directs the superintendent to coordinate the components of the district's wellness policy. The wellness policy shall be developed with the involvement of the school health council. This wellness policy shall be reviewed and approved by the school board annually.

All students in the Lee County School District shall possess the knowledge and skills necessary to make healthy choices that promote healthy lifestyles. All staff members in the Lee County School District are encouraged to model a lifestyle of healthy eating patterns and moderate physical activity as a valuable part of their daily lives.

To meet this goal, The Lee County School District adopts this school wellness policy with the following commitments to implementing a coordinated approach to school health. This policy is designed to effectively utilize school and community resources and to equitably serve the needs and interests of all students and staff, taking into consideration differences in culture

Specifically, the federal legislation requires:

- Goals for nutrition education, physical activity, and other school-based activities that are designed to promote student wellness in a manner that the local education agency determines is appropriate;
- Nutrition guidelines selected by the local educational agency for all foods available on each school campus under the local educational agency during the school day with the objectives of promoting student health and reducing childhood obesity;
- Assurances that guidelines for reimbursable school meals are not less restrictive than the regulations issued by the USDA;
- Ways of measuring how well the school wellness policy is being implemented, including designation of one or more persons at each school with operational responsibility for ensuring that the school is meeting the policy;
- Involvement of parents, students, representatives of the school food authority, the school board and school administrators, and the public, in developing the wellness policy.

## **CHILD NUTRITION DEPARTMENT**

The child nutrition programs in Lee County are federally funded and administered by the Food and Nutrition Service (FNS) of the U.S. Department of Agriculture (USDA) and implemented by the State Department of Education, which operates through agreements with school food authorities. The objective of the program is to enhance the health and academic achievement of students by providing affordable, nutritionally balanced meals, and nutrition education in the cafeteria. Cafeteria menus and meal pricing may be found on the Lee County School District website.

## **FREE AND REDUCED**

At the beginning of each school year, Free and Reduced-Meal Applications are made available online at [www.MySchoolApps.com](http://www.MySchoolApps.com). A new application must be submitted for each household each school year in order for a student to receive benefits during the current year. A student's eligibility status from the last day of school of the previous school year may be carried over into the current school year for thirty (30) operating days, beginning on the first operating day of school. Until a student's meal application is processed, the

parent/guardian is financially responsible for any and all meal debt accrued by the student(s). Meal applications are processed at the Child Nutrition Office and approval for meal benefits is based on the USDA's Income Eligibility Guidelines.

Due to the COVID-19 pandemic, during the school year 2021-2022, all students may receive one breakfast meal and one lunch meal free of charge regardless of the individual's meal status. IMPORTANT: A student's meal status means more than a free meal. Student meal status data is a multi-level tool used to determine financial aid to schools, financial aid to families (P-EBT), grant aid to schools for administering a variety of programs such as after school tutoring, and much more. Therefore, online meal applications are highly encouraged so that all families who are eligible will qualify for special benefits when available.

## **MEAL ACCOUNTS**

Lee County School District strives to provide nutritious meals to students daily. To ensure that students have money in their meal accounts, prepayments may be made at the school site or online at [www.MySchoolBucks.com](http://www.MySchoolBucks.com). Parents/Guardians of students who accrue meal debt will be notified through one or more of the following methods: letter, email, text message, and phone call. All charges must be paid by the end of the school year. If a student ends the current school year with a negative balance in their meal account (debt owed) and the debt has not been paid in-full by the end of the school year, the debt will be rolled over to the next school year remaining on the student's account until the debt is paid in-full. Any and all meal debt accrued prior to universal free meals (SY20-21) is the responsibility of the parent/guardian.

If a student ends the current school year with a positive balance in their meal account, that money will be rolled over from year to year and from school to school within our district. Money (positive balances) on a student's account may be (1) donated to the Child Nutrition Department, (2) transferred to a specific student at the request of the parent/guardian (i.e. sibling), or (3) refunded to the parent/guardian only when the student is transferring out of the district or graduating. The Donation/Refund Request Form may be found on the Child Nutrition Department's webpage.

## **MEAL PROGRAMS**

Meal program menus meet the meal patterns and nutrition standards established by the USDA and the Mississippi Department of Education, Office of Child Nutrition Programs. Meals served are analyzed for nutritional content and meet nutritional guidelines based upon age. School meals offer students a greater variety of fruit, vegetables, and whole grain items. With new USDA guidelines, a student is required to select a daily serving of fruit and/or vegetable at both, breakfast and lunch. Extra-sale items vary by school and are available for purchase only after a reimbursable meal is purchased. Bottled water, milk, and ice cream are the only extra-sale items that may be purchased without first receiving a reimbursable meal.

The Healthy Hunger-Free Kids Act of 2010 directed the USDA to establish science-based nutrition standards for all foods and beverages sold to students in school during the school day. The Smart Snacks in School Nutrition standards will allow schools to make the healthy choice the easy choice by offering students more of the foods and beverages we should be encouraging —whole grains, fruits, vegetables, leaner protein, and low-fat dairy, while limiting foods high in sugar, fat, and salt.

Smart Snack regulations allow all schools to sell the following beverage options:

- Plain Water (carbonated or noncarbonated);
- Unflavored low-fat milk;
- Flavored or unflavored non-fat milk (and milk alternatives); and
- 100 percent fruit and vegetable juices, and full-strength juice diluted with water, carbonated or noncarbonated, with no added sweeteners.

#### Restriction of Food Items

Commercially-prepared food items cannot be brought or delivered into the school dining area during meal serving times except when transported in student lunch boxes or a plain bag.

### BEVERAGE REGULATIONS

#### Elementary School

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

#### Middle School

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

#### High School

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

### SPECIAL MEAL ACCOMMODATIONS

Program regulations require School Food Authorities (SFA) to ensure that breakfast, lunch, snack, or milk (meals) offered through the School Meal Programs meet the respective meal pattern requirements established in the Program regulations. Federal law and USDA regulations further require SFAs to make reasonable modifications to accommodate children with disabilities. This includes providing special meals, at no extra charge, to children with a disability when the disability restricts the child's diet. SFAs are required to make substitutions to meals for children with a disability that restricts the child's diet on a case-by-case basis and only when supported by a written statement from a State licensed healthcare professional, such as a physician, who is authorized to write medical prescriptions under State law (State licensed healthcare professional). The Lee County School District is not to make the determination of whether an individual shall be provided substitutes in foods.

Special meal accommodation forms may be found on the Child Nutrition Department's webpage: <https://www.leecountyschools.us/departments/child-nutrition/>

### STUDENTS WITH FOOD ALLERGIES/SCHOOL PROTOCOL

All schools in the Lee County School District shall ensure that an Individual Health Care Plan (IHCP) is developed for each student identified with any food allergy. In each school in the Lee County School District, the principal and the school nurse shall implement a protocol, consistent with School Board Policy JGCDD, the health and

wellness policy, and with the student's IHCPs, providing students with food allergies reasonable protections while they are attending school.

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

#### **FOOD SAFETY ASSURANCE PROGRAM**

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

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

#### **COMPLIANCE POLICIES**

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

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

Title IX Equity Coordinator  
Leigh Anne Newton  
P.O. Box 832  
1280 College View Drive  
Tupelo, Mississippi 38802  
Telephone: 841-9144

Section 504 & Americans with Disabilities Act Coordinator  
Lisa Eldridge  
P.O. Box 832  
1280 College View Drive  
Tupelo, Mississippi 38802  
Telephone: 841-9153

#### **SUICIDE PREVENTION**

(See School Board Policy GADAC)

The Board of Trustees recognizes that suicide is a major cause of death among youth and should be taken seriously. The school district will provide annual in-service training for all school district employees.

#### **STUDENT RESTRAINT AND SECLUSION**

(See School Board Policy JCBA)



In accordance with Miss. Code Ann. § 37-9-69 and § 37-11-57, it is recognized that staff may intercede in situation wherein students are displaying physically violent behavior or are deemed to be a danger to themselves or others.

### **INSTRUCTIONAL INTERVENTION**

(See School Board Policy IEI)

The Lee County School District shall require this policy to ensure that the behavioral and academic needs of every student are met through an instructional model that is designed to address student learning through quality classroom instruction and opportunities for intervention. The model shall consist of three (3) tiers of instruction:

- Tier 1: Quality classroom instruction based on Mississippi Curriculum
- Tier 2: Focused supplemental instruction
- Tier 3: Intensive interventions specifically designed to meet the individual needs of students

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

Teachers should use progress monitoring information to:

- a. determine if students are making adequate progress;
- b. identify students as soon as they begin to fall behind, and
- c. modify instruction early enough to ensure each student gains essential skills

### **TEACHER SUPPORT TEAM**

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

### **SECTION 504/AMERICANS WITH DISABILITIES ACT – NONDISCRIMINATION**

(See School Board Policy IDDH)

The Lee County School Board adheres to a policy of non-discrimination in educational programs and activities and strives affirmatively to provide equal educational opportunity for all students as required by Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination based on disability.

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

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

#### DYSLEXIA SCREENING

(See School Board Policy IEBA)

It is the policy of this district to comply with all requirements of the dyslexia screening and therapy required by law and the Mississippi Department of Education. Therefore, this district will ensure that students will receive dyslexia screening by a screener approved by the State Board of Education in the spring of kindergarten and the Fall of Grade 1.

#### SPEECH/LANGUAGE SCREENING

(See School Board Policy IEB)

This school district ensures that students will be screened for articulation, language, voice, and fluency disorders before the end of Grade 1. A parent or legal guardian may provide written notification to the local school district opting out of the mandatory screening provided by the district.

### **NOTICE OF SCHOOL POLICY STUDENT RECORDS**

(SEE SCHOOL BOARD POLICY JR)

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

1. Parents have the right to inspect and review the educational records of their children and request correction or deletion of any inaccurate, misleading, or otherwise inappropriate data contained therein.
2. The law allows "directory information" about students to be made public without specific permission. Parents may, however, request certain information about their child be deleted from publications. During the coming year the schools with the Lee County Schools will publish, or sponsor the publication of yearbooks, student directories, honor rolls, athletic contest programs, and graduation programs. The following directory information may be made public through one or more of these publications: the student's name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams. For a period of ten days from the date of public notice, parents may request the deletion of information relating to their child from specific school publications. All requests must be in writing.
3. Lee County Schools will not release to any third party the educational records of students without the written consent of their parents other than for the following exceptions:
  - a. School officials, including teachers, who have legitimate educational interest.
  - b. Officials of other schools after a student has transferred.
  - c. State or Federal officials for audit purposes or for reporting information required by state statute.
  - d. Financial Aid officials in connection with a student's application for Financial Aid.

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

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

### **Military Recruiters, Institutions of Higher Learning, and Student Directory**

In accordance with current Federal and State laws, military recruiters and institutes of higher learning are entitled to receive the name address and telephone listing of high school juniors and seniors. Providing this information is consistent with FERPA. Parents may opt-out of having this information released to military recruiters by submitting a request in writing within 15 days of public notice.

### **Parents' Right to Know**

As a parent of a student in the Lee County School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether Mississippi Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether Mississippi Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teacher's aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

You may also access any educators License at the following website:

<https://elms.mde.k12.ms.us/Public/PublicEducatorSearch.aspx>.

As a parent of a student in the Lee County School District, you have the right to request information regarding any state or LEA policy on student participation in required assessments, including parental rights to opt-out when applicable. Please see Lee County School District Board Policy IIAAA (Instructional Program Section I) and the *Miss. Code Ann.* 37-16-1; 37-16-3 (2); and 37-16-5.

## **HAZARDOUS MATERIALS**

The Asbestos Hazard Emergency Response Act (AHERA) requires public school districts to inspect their schools for asbestos-containing building material, prepare management plans, and take action to prevent or reduce asbestos hazards. In order to comply with AHERA, the Lee County School District will:

- Perform an original inspection to determine whether asbestos-containing materials are present and then re-inspect asbestos-containing material in each school every three (3) years,
- Develop, maintain, and update an asbestos management plan and keep a copy at the school,
- Provide yearly notification to parent, teacher, and employee organizations on the availability of the school's asbestos management plan and any asbestos-related actions taken or planned in the school,
- Designate a contact person to ensure the responsibilities of the Lee County School District are properly implemented,
- Perform periodic surveillance of known or suspected asbestos-containing building material, and
- Ensure that trained and licensed professionals perform inspections and take response actions.

## **SCHEDULE CHANGES**

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

## **KINDERGARTEN**

As your child's first public school experience, kindergarten will provide a positive, caring environment where children can develop a positive self-concept and reach their maximum potential. The child must be 5 years old on or before September 1 of the year he/she enters kindergarten.

### **Toys and "Show and Tell" Rules**

Your child may be assigned a day of the week to bring something to school for "Show and Tell." Please do not send expensive or fragile items. No toys should be brought to school unless approved by your child's teacher.

## **FEES**

All money sent to school must be in a sealed envelope with the child's name and teacher's name on the outside and the purpose for the money.

## **CONFERENCES**

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

#### **VEHICLES**

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

#### **HALLS**

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

#### **LOCKERS**

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

#### **TELEPHONE**

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

#### **RESTROOMS**

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

#### **GIFT AND FLOWER DELIVERIES**

(See School Board Policy EL)

The schools will not accept deliveries of balloons, flowers, candy grams, etc.

#### **VISITORS**

(See School Board Policy KM)

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

#### **LOS REGULACIONES DE NINGUN NIÑO SE QUEDA ATRAS**

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

- a. Si el maestro/a tienen las cualificaciones y licencia de el estado, para el level de su grado y si es sujeto para proveer sus instrucciones.
- b. Si el maestro/a esta enseñando debajo de su emergencia o otras estado provisorio de un estado de cualificaciones, o criterio de su licencia que esta renunciado.

- c. La licenciatura de enseñar superior, o otros certificado de graduación, o certificaciones de disciplina de superior.
- d. Si el niño/a está recibiendo servicios por el ayudante de los maestros/as, y si están, pues sus calificaciones

En adición los padres pueden pedir(1) información de el nivel de su alcanzamiento de su hijo/a estado de académica de evaluación (2) noticia en tiempo que su hijo/a están asignado, o si están enseñando cuatro o más semanas seguidos por un maestro/a que tiene calificaciones superior.

Si usted quiere más información, por favor pueden ponerse en contacto con el director o la directora de la escuela de su hijo/a.

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# 2022-2023 Lee County School District Calendar

## 1<sup>st</sup> Semester

August 1 – 3.....Professional Development  
 August 4..... Students Report  
 September 5.....Labor Day Holiday  
 October 10 .....Columbus Day Holiday  
 November 21 – 25.....Thanksgiving Holidays  
 December 16.....60% Day  
 December 19, 2022 – January 2, 2023.....Christmas Holidays

## 2<sup>nd</sup> Semester

January 3.....Professional Development  
 January 4.....Students Report  
 January 16.....Martin Luther King, Jr. Holiday  
 February 20.....President’s Day Holiday \*  
 March 13 – 17.....Spring Break Holiday  
 April 7.....Good Friday Holiday  
 April 10.....Easter Monday\*  
 May 22.....Last Day for Students  
 May 19 & 20 .....Graduation  
 May 23 - 25.....Professional Development/Last Day for Staff

\* February 20, 2023 & April 10, 2023 are included as inclement weather days.

### Nine Weeks Grading Periods:

1<sup>st</sup> Nine Weeks – August 4 – October 7  
 2<sup>nd</sup> Nine Weeks – October 11 – December 16  
 3<sup>rd</sup> Nine Weeks – January 4 – March 10  
 4<sup>th</sup> Nine Weeks – March 20– May 22

### Report Card Dates:

October 13  
 January 12  
 March 30  
 May 25