

MISCELLANEOUS

This handbook is intended as a guide and certainly does not address all possible situations which occur each school year. No written handbook can identify all possible actions and behaviors of students. The School Board expects the school principal to administer all board policies, rules and regulations of the district. Further, any incident or situation not specifically mentioned in this handbook will be handled by the principal based on the expectations of the School Board.

DISTRICT DIRECTORY

BOARD OF TRUSTEES LUMBERTON PUBLIC SCHOOL DISTRICT

President:	Dr. Al Young	Other Members:	Patrice Neel
Secretary:	Carolyn Lee		Earl Winston

DISTRICT ADMINISTRATION

Dr. Linda L. Smith, Superintendent	Office: 601-796-2441
Amber Martin, Secretary	601-796-2441
Renea Bullard, School Business Administrator / Technology Coordinator	601-796-2441
Komekia Turner, Payroll / Personnel	601-796-2441
Connie Rheams, Purchasing / Accounts Payable	601-796-2441
Pam Cook, Director of Special Services	601-796-8674
Ida Holder, Secretary of Special Services / Fixed Assets	601-796-8674
Julianne King, Director of Food Services	601-796-2046
Stephen Martin, Maintenance	601-796-8962
Charles Lowry, Transportation Director	601-796-2081
Dr. Vicki Kibodeaux, Director of Federal Programs	601-796-8674

LUMBERTON ELEMENTARY SCHOOL

Carol Jones, Principal	601-796-3721
PBS Counselor	601-796-3721
Ruthie Hester, Attendance Clerk / MSIS	601-796-7454
Dorothee Owens, Elementary Secretary	601-796-3721

LUMBERTON HIGH SCHOOL

Stephanie Hughes, Principal	601-796-2451
Kim Cruthirds, Counselor	601-796-7470
Alleen Fairchild, Secretary	601-796-2451

VISION:

Success for all Students!

MISSION STATEMENT:

The Lumberton Public School District, a collective and dynamic learning community, will nurture and develop life-long learners by instilling pride, promoting respect, and accommodating individual needs in a safe environment.

STRATEGIC COMMITMENTS

Student Achievement
Curriculum and Instruction
Professional Development
Organizational Support Systems
Parental and Community Involvement

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Lumberton Public School District 2017 - 2018 School Year Calendar

July 17, 2017	First day for counselors, secretaries and custodians
August 2 - 4, 2017	Professional Development Days
August 8, 2017	Students Begin - 1st Semester
September 4, 2017	Labor Day Holiday
October 9 - 11, 2017	Fall Break
October 11, 2017	Professional Development Day - STUDENTS OUT (Bad Weather Day, if necessary)
November 20 - 24, 2017	Thanksgiving Holidays
December 22, 2017	1st Semester Ends (60% Day)
December 25 - January 8, 2018	Christmas Holidays
January 8, 2018	Professional Development Day - STUDENTS OUT
January 9, 2018	Classes Resume - Begin 2nd Semester
January 15, 2018	Martin Luther King Holiday
February 19, 2018	Presidents' Day Holiday (Bad Weather Day, if necessary)
March 12 - 16, 2018	Spring Break
March 30, 2018	Good Friday Holiday
April 2, 2018	Holiday (Bad Weather Day if necessary)
May 22, 2018	Last Day for Seniors
May 25, 2018	Last Day for Students (60% Day)
May 27, 2018	Graduation
May 28, 2018	Memorial Day
May 29, 2018	Teacher Work Day
June 7, 2018	Last day for counselors, secretaries & custodians

 180 student days 187 teacher days

First Term 45 days	Ending October 13, 2017	Second Term 45 days	Ending December 22, 2017
Third Term 45 days	Ending March 21, 2018	Fourth Term 45 days	Ending May 25, 2018

Statewide Testing Dates

TASK ID	TEST NAME	DATE
MKAS2	K'garten Readiness Assmt. (pre-test)	August 14 - September 22, 2017
SATP2	Subject Area Testing Program	November 27 - December 8, 2017
MAP	MS Assessment Program (ELA & Math)	November 27 - December 15, 2017
NAEP	NAEP Assessment	January 29 - March 9, 2018
ACT	American College Test (paper)	February 27, 2018
ACT	American College Test (on-line)	February 27 - March 13, 2018
ELPT	LAS Links - English Language Proficiency Test	March 1 - April 13, 2018
MAP-A	MS Assessment Program, Alternate for ELA & Math	March 19 - May 11, 2018
MAP-A	MS Assessment Program, Alternate for Science	March 19 - May 11, 2018
ACT	American College Test Makeup (paper)	March 20, 2018
MKAS2	K-Readiness Assessment	April 9 - May 18, 2018
MAP	3rd Gr. MAP ELA-LBPA	April 16 - April 24, 2018
MAP	MS Assmt. Program (ELA & Math)	April 16 - May 18, 2018
MST2	Mississippi Science Test	April 23 - May 11, 2018
SATP2	Subject Area Testing Program	April 23 - May 11, 2018
ACT	American College Test (Make-up)	May 8, 2018
MKAS2	Gr. 3 Reading Summative (Alternative)	May 14 - May 18, 2018
MKAS2	Gr. 3 Reading Summative (Alternative)	June 25 - August 3, 2018

Emergency Closing: Upon application from the Lumberton School Board, the superintendent of schools may close any school because of an epidemic prevailing in the Lumberton Public School District or because of the death, resignation, sickness or dismissal of a teacher or teachers, or because of any other emergency necessitating the closing of the school. The superintendent is authorized to close schools and offices or dismiss them early in event of hazardous weather or other emergencies which threaten the safety or health of students or staff members. Reference: Policy EBBB Board Approved: 3.9.17

BELL SCHEDULES

HIGH SCHOOL

Monday - Friday

7:05	Morning Duty
7:40	First Bell
7:45 - 9:27	First Block
9:31 - 11:07	Second Block
11:11 - 1:13	Third Block (and Lunch)
1:17 - 2:07	Fourth Period
2:10 - 3:00	Fifth Period

SEVENTH AND EIGHTH GRADES

Monday - Friday

7:05	Morning Duty
7:40	First Bell
7:45 - 8:35	First Period
8:37 - 9:24	Second Period
9:26 - 10:16	Third Period
10:18 - 11:05	Fourth Period
11:07 - 12:24	Fifth Period (and Lunch)
12:26 - 1:15	Sixth Period
1:17 - 2:07	Seventh Period
2:10 - 3:00	Eighth Period
3:00	First bus load dismissal
3:00	Pick-Ups / Walkers dismissal
3:03	Second bus load dismissal

ELEMENTARY SCHOOL

Monday - Friday

7:40	First Bell
7:45	Tardy Bell - School Begins
3:00	1 st Load
3:00	Pick-Ups / Walkers
3:05	2 nd Load

DELAYED START OF SCHOOL BELL SCHEDULE

(in case of inclement weather)

HIGH SCHOOL

10:00 - 11:00	1st Block	(1 st / 2 nd Pds for 7 th & 8 th)
11:04 - 12:04	2nd Block	(3 rd / 4 th Pds for 7 th & 8 th)
12:08 - 1:38	3rd Block	(5 th / 6 th Pds for 7 th & 8 th)
1:42 - 2:19	4th Period	(7 th Pd for 7 th & 8 th)
2:23 - 3:00	5th Period	(8 th Pd for 7 th & 8 th)

ELEMENTARY SCHOOL

10:00 - 10:30	1st Period
10:33 - 11:03	2nd Period
11:03 - 11:33	3rd Period
11:36 - 12:06	4th Period
12:09 - 1:20	5th Period
1:23 - 2:08	6th Period
2:11 - 3:00	7th Period

The following section addresses enrollment and residency and would replace the *ADMISSIONS* (page 6) portion of the 2016-2017 LSD Handbook:

Enrollment of Students

New Students

In order for a child to enroll in the Lumberton School District, the student's parents/guardians (Photo ID may be required) must provide the information listed below. Upon receipt of this information, the school administration will make the appropriate school and classroom assignment.

1. Two proofs of the child's residence in accordance with the Student Verification of Residence Policy and state law.
2. A **CERTIFIED** birth certificate for the child.
3. A proper (Mississippi Certificate of Immunization Compliance - Form 121) immunization report issued through a physician or through the health department.
4. A student not living with a parent must present official documentation as to guardianship status.

Returning Students

In order for a child to enroll in the Lumberton School District, the student's parents/guardians (Photo ID may be required) must **annually** provide the information listed below. Upon receipt of this information, the school administration will make the appropriate school and classroom assignment.

1. Two proofs of the child's residence in accordance with the Student Verification of Residence Policy and state law.
2. A student not living with a parent must present official documentation as to guardianship status.

Failure to present the required documents at the time of registration will result in the student being denied enrollment.

A child must have reached the age of five (5) on or before September 1 of the year of enrollment in order to enroll in the district's kindergarten program. In order for any child to enroll in first grade, the child must have reached the age of six (6) on or before September 1 of the year of enrollment.

Residence with Legal Parent/Guardian Affidavit Required

Any student entering the Lumberton School District **must reside with his/her natural parent(s) or a court-approved legal guardian who resides in the Lumberton School District** in order to be enrolled in any school in the Lumberton School District. Requests are reviewed on a case-by-case basis; however, the District generally will not accept a new student who does not meet this requirement.

Verification of Student Residence Required

The Mississippi State Board of Education requires that all school districts verify a student's residence to determine whether the student may legally attend a school in the district. The definition of student residence for school attendance purposes is that the student physically resides full time, weekdays/nights and weekends, at a place of abode located within the limits of the school district. The Lumberton School District must verify residence on each student to be enrolled. Post office box numbers are not acceptable for verification purposes. A street address/name must be provided.

Any student whose residence is not cleared through the district using the proper procedure as adopted by the state board will be denied enrollment. When questions arise regarding a student's legal residence, the school may request additional confirmation of information in order to meet the requirements of state law.

Verification of Student Residence Required

Except for those students who have been legally transferred, each student must establish his/her residency in the following manner:

A. Students Living with Parent(s) or Guardian(s)

The parent(s) or legal guardian(s) of a student seeking to enroll must provide the Lumberton School District with at least one of the items from Group I and one of the items from Group II below as verification of their address, except that a document with a post office box as an address will not be accepted.

Group I

- a. Filed Homestead Exemption Application form
- b. Mortgage documents or property deed
- c. Apartment or home lease/rental agreement (must be current)
**Any unofficial Lease Agreement (handwritten or computer-generated) must be notarized.

Group II

- a. Current Utility Bill (dated within thirty days of enrollment)
Acceptable bills: electricity, gas, water, landline telephone, cable TV or satellite TV.
Not Acceptable as proof of residency: a driver's license or voter identification. Other residency documentation may be approved by LSD Administration.

Group III

Guardianship

- a. Student is living with legal guardian and a certified copy of the Court Decree (or petition) if pending, was received declaring the district resident to be the legal guardian of the student and further declaring that the guardianship was formed for a purpose other than establishing residency for school district attendance purposes.

Affidavits

- a. Custodial parent(s) residing with an adult in a home not owned or rented by the custodial parent(s) will present documents to show legal custody. The non-custodial adult in the home must prove residency through Group I and Group II (above) and provide a signed, notarized affidavit.

In addition, the custodial parent(s) will present three of the items below:

Doctor's or dentist's bill	Bank statement
Automobile license receipt	Credit card statement
Hospital bill	Cell phone bill
Insurance policy	State or Federal benefit check
Salary check stub	IRS Documentation
Other residency documentation approved by LSD administration.	

The Lumberton School Board has adopted a policy establishing a Residency Committee. When a question arises concerning a residency, a parent/guardian will be **required** to attend a committee hearing to establish residency.

The following section addresses withdrawals/transfers and would replace the WITHDRAWAL PROCEDURES and TRANSFERS FROM OTHER SCHOOLS (page 7) portion of the 2016-2017 LSD Handbook:

Student Transfers Into the District

Any student transferring into the district must provide sufficient proof of residence in accordance with the School Admission Policy. Additionally, students must meet the requirements of state law as they pertain to transfers. The district does not accept students from schools or programs (including tutorial, home-study, or correspondence) that are not accredited by the state or regional agency without first administering standardized tests and/or special tests to determine proper placement of students and/or the validity of Carnegie units being presented for graduation. The district office should be contacted regarding transferring students and the appropriate Application for Transfer must be completed.

The district does not accept students who have been expelled from another school/school district until such time as the expulsion period assigned by the other school/district has ended. Any student transferring into the LSD who was in an alternative program in the transferring district will automatically be placed in the LSD alternative program until such time as LSD personnel can make a decision as to proper placement.

Transfers and Proper Withdrawal from School of Attendance

When a student transfers from another district, he/she must properly withdraw from the school he/she is leaving. Withdrawal shall be processed through the principal's office, and all books, fines, or other obligations that the student has with the transfer or school must be cleared before the student will be considered properly withdrawn.

EDUCATIONAL OPPORTUNITIES

The Lumberton Public School District offers academic and extracurricular opportunities to all persons without discrimination and without regard to sex, race, religion, physical handicap/disability conditions, color, or national origin.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974

Parents or legal guardians have the right to inspect and review the educational records of their children to insure that these records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students. Parents are also provided with the privilege of requesting correction of any such inaccurate, misleading, or otherwise inappropriate data contained therein. Lumberton Schools will forward educational records on request to a school in which a student seeks or intends to enroll.

TITLE IX MESSAGE

No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity offered at Lumberton Schools (as set forth under Title IX of the Education Amendments of 1972)

Reference Board Policy JBP (Student Complaints of Sexual Discrimination/Harassment) Originally adopted: 12/9/02;
Reference Board Policy JBPA (Student Complaints of Sexual Discrimination/Harassment – Title IX Procedures) Originally adopted: 12/9/02.

CONTACT: STEPHANIE HUGHES PHONE: 601-796-2451

CAROL JONES PHONE: 601-796-3721

SCHOOL VISITATION

Visits to classrooms by parents/guardians must be deemed appropriate and properly scheduled at least 24 hours in advance with the Principal of the school. Due to the interruption of instruction in the classroom, excessive visits are discouraged. Time allotted for visit to classroom is at the discretion of the administrator. Classroom visits by school-aged students shall not be allowed.

ANYONE VISITING A SCHOOL CAMPUS MUST REPORT TO THE SCHOOL'S ADMINISTRATIVE OFFICE UPON ARRIVAL AND RECEIVE PROPER CLEARANCE. The principal shall have the right to deny visitation rights to any individual if in the judgment of the principal the visit negatively affect the classroom procedures. Unauthorized presence on school property will constitute trespassing. No recording of any type is allowed in the classroom.

NOTE: All visitors are subject to video surveillance and may be recorded while on campus. Photo identification or car keys may be required. Visitors are not permitted to touch, talk to, or interact with students who are in class. Visitors should also turn off cell phones in the school buildings.

COMMUNITY RESOURCE CENTER

The Community Resource Center is located on 11th Ave. Housed inside are teaching materials available for check-out by Lumberton residents. Such items include books on tape, games (computer/board), videos, etc. Computers are available for personal use. Parents are strongly encouraged to visit the center and utilize its inventory. Requests can be made as well.

CONTACT: DR. VICKI KIBODEAUX

PHONE: 601-796-8674

SPECIAL EDUCATION

The Lumberton Public School District provides special education services to eligible children in accordance with the Individuals with Disabilities Education Act. All services are provided as prescribed in the child's Individualized Education Plan (IEP) and may include special education classes, speech and language therapy, inclusion, and/or other services.

Contact person **Pam Cook, Special Services Director 601-796-8674**

SCHOOL BOARD MEETINGS

The school board meets on the second Monday of the month at 6:00 p.m. in the board room, unless otherwise announced. In order to be placed on the agenda, a request must be submitted in writing to the Superintendent five (5) business days prior to the meeting.

Reference Board Policy BCAB (Regular Meeting) Originally adopted on: 12/09/02; Revision(s) adopted: 12/10/12 and Board Policy BCBI (Public Participation at Board Meetings) Originally adopted on: 12/09/02.

PROGRAMS FOR STUDENTS WITH DISABILITIES UNDER SECTION 504, REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against a person with a disability in any program receiving federal financial assistance. Section 504 defines a person with a disability as anyone who:

- (1) has a mental or physical impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.
- (2) has a record of such impairment; or
- (3) is regarded as having such an impairment.

The Lumberton Public School District acknowledges its responsibility under Section 504 to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability shall knowingly be permitted in any program or practice in the school district.

Under Section 504, the school district has the responsibility to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent, guardian, or person in parental relationship disagrees with the determination made by the professional staff of the school district, he/she has the right to a hearing with an impartial hearing officer.

Contact Person **Pam Cook, Special Services Director 601-796-8674**

EMPLOYMENT OPPORTUNITIES

The Lumberton Public School District does not discriminate on the basis of race, sex, religion, national origin, age, disability, or handicap conditions. The Lumberton Public School District is an equal opportunity employer.

Reference Board Policy GAAA (Equal Opportunity Employment) originally adopted on: 12/09/02.

AHERA COMPLIANCE NOTIFICATION

In accordance with AHERA regulations, school districts are required to perform several activities with regards to asbestos in schools. These activities include an initial asbestos inspection and development of a management plan. The Management Plan addresses how identified asbestos containing materials (ACM) will be handled (abated or managed in place).

As part of the Management Plan, schools are also required to provide notification to all parents, teachers, and employees of our ongoing management of ACM's.

To provide continuing management of the asbestos in our schools, all asbestos containing materials (ACM) are inspected every six months by an environmental consulting firm from Jackson, Mississippi. Any changes in the ACM are being recorded in a surveillance report as part of the management plan.

A copy of this surveillance report, along with a copy of the management plan, and all supplementary information is located in the Local Education Agency (LEA) Designee office at each school. In addition, a copy of all management plans for all district schools is maintained in the LEA's office located at the Office of the Superintendent, 107 Tenth Avenue, Lumberton, MS, 39455. These documents are available for review at either of these locations.

**Lumberton Public School District
Matrix of PBS Expectations and Rules**

Expectations	Cafeteria	Hall	Classroom	Restroom	Common Area Playground	Bus/Car Rules
Panthers strive To Be RESPECTFUL	Keep voices Low Use good Manners	Be silent	Be patient Encourage others Remain seated and raise your hand to speak	Keep areas Clean Respect others' privacy	Keep areas clean Be kind Keep your hands & feet to yourself	Use your inside voice and follow driver's directions
Panthers strive To Be RESPONSIBLE	Keep your areas clean	Stay in line with class Walk	Stay in your assigned area Use time wisely Complete work	Use sinks and toilets appropriately Wash your hands	Keep areas clean Follow adult directions Tell if someone is hurt	Follow adult directions and stay in assigned area Keep the area clean
Panthers strive To Be SAFE	Walk face forward in line Keep hands, feet & objects to yourself	Keep your hands, feet & objects to yourself	Keep your hands, feet, & objects to yourself	Keep feet on floor and hands to yourself Use sinks and toilets appropriately	Keep your hands, feet & objects to yourself Use equipment safely and keep floor dry	Walk directly to assigned area and stay in designated seat Keep your hands, feet & objects to yourself Stay seated
Panthers strive To Be POSITIVE	Follow directions and express gratitude with a smile	Good attitude	Follow classroom directions with a positive attitude	Be quick and quiet	Follow directions with a positive attitude Use nice words	Follow directions and thank the driver with a smile

SCHOOL DISTRICT DISCIPLINE PLAN

The objective of discipline within our school may be considered threefold:

1. To establish and maintain favorable student conditions free from distraction and misbehavior,
2. To establish and maintain respect for authority within the school,
3. To develop (on the part of the student) ideals, interests, habits, and skills that make for self-government and good citizenship.

We recognize that for learning to take place, we must maintain conditions conducive to learning. This implies a classroom and school environment that is orderly. Respect for authority is a value to be stressed, but it should come, at least partly, as a result of leadership and not forced tribute.

All students are to conduct themselves in an appropriate manner at all school sponsored activities. Failure to do so may result in the student losing his or her privilege to attend school functions.

Any student who starts or participates in any unauthorized disruption or disorderly protest may be suspended from school immediately and will be able to re-enter only after satisfactory assurance has been given by the pupil and his parents or guardian that there will not be a recurrence of this behavior.

A copy of the school district's discipline plan shall be distributed to each student enrolled in the district and the parents, guardian or custodian of each student shall sign a statement verifying that they have been given notice of the discipline policies of the respective schools. The school board shall have its official discipline plan legally audited on an annual basis to insure that its policies and procedures are currently in compliance with acceptable statutes, case law and state and federal constitutional provisions.

All discipline plans of this school district shall include, but are not limited to the following:

(a) A parent, guardian or custodian of a compulsory-school-age child enrolled in a public school district shall be responsible financially for his or her minor child's destructive acts against school property and persons;

(b) A parent, guardian or custodian of a compulsory-school-age child enrolled in a public school district may be requested to appear at school by an appropriate school official for a conference regarding acts of the child specified in paragraph (a) of this subsection;

(c) A parent, guardian or custodian of a compulsory-school-age child enrolled in a public school district who has been summoned by proper notification by an appropriate school official shall be required under this provision to attend such discipline conferences specified in paragraph (b) of this subsection; and

(d) A parent, guardian or custodian of a compulsory-school-age child enrolled in a public school district shall be responsible for any criminal fines brought against such student for unlawful activity as defined in Section 37-11-29 occurring on school grounds.

A parent, guardian or custodian of a compulsory-school-age child subject to the provisions of this section who refuses or willfully fails to perform any of the duties imposed upon him or her under the provisions of this section shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed two hundred fifty dollars (\$250.00).

Any public school district shall be entitled to recover damages in an amount not to exceed twenty thousand dollars (\$20,000.00), plus necessary court costs, from the parents of any minor under the age of eighteen (18) years and over the age of six (6), who maliciously and willfully damages or destroys property belonging to such school district. However, this section shall not apply to parents whose parental control of such child has been removed by court order or decree. The action authorized in this section shall be in addition to all other actions which the school district is entitled to maintain and nothing in this section shall preclude recovery in a greater amount from the minor or from a person, including the parents, for damages to which such minor or other persons would otherwise be liable.

SOURCES: Laws, 1991, ch. 539, § 3; 1992, ch. 519, § 5; 1994, ch. 607, § 14, eff from and after July 2, 1994

MS Code 37-11-53. Scratch out eff from and after July 2, 1994, then add Laws, 1995, ch. 452, § 1; Laws, 2001, ch. 486, § 8, eff from and after July 1, 2001.

Reference Board Policy JD (Student Discipline/School Safety/Discipline Plan) Originally adopted: 12/09/02; Revision(s) adopted: 11/12/13.

STUDENT CODE OF CONDUCT

The primary responsibility for the conduct and personal appearance of a student rests with the student and the parents. Student and parents must recognize that discipline and order will be maintained in the school. Proper conduct and a clear mind are necessary for learning to occur. In carrying out school regulations, students, parents, teachers, and the administrative staff should observe the following:

- A. Administrators and teachers shall hold students accountable for violations of school policy, infractions of the Code of Conduct and other disorderly conduct as defined below at any school, on the way to and from school, on the playgrounds during recess, at school meetings, programs, functions and activities, and upon school buses. The superintendent, principal or administrator of any school may suspend any pupil from school for good cause in accordance with the policies of the Board.
- B. The superintendent, the principal or an administrator shall have the power to suspend a pupil for any reason for which such pupil might be suspended, dismissed or expelled by the Board. However, such action of the superintendent, principal or administrator shall be in accordance with the written policies of the Board.
- C. 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:
 1. Fighting
 2. Assault
 3. Physical altercation or violation of hands-off policy
 4. Disorderly conduct
 5. Sexual harassment, intimidation, or threats
 6. Disruption of school operations, functions, programs or activities, any campus disturbance
 7. Disobedience / Defiance
 8. Disrespect
 9. Insubordination
 10. Insulting language
 11. Insulting behavior
 12. Obscene language/gestures (*written, verbal, or electronic*) including writing, messages on cell phones and email
 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 or out of assigned area
 20. Use of tobacco
 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 or other violations of dress code
 26. Indecent public displays of affection including 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. 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

30. Bullying

- D. A student suspended by a superintendent, principal or other administrator shall be entitled to a review of the case in accordance with the policies of the Board.
- E. Other disciplinary action may be approved by the principal/assistant principal under existing school policy including but not limited to: loss of privileges, denial of participation in school activities, alternative sentences (including alternative school) or appropriate constructive assignments, depending on the seriousness and circumstances of the offense and the attitude of the student.
- F. Teachers or administrators may impose detention as a disciplinary action upon students for violations, misconduct, or disorderly conduct not serious enough to require other disciplinary action. The imposition of a detention by a teacher or administrator shall not preclude the imposition of other disciplinary action. Detention classes shall be held at a place and time designated by the teacher or principal. Any student failing to report for detention at the place and time designated shall be subject to other disciplinary action. Any student serving detention must provide his own transportation. A detention shall be served the day following its issuance or as fixed by the teacher or principal. The number of detentions received by a student may be a consideration in determining participation in student activities.
- G. The teacher is the authority in classroom matters and any decision he/she makes in compliance with the written discipline code of conduct shall be supported. The teacher shall have the right to remove from the classroom any student who, in the professional judgment of the teacher, is disrupting the learning environment. Similarly, a coach, teacher, or other supervising staff member shall have the right to remove any student from a bus, activity, or school function who, in the professional judgment of said staff member, is disrupting the operation of the school or school-related activity. The student shall be removed to the principal, who shall determine the proper placement for the student. If the principal does not approve of the determination of the teacher to remove the student from the classroom, then the principal, upon request from the teacher, must provide justification for his/her disapproval.
- H. Disruptive behavior during the school year may warrant a psychological evaluation of the student at the discretion of the principal or other administrator at the expense of the parent.
- I. The superintendent, or principal, shall have authority to transfer to an alternative education program any student who has been arrested, arraigned for or convicted of or pleaded guilty or nolo contendere to a serious crime, as defined in this section, which occurred off of school property or away from school-related functions. A serious crime, for the purposes of this section, is an illegal act which indicates the capacity and willingness of the student to injure students and/or employees with bodily harm, or to threaten to cause bodily harm, or to place students and/or employees in danger of bodily harm or threaten to destroy property. The superintendent or designee will evaluate the circumstances of the serious crime to determine whether (1) the acts of the student indicate a present and possible

danger to the health, safety, and welfare of a student(s) or employee(s) and (2) whether the more restrictive, security oriented environment of an alternative education program would serve the educational interests of the student while preserving the safety of students and employees. The Board shall review the student's placement in any alternative program at the next regular meeting. Serious crimes shall include, without limitation, and as examples only:

1. Assault with a deadly weapon
2. Aggravated assault
3. Rape
4. Sexual battery, stalking, or other sexual crime
5. Armed or strong-armed robbery (or attempted)
6. Sale or distribution of a controlled substance

If the offense involves threat of harm to self, others or property, the parents of the student must have that student evaluated by a private licensed psychologist or psychiatrist to assist in determining appropriate action. The district must receive a report of the evaluation stating whether or not the student, in the opinion of the examiner, is a threat to self, to others, or to property. Youth Court charges may be filed if it is warranted by a disciplinary action.

CAMPUS SECURITY AND GENERAL CLASSROOM ORDER

- A. Any student who starts, provokes or participates in a fight, as set forth in this policy, will be suspended from school immediately and the case reviewed to determine if more serious punishment is appropriate. Any student participating in any violence, or in any activity which significantly disrupts classroom order, the educational process, the order of any school activity, or in any activity which endangers the safety or security of any person may be suspended from school immediately while the matter is investigated and reviewed.
- B. All persons other than school employees and pupils enrolled at a specific school must first go to the principal's office to secure admission when entering the campus. Otherwise, they will be considered to be trespassers and as such, subject to arrest and prosecution.
- C. Any student who has in his/her possession an object that would be classified as a weapon while on school grounds or going to or from school will immediately be suspended by the principal in a manner as prescribed by Board policy.

DEFINITIONS

- A. **FIGHT:** A fight is defined as any violent physical contact between two or more persons, which is intended to cause, or intentionally cause, serious bodily harm or injury. If the physical contact was made knowingly and on purpose, then intent is established, intended or not. The determination of intent and of serious bodily harm or injury shall be made in the sound judgement and discretion of the principal or designated school officials. A non-exclusive list of examples of serious bodily harm or injury follows:
 1. Any blows to the face and head which cause or could cause bruising, bleeding, broken or chipped bones or teeth, swelling, concussion, injury to hearing or sight, severe pain, loss of consciousness;
 2. Blows to the abdomen or groin;
 3. Biting;
 4. Bleeding, internal or external;
 5. Broken, fractured or chipped bones or teeth;
 6. Bruising;
 7. Any wound requiring stitches;
 8. Burns;
 9. Loss of consciousness;
 10. Application of hazardous chemicals;
 11. Choking/strangulation;
 12. Sprains/injuries to joints;
 13. Puncture wounds;
 14. Intentional physical contact resulting in a fall which could cause any of the injuries listed above; or
 15. Physical contact by any weapon capable of causing serious bodily injury or harm.

Each person who engages in a fight is guilty of a breach of the rules against fighting, regardless of who initiated the confrontation or the violence. Initiation and acceleration of a fight may be considered when imposing punishment, but these are not factors in determining whether or not a person is guilty of fighting. Self-defense is **not** an excuse, unless there was no reasonable means of escape or avoidance.

B. PHYSICAL ALTERCATION/STRUGGLE: A physical altercation or struggle is any disorderly or violent physical contact between two or more persons, which could result, or does result, in bodily harm or injury or in damaged property. A non-exclusive list of examples of physical altercations/struggles:

1. Pushing or shoving;
2. Wrestling;
3. Slapping or open-hand hitting which is not intended to cause serious bodily harm or injury;
4. Grabbing or holding; or
5. Violent physical horseplay.

C. ASSAULT: An assault is (a) the attempt to cause or the purposeful, knowing or reckless causing of bodily injury to another person, or (b) the negligent causing of bodily injury with a weapon or other means likely to produce death or serious bodily harm, or (c) the attempt by physical menace to put another person in fear of imminent serious bodily injury.

D. SELF-DEFENSE: Report to an administrator even if you think there may be a problem. Self-defense is the use of appropriate means to remove oneself, or another person against the assault of an aggressor when there is no reasonable avenue of escape or means of avoidance.

E. DISRUPTIVE BEHAVIOR: Conduct of a student that is so unruly, disruptive or abusive that it seriously interferes with a school teacher's or school administrator's ability to communicate with the students in a classroom, with a student's ability to learn, or with the operation of a school or school-related activity, and which is not covered by other laws related to violence or possession of weapons or controlled substances on school property, school vehicles or at school-related activities. Such behaviors include, but are not limited to: foul, profane, obscene, threatening, defiant or abusive language or action toward teachers or other school employees; defiance, ridicule or verbal attack of a teacher; and willful, deliberate and overt acts of disobedience of the directions of a teacher.

F. HABITUALLY DISRUPTIVE: Actions of a student which cause disruption in a classroom, on school property or vehicles or at a school-related activity on more than two (2) occasions during a school year, and behavior that was initiated, willful and overt on the part of the student and which required the attention of school personnel to deal with the disruption. However, no student shall be considered to be habitually disruptive before the development of a behavior modification plan for the student in accordance with the code of student conduct and discipline plans of the school district.

G. BEHAVIOR MODIFICATION PLAN: A plan developed in a meeting of the principal, reporting teacher and parent of a student, and who has been reported by a teacher for disrupting the learning environment, which reflects the agreement of all present at the meeting that no further disruption by the student will be tolerated.

(Legal Ref: MCA §§37-11-54, 37-11-55, Effective July 1, 2001)

H. BULLYING: The Lumberton Public School District does not condone and will not tolerate bullying or harassing behavior. Students have the right to report to a teacher, administrator or other school official any behavior that is deemed bullying. Students also have the right to get away from the offending student and go to the nearest school official. Bullying or harassing behavior is specifically defined in School Board Policy which is available in the school office.

(Legal Ref: MCA §37-7-301e)

Reference Board Policy JDDA (Student Bullying) Originally adopted 10/10/13; Reference Board Policy JC (Code of Conduct - Students) Originally adopted: 12/09/02; Revision(s) adopted: 6/30/14; Reference Board Policy JCB (Conduct - Disruptive Behavior) Originally adopted: 12/09/02; Revision(s) adopted: 6/30/14.

SCHOOL DISCIPLINE LADDER K - 12

- Step 1** 1. *Parent Conference and/or Student Conference, and/or ISS for one (1) day, or corporal punishment, or detention.
- Step 2** 1. *Contact parents.
2. (1) one - (3) three days ISS or one (1) day OSS.
3. Removal from ladder if not referred for 15 school days.
- Step 3** 1. *Contact parents.
2. (2) two to three (3) days of ISS or OSS.
3. Removal from ladder if not referred for 20 school days.
4. Mandatory conference with parent, student, and principal.
- Step 4** 1. *Contact parents.
2. (3) three to (5) five days of ISS or OSS.
3. Removal from ladder if not referred for 30 school days.
4. Mandatory conference with parent, student, and principal.
- Step 5** 1. *Contact parents
2. Five (5) to nine (9) days of OSS.
3. Moved from Step 5 to Step 4 if not referred for 45 school days.
4. Mandatory conference with parent, student, and principal.
- Step 6** 1. *Contact parents.
2. Nine (9) days OSS.
3. Student may be recommended for expulsion.
4. Moved from Step 6 to Step 5 if not referred for 45 school days.
5. No participation in any school activity for the rest of the school year.
6. Mandatory conference with parent, student, and principal.
7. Alternative school placement at the discretion of the principal with the approval of the parent.
- Step 7** 1. *Contact parents.
2. Nine (9) day suspension.
3. Recommendation for expulsion.

NOTE: Each step of the school discipline ladder indicates contact of the student's parent or guardian. This parent contact is usually an attempted phone call while the student is in the office. ***This is a discretionary step made by the school principal in consideration of the offense and the past behavior of the student.**

ISS denotes In-School Suspension.

OSS denotes Out of School Suspension.

The responsibility for a student's conduct rests with the parents/legal guardian and his/her child. The principal has the authority to administer any disciplinary action approved by the Lumberton School Board necessary to ensure the safety and well-being of all students. This administration will take whatever steps are necessary to enforce the policies of the Lumberton Public School District. MISSISSIPPI STATE BILL 3349 STATES THAT THE PRINCIPAL IS REQUIRED WHEN HE/SHE HAS REASONABLE BELIEF THAT ANY UNLAWFUL ACTIVITY HAS OCCURRED ON EDUCATIONAL PROPERTY OR DURING A SCHOOL-RELATED ACTIVITY TO IMMEDIATELY REPORT THE ACT TO THE APPROPRIATE LAW ENFORCEMENT AGENCY. If a student repeatedly disrupts class, the principal may require a parent or guardian to attend the class with their child as a condition of attendance.

The principal has the discretion to apply the discipline ladder based on the nature and severity of the student behavior or infraction regardless of the number of prior referrals. A student may enter the discipline ladder at any point or level.

Cases involving expulsion are subject to review by the Lumberton School Board, and the student is entitled to a hearing before the Board. No student may be expelled until the student has been informed of the charges, has been given an opportunity to be heard, and has been given a fair and impartial hearing. For complete details regarding suspension, detention, and/or expulsion, refer to the School Board Manual.

Reference Board Policy JC (Student Discipline/School Safety/Discipline Plan) Originally adopted: 12/09/02; Revision(s) adopted: 11/12/13.

* DISCIPLINE LADDER STEPS/CONSEQUENCES

Teachers will provide students and/or parents with a list of rules and consequences, both positive and negative, which will be used in their classrooms. When a student chooses to break the rules, consequences will be consistently applied. When a student is referred to the office, disciplinary action will be taken according to the following prescribed steps/consequences:

* BEHAVIORS THAT WILL BE REFERRED TO THE PRINCIPAL'S OFFICE

Behavior	Steps
1. Continued disobedience toward school personnel including sleeping	1-7
2. Intentional disrespect toward school personnel	2-7
3. Open defiance of school personnel, policies, and procedures	2-7
4. Immoral or vicious practices	2-7
5. Use, sale, or possession of drugs/alcohol	5-7
6. Profanity or vulgarity, including gestures written, verbal, or electronic	1-4
7. Leaving the school premises without permission or failure to report to class.	1-4
8. Repeated violations of school rules.	2-7
9. Possession, distribution, or sharing of obscene literature.	1-4
10. Defacing of school property. (restitution required).	3-5
11. Use or attempted use of dangerous objects or weapons.	5-7
12. Possession of dangerous objects or weapons.	3-7
13. Acts that are detrimental to decency, decorum, or order.	1-4
14. Instigation or participation in fights when under school supervision. Spectators are subject to punishment.	4-7
15. Stealing, appropriating, or converting to own use property of another (restitution required).	2-4
16. Possession, distribution, or use of fireworks of any kind on campus or at any other school sponsored event.	2-4
17. Attempting to lie, forge, deceive, or otherwise misrepresent the truth.	1-4
18. Leaving the classroom during the day without permission.	1-4
19. Harassment, bullying, intimidation, or threatening other students.	1-5
20. Assault on students, teachers, or other school personnel. *Assault on an employee of the Lumberton Public School District will result in a mandatory recommendation for expulsion.	4-7
21. Other misbehavior as designated by school administration.	3-7
22. Truancy.	1-4
23. Possession or use of tobacco.	3-7
24. Unauthorized use, sale of, or possession of prescription or nonprescription drugs.	3-7
25. Gang related behavior	1-5
26. Misuse of Internet	1-5
27. Gambling	1-5
28. Out of area	1-4
29. Sexual harassment	2-7
30. Violation of hands off policy	1-4

The administrators of Lumberton Schools reserve the right to assign students to "pride projects" on the school grounds or in any of the buildings. The projects would include litter control, special cleaning details or any other appropriate consequences for students who abuse the school grounds, buildings, or facilities at Lumberton Schools. The "pride projects" may be in addition to or in lieu of the consequences available on the discipline ladder, at the discretion of the administration.

Reference Board Policy JD (Student Discipline/School Safety Act/Discipline Plan) Originally adopted: 12/9/02; Revision(s) adopted: 11/12/13.

GUN FREE SCHOOLS

The Lumberton Public School District operates in compliance with the Gun-Free Schools Act, Title VII of the Elementary and Secondary Education Act of 1965. Therefore, all policies and procedures adopted by this Board which affect the conduct and/or discipline of students are supplemented by the requirements of this act, as follows:

I. FIREARMS PROHIBITED

No student is permitted to bring a firearm on school property.

II. DEFINITIONS

A "firearm" means any type of weapon, including a starter gun, which will or is designed to or may be readily converted to expel a projectile by the act of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device, including any explosive, incendiary, poison gas, bomb, grenade, rocket, missile, mine or other similar device; and any type of weapon; any combination of parts either designed or intended for use in converting any device into any destructive device described above and from which a destructive device may be readily assembled; or as otherwise defined by federal law.

"School property" includes any school building, bus, campus, grounds, recreational area, athletic field or other property owned, used, or operated by the District.

III. DISCIPLINARY ACTION

The penalty for bringing a firearm on school property shall be expulsion from the school program and all of its activities for a minimum period of one calendar year.

Any student who is charged with bringing a firearm on school property shall be automatically suspended for ten days and recommended for expulsion for a minimum period of one calendar year by the principal. The suspension shall take effect immediately following the provision of initial due process and pending the conclusion of due process on the recommendation of expulsion, all in accordance with Policies adopted by the Board.

The superintendent who receives a recommendation for expulsion may determine, based on the particular circumstances of a given case, that other disciplinary action or alternative placement is appropriate and may make such recommendation to the Board.

CAMPUS AT LUMBERTON PUBLIC SCHOOL DISTRICT IS DEFINED AS ALL GROUNDS WHICH ENCOMPASS THE AREA SURROUNDING THE MAIN HIGH SCHOOL AND ELEMENTARY BUILDINGS AND THEIR CAMPUS. ADDITIONAL CAMPUS INCLUDES THE FOLLOWING: FOOTBALL, BASEBALL, AND TENNIS PLAYING AREAS AS WELL AS STUDENT PARKING AREAS. ****NOTE**** CAMPUS ALSO INCLUDES ANY EXTRACURRICULAR OR CO-CURRICULAR EVENTS OF LUMBERTON SCHOOLS IN WHICH LUMBERTON STUDENTS PARTICIPATE.

****NOTE:** The students in the parking area are under Lumberton Public School District supervision during school hours and during hours when school activities are being held. This area includes inside and outside the fence.

Reference Board Policy JCBH (Gun Free Schools) Originally adopted: 12/09/02.

EXPULSION OF STUDENT POSSESSING CONTROLLED

SUBSTANCE OR WEAPON OR COMMITTING VIOLENT ACT ON SCHOOL PROPERTY

Any student in any school who possesses any controlled substance in violation of the Uniform Controlled Substances Law, a knife, handgun, other firearm or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on educational property as defined in Section 97-37-17, Mississippi Code of 1972, shall be subject to automatic expulsion **for a calendar year** by the superintendent or principal of the school in which the student is enrolled; **provided, however, that the superintendent of the school shall be authorized to modify the period of time for such expulsion on a case by case basis.** Such expulsion shall take effect immediately subject to the constitutional rights of due process, which shall include the student's right to appeal to the local school board.

Reference Board Policy JDE (Expulsion) Originally adopted: 12/09/02.

CORPORAL PUNISHMENT: Such discipline will be administered in a responsible manner by an administrator. Only the principal or assistant principal will administer corporal punishment in the presence of a certified staff member.

IN-SCHOOL SUSPENSION: As an alternative to suspending students from the school setting, the school has an in-school suspension center. The student who receives an in-school suspension will report to the In-School Suspension room at the day and time specified. A supervisor will be in charge of all detained students for the duration of their suspension. The in-school suspension system is viewed as an effort to allow students that are in violation of rules the opportunity to keep up with their assignments and school work. Any student not using this time for work or giving the supervisor any disciplinary problems will automatically be suspended from school for a specified time. Students are subject to having incorrigible charges filed against them with the Youth Court after being assigned to ISS for the fifth time. **If a student leaves or checks out of school early (before the end of the school day), they will NOT receive credit for that day in ISS. If a student is assigned to ISS, their early release status is revoked until completion of all assigned ISS days.**

IN-SCHOOL SUSPENSION RULES

- A student will have a behavior modification assignment upon entering the ISS room. All ISS forms must be complete with signatures upon entering the ISS room.
- A student will report to ISS when the warning bell rings to begin school. If a student is tardy to ISS, an additional day of ISS will be assigned to the student.
- A student will not leave ISS without permission.
- A student will complete an entire day of ISS - a partial day will not count as a day of ISS.
- A student will be allowed one restroom break in the morning and one in the afternoon.
- A student will not be allowed to sleep or put his/her head down on the desk.
- A student will not be allowed to make unnecessary noises in ISS.
- A student will adhere to all rules of ISS and follow the directions of the ISS monitor.
- A student will dress according to the school uniform policy.
- A student will not be allowed any facial or hair grooming.
- A student will complete all course assignments and ISS assignments.
- A student will adhere to the rules and policies of the Student Handbook.
- A student will be responsible for any destruction or defacing of school property while assigned to ISS.
- A student will be assigned Out of School Suspension for failure to report to ISS.
- A student will complete the ISS assignment upon returning to school.
- One or more days of Out Of School Suspension may be assigned to a student for any violation(s) of ISS guidelines.
- A student will write the specific behavior modification assignments that apply to ISS as their first project when entering ISS.

Reference Board Policy JDDDB (In-School Isolation) Originally adopted: 12/09/02.

SUSPENSIONS: Suspensions are one of the most extreme forms of student disciplinary action. A suspended student is not to be on any school property at any time during the suspension. Those who are, **will be treated as trespassers** and be turned over to local law enforcement authorities for prosecution. Suspensions in effect at the end of the regular school session will continue at the beginning of the next school session. Following a suspension, the parents or legal guardian **must** report to the school with the student for a conference.

STEALING: Any student who commits or attempts to commit a theft or breaking and entering in the school will be placed on probation, suspended, and/or referred to authorities. Theft includes stealing school property from faculty, school employees or other students. Breaking and entering includes school lockers, locked rooms, or other areas prohibited to you because of time and/or other specific reasons. Stolen or lost property should be reported to the office promptly.

ALCOHOL: Alcoholic beverages are strictly forbidden on any LPSD campus. Possession, sale, or drinking of such will result in disciplinary action, law enforcement authorities will be notified, and the parents will be notified.

DRUGS: This school will not tolerate the use of prohibited drugs by any of its students. Any student apprehended using or in possession of prohibited drugs will be placed on the appropriate step of the discipline ladder and the police and parents will be notified. **Drug Testing Policy:** Students who participate in High School extracurricular activities shall be required to submit to drug testing as prescribed by School Board policy in order to participate in extracurricular activities.

TOBACCO POLICY: The Board recognizes the dangers and concur with the Surgeon General's report of the harmful effects of tobacco on the human body. The Board strongly discourages the use of tobacco by its students and employees. **Employees and students shall not be permitted to possess or use tobacco at school or while participating in school sponsored activities.** Students in violation of this policy shall be placed on the appropriate step of the discipline ladder.

GANGS: Gang related behavior or activities are not allowed on school grounds. This includes gang-related clothing, jewelry, signs, tatoos, bandanna, towels, hand shakes or other actions associated with gang activities.

EXTRACURRICULAR ACTIVITIES: Students are expected to adhere to school rules and regulations at all school sponsored activities. Consequences for infractions are to be administered as indicated in the discipline plan.

EXTREME WEATHER: In the event of a severe weather alert, such as a tornado warning issued by the US Weather Bureau and local Civil Defense officials, students will be detained under standard emergency procedures until it is safe to dismiss them, unless they are picked up by their parents who have signed the appropriate release form. Students will not be allowed to use the telephone during severe weather alerts, except in case of emergency. Parents and children should have prior agreements with regard to transportation during extreme weather conditions. The signal for a tornado or drill is a series of long, continuous rings.

FIRE: In case of fire or fire drills, pupils are to leave the building quickly and orderly and report to a designated place outside. Students are to remain in a class group until the all clear signal is sounded. The signal for fire or drill is a series of short bells.

FIRST AID AND MEDICATION: Any student who becomes injured or ill should report or be reported to the office. School personnel may not exceed the practice of first aid in dealing with pupil injury or sickness. Within the practices established by the district policy, the immediate needs of the student will be considered. As appropriate, emergency medical treatment will be secured and parents notified. Responsibility for emergency treatment is to be assumed by the student's parents or guardians.

The District recognizes that some children require treatment for chronic disabilities or illnesses. When a student's physician requires the student to take prescription or nonprescription medication during school hours, a Request to Administer Medication form must be signed by the physician and parent or guardian and approved by the school principal. District policy does not allow for medication to be provided by school employees.

EXPULSIONS: Expulsion from school shall be the last step in the discipline process. Students may be expelled from school only under the following conditions:

1. The student poses a serious threat to himself.
2. The student poses a serious threat to other students.
3. The student poses a serious threat to school officials.
4. The student has engaged in criminal activity at school.
5. The student disrupts the school activities to the point it has an adverse effect on the learning environment.

Upon recommendation in writing from the school principal that a student be expelled from school, the Superintendent will send a letter, return receipt, which states the charges, the date, the time, and place of the hearing and an advisement of rights. Said letter shall be mailed within three (3) days of receipt of written recommendation for expulsion from the principal. The hearing shall be held within ten (10) days of receipt of the principal's recommendation. The Superintendent shall establish a hearing committee consisting of the district discipline committee to hear all evidence and make a recommendation to the Superintendent regarding expulsion. The hearing shall be recorded and a copy of the report shall be available to the parents of the student at a reasonable cost. Students or parents may have council, ask questions, and present any evidence which they feel would justify permitting the student to remain in school.

The recommendation of the committee shall be made in writing to the Superintendent. The Superintendent shall take into consideration the committee's recommendation and any other evidence available before making his recommendation to the Board of Trustees. The Superintendent shall cause the principal to submit all evidence to support his recommendation for expulsion and shall be a witness and present other necessary witnesses before the committee.

Should the parents or guardian wish to appeal the Superintendent's decision, they may do so by requesting in writing, within five (5) days of receipt of the Superintendent's decision, a hearing before the school board. Said letter shall be sent to the Superintendent at, P. O. Box 551, Lumberton, MS 39455.

Should the parent or guardian request a hearing before the school board, the hearing shall be held no later than the next regular board meeting. Parents shall be permitted to have council, ask questions, and present evidence which they feel would effect the outcome of the hearing. The board shall notify the parents or guardian of the results of the hearing.

Should decisions be appealed, the student shall remain out of school until the final decision is made. Students shall have due process and their rights protected at all times. **Expulsions will be for a calendar year or remainder of the school year at the discretion of the superintendent from the date of the Superintendent's Review and Decision.**

Reference Board Policy JDE (Expulsion) Originally adopted: 12/09/02.

RECORDING KEEPING: A record of all disciplinary actions will be on file in the Principal's office. A record shall be complete with documented evidence including the charge, the consequences, and the staff members involved.

Federal, State, and local rules and regulations shall be adhered to in all cases of discipline.

ALTERNATIVE FOR SUSPENSION

As an alternative to suspension, a student may remain in school by having the parent/legal guardian, with the consent of the student's teachers, attend class with the student for a period of time specifically agreed upon by the reporting teachers and school principal. If the parent/legal guardian does not agree to attend class with the student or fails to attend class with the student, the student shall be suspended in accordance with the code of student conduct and discipline policies of the Lumberton Public School District.

SUSPENSION AND STUDENTS WITH DISABILITIES

In accordance with the individuals with disabilities Education Improvement Act (IDEIA, 2004 amendment):

1. Students with disabilities must not receive serial (back-to-back) suspensions.
2. Suspensions totaling over 10 days per school year are considered a change in placement, and parents must be notified and the district's positive behavior specialist must complete a functional behavior plan. A manifestation determination should be held when a student has suspensions totaling over 10 days per school year.
3. Suspensions involving drugs or weapons or serious bodily harm/threat require the IEP committee to conduct a manifestation determination review to decide if the behavior was a manifestation of the child's disability.
4. In incidences involving student drug or weapon possession or serious bodily harm/threat, a student may be expelled from school or receive educational services through an Interim Alternative Placement for 45 school days.
5. Students suspended for more than 10 total school days are entitled to continued special educational services, regardless of his/her recommended placement.

SCHOOL BUS VIOLATIONS/DISCIPLINE

School bus drivers are required to observe state laws and numerous regulations to safeguard the lives of the students they transport. Bus drivers are in charge of the students riding on their buses. The law gives the bus drivers the authority to keep order on their buses and holds them responsible for the safe operation of their buses. Parental support is imperative to help ensure student discipline is maintained. **The law also indicates that "students who behave may ride." Students who continuously misbehave on the school bus are subject to being deprived of the privilege to ride the school bus. Students who ride a school bus are subject to video recording.** Schools have the right to refuse to transport any pupil guilty of misconduct. For rule violations on the bus, the pupil will enter the School Bus Discipline Ladder at the appropriate step. In addition, school rules and regulations as listed on the School's Discipline Ladder may apply. (MS Code 37-9-96, 37-41-1, 37-41-2, 37-7-301)

BUS DISCIPLINE LADDER

STEP/CONSEQUENCES FOR STUDENT BEHAVIORS REFERRED TO THE PRINCIPAL'S OFFICE

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 1. Not following directions/defiance. | 1-5 |
| 2. Not staying in seat while bus is in motion. | 1-5 |
| 3. Not keeping all parts of body and/or personal objects to self, and pushing/shoving/horseplaying. | 1-5 |
| 4. Eating, drinking, littering | 1-5 |
| 5. Vulgar/unacceptable language | 1-5 |
| 6. Violations which require immediate attention of the school principal (i.e., fighting, threatening and/or excessively vulgar language, carrying of any weapons, setting off fireworks, defacing or destroying school property, etc.), using tobacco. | 1-5 |

SCHOOL BUS DISCIPLINE LADDER

- Step 1.1** Warning, notice of referral sent to student's parent/guardian from principal.
- Step 1.2** Three day bus suspension, one day ISS or Corporal Punishment.
- Step 2.** Five day suspension from the bus or three days ISS.
- Step 3.** Five to fifteen day suspension from the bus.
- Step 4.** Twenty or more day suspension from the bus.
- Step 5.** Permanent denial of transportation for the remainder of the year.

Reference Board Policy JCBI (Bus Conduct) Originally adopted: 12/09/02; Revision(s) adopted: 6/30/14.

APPEALS

The only appeal that may be made beyond the principal is for suspensions for more than five days or for expulsion. Any student's parent or guardian aggrieved by the principal's decision may request in writing a review of the decision by the principal. If the parent is not satisfied with the principal's review of the suspension, they may, in writing, then appeal to the Superintendent of Education. An appeal may be made to a district discipline review committee for a suspension in excess of five but less than ten days out of school. Expulsion is defined as any denial of school attendance beyond 9 days which may be permanent or which may terminate at the beginning of the next school year provided sufficient rehabilitation can be demonstrated. A hearing before a district discipline review committee is required for readmission. Parents must request in writing if they desire a discipline review committee hearing for reinstatement of an expelled student.

Reference Board Policy JDE (Expulsion) Originally adopted: 12/09/02.

INTERVIEWS AND SEARCHES BY SCHOOL OFFICIALS

SEARCHES

Students in the district have the right to privacy and security against arbitrary invasion of their personal property by school officials. However, the Board must maintain an atmosphere conducive to the pursuit of its educational goals, including a limited right to search students' personal belongings when it is in the interest of the overall welfare of other students or is necessary to preserve the good order and discipline of the school.

Lockers may be opened and searched at any time by school officials. Students are encouraged to keep a lock on their lockers and not share their lockers. Other searches may be conducted with reasonable suspicion by not less than two members of the administrative staff. Any vehicle on campus will be subject to search with reasonable suspicion. Any student who commits an unlawful act on school grounds or at a school sponsored activity is subject to having charges filed against him/her by the school district with the proper law enforcement officials. At the discretion of the principal, a random search of all students in a classroom may be conducted.

INTERVIEWS:

School administrators and teachers have the right to interview students regarding their conduct and/or the conduct of others. In regard to students' alleged actions, except where the alleged action would constitute a criminal offense, the right against self-incrimination does not exist. Written statements may be obtained.

Reference Board Policy JCAB (Interviews and Searches by School Officials) Originally adopted: 12/09/02.

GUIDANCE PROGRAM

Philosophy:

Guidance is part of the total educational process from grades K-12. Counselors believe that all individuals are important, that they are responsible for their behavior, and can plan for their future when given adequate assistance.

Objectives:

1. To provide every student with understanding and with a confidential relationship with a counselor.
2. To help every student learn to make decisions about education and career choices by becoming aware of individual interest and abilities.
3. To provide every student with information concerning careers, colleges, and resources in the community.
4. To give every student the opportunity to explore individual problems and the ability to get along with other students in small group sessions.
5. To provide parents of students with information and counseling concerning their child's development.
6. To provide teachers and administrators with assistance in the learning and behavior problems of students and with information from testing programs and research projects.

Guidance services are available in our school district. Students may make an appointment with the counselor during free time, or with the approval of the teacher or principal. Students may be referred by teachers or parents. Counselors may help students with personal, educational, or vocational problems. Personal matters are kept confidential. In the event that the school counselor is not available, students may be referred to our in-house agency.

EXAMINATIONS

An examination schedule will be published in sufficient time prior to the examination for both teacher and student planning.

TRANSCRIPTS

Student transcripts will be sent to any designated college, training agency, employer, or potential employer upon request of the student's parent or guardian.

One transcript will be sent free of charge. Each additional request for a transcript will cost \$3.00.

CLUBS

Club activities are a vital feature of Lumberton Schools' student life. Meeting times are provided so that as many students as possible have an opportunity to participate in the activity of their choice.

A student will not be allowed to hold more than one major and two minor offices.

Major Offices are: Class President; Club President; Student Body President; Yearbook Editor.

To hold an office, a student must have attained an over-all "C" average with no grade of "F" at the end of the preceding semester and be in good standing with the administration. (Requirements for Student Council Officers are set by the constitution.)

McKINNEY-VENTO HOMELESS ASSISTANCE ACT

The Lumberton Public School District shall ensure that each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education. This education shall include a public preschool education, as provided to other children and youth, as well as access to the education and other services that such children and youths need to ensure that they have an opportunity to meet the same challenging State student academic achievement standards to which all students are held.

WORKBOOKS - SCHOOL FEES

Workbook fees must be paid prior to a student receiving such material. Every effort has been made to keep these materials to a minimum. In the event special problems arise concerning workbook fees (or other school fees), parents should contact the principal to discuss the matter.

LOST AND FOUND

Parents/guardians should clearly mark all personal items of their children such as sweaters, coats, bookbags, lunch boxes, etc. All items that are found should be turned into the office. Every effort will be made to locate lost items; however, parents should monitor the items that a student brings to school. Faculty members are not responsible for student belongings that are brought to school. In the event items are taken from students for disciplinary reasons, the items may be claimed by the parent through the office on the last day of school. Any items not claimed within ten days of the end of school will be donated to charity.

CORRIDORS/CAMPUS

In passing through corridors to classes, or in entering or leaving the building, always move by the nearest route with the least possible confusion. Keep to the right, and do not block the corridors by stopping to talk or play. Loud talk and whistling are not appropriate. Sitting on outside rails or steps is not permitted. Electronic devices that are not needed for class work are not allowed on campus and cell phones are limited to classroom use.

GUIDELINES FOR MEDICATION AT SCHOOL

1. Whenever possible, medication should be scheduled at times other than during school hours.
2. Do **NOT** send medication with your child to school.
3. A parent or other responsible adult is to bring the medication to the school nurse's office. Permission forms will be filled out at that time.
4. Medication **MUST** be in a properly labeled pharmacy bottle. Absolutely **NO ZIPLOC BAGS** or other containers! If you have only one bottle, the nurse will transfer any medicine you need to keep, into a labeled container you can take home.
5. Medications such as Tylenol, Benadryl, cough syrup, etc. will **NOT** be given at school unless a physician's order and written permission from the parent accompanies it. Example: "Give Tylenol 160 mg every 4 hours as needed for headache."
6. For children with known anaphylactic reactions, parents are responsible for providing Epi-pen or other physician prescribed medicine with a physician's order.
7. First time dosages of most medications will not be given at school. First time doses should be given at home under close parental supervision.

First Aid:

Should your child receive a minor cut, scrape or injury while at school, your child will be provided with basic first aid. In the event of a serious injury or possible medical emergency, medical personnel may be contacted. Every attempt will be made to contact parents in event of an injury. Please supply the school with several emergency contact numbers, and notify the school if your phone number changes.

PREGNANCY

Should pregnancy occur, the student is encouraged to notify the guidance office. The student's parents or guardians or the student herself should inform the school of medical procedures to follow in case of an emergency. Students may continue in school as long as possible although the school district cannot assume responsibility or liability for the safety of the student. Anticipated absences due to pregnancy should be made up prior to the due date in order to avoid exceeding the maximum number of absences and therefore forfeiting school credit. Pregnant students are required to supply the school with a statement from their physician indicating the length of time they can remain in school prior to delivery and the approximate number of days required for their recovery.

HEALTH AND IMMUNIZATION POLICIES

Any student with a communicable illness or infection must be kept at home until a medical doctor certifies that the student is completely recovered. All students must have a Certificate of Immunization on file.

Head Lice

The Lumberton Public School District requires any student found with head lice to be "NIT FREE" before returning to school.

HB 154

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

Reference Board Policy JGCB (Immunizations/Vaccinations) Originally adopted: 12/09/02; Approval of policy with no changes made: 6/09/14; Reference Board Policy JGCC (Communicable Diseases) Originally adopted: 12/09/02; Revision(s) adopted: 9/9/13; Approval of policy with no changes made: 6/09/14.

EPSDT HEALTH CLINIC

The (Early and Periodic Screening Diagnosis and Treatment) Clinic is a Medicaid program that performs annual health checkups on eligible students during the school day. The clinic is located on the Lumberton School campus. Students from K-12 can access the program with parents' consent. Health checkups can identify health problems before they cause serious illness and they promote future good health.

The health checkup consists of a comprehensive physical examination, vision/hearing screening, laboratory test, developmental/nutritional assessment, adolescent counseling, and dental screening.

**NO NIT POLICY
LUMBERTON PUBLIC SCHOOL DISTRICT**

Dear Parent or Guardian:

Your child _____, has been found to have head lice. Head lice do not transmit disease and they are not a result of lack of cleanliness. School age children get them commonly, sometimes more than once.

There are three steps in the successful management of head lice:

1. Killing the lice with an approved medical treatment
2. Removal of the nits
3. Environmental control

You should consult a pharmacist or your child's physician for a recommendation as to which of several effective products to use to treat your child. **As soon as you have treated your child with an approved pediculicidal (louse-killing) product and removed the nits, he or she may return to school.** To be readmitted to school, **your child needs a note from you** stating the name of the product used and the date of use or send the empty bottle, with the label on it, of the product used to the school.

Most products must be used twice, once to start and again not less than seven days or more than ten days (eight days is ideal) after the first treatment. Your child need not miss any school after the first treatment, but you **must** send a second note with your child one week to ten days after the first treatment stating the date of the second treatment and the product used. **DO NOT REPEAT MORE THAN THE RECOMMENDED NUMBER OF TIMES, OR SOONER THAN SEVEN DAYS LATER UNLESS ADVISED TO DO SO BY YOUR DOCTOR.**

The Mississippi State Department of Health recommends that you attempt to remove the nits to avoid reinfestation by those nits hatching that may have been missed by the treatment. The nits can be removed by dividing the hair into sections and working each section separately. Look for small grayish-white or yellowish-brown specks that are attached to the hair shaft close to the scalp. Nits are attached to the hair shaft very firmly with a glue-like substance and are not easily brushed out. They must be picked out with the fingernails or combed with the nit comb that usually comes with the louse-killing product. This can be done outdoors under bright sunlight or indoors with a good reading lamp as nits are sometimes hard to see.

The other members of your family should be checked for head lice and treated if they are found to have them. Persons who sleep in the same bed with the infested child should be treated regardless. Clothing and personal linens (such as towels and bedclothes used by infested persons) should be machine washed (use hot water) and dried (on hot); non-washables can be dry cleaned or stored in an air-tight plastic bag for 2 weeks. Cloth-covered furniture and carpet that have been in extensive contact with an infested person's head should be thoroughly vacuumed. Lice-killing sprays are generally not necessary.

Reference Board Policy JGCC (Communicable Diseases) Originally adopted: 12/09/02; Revision(s) Adopted: 9/9/13; Approval of policy with no changes made: 6/09/14

DISTRICT FOOD SERVICE PROCEDURE

The ultimate goal of the Food Service Program is to provide high quality, nutritious meals to students each school day at a cost that is as low as possible for students and their parents. The food service program offers both free and reduced meal programs for eligible students. Specific applications for free and reduced programs are provided by the school on the first day. Thereafter, application may be made directly with the food service director at the food service office at 107 Tenth Ave. Inquiries regarding these programs can be made by calling the food service office at 601-796-2046.

General policies in the area of food service are applicable to all students in the Lumberton Public School District and include the following:

- A. Students may pay for lunches in advance for up to a year. If they choose not to pay in advance, they must pay daily on the serving line. Students are encouraged to pay in advance. Any absences or unused advance payments will be credited to future meals.
- B. Kindergarten through high school students have Offer vs. Serve as required by state policy. Students may choose not less than three of five food components offered each day at no reduction in price. Students may purchase any food item offered (except desserts) at extra food prices only after purchase of a school lunch, and only as they go through the line with their purchased lunch.
- C. Food service cashiers shall only accept personal checks for the amount of food purchased.
- D. Anyone who has three checks returned to the food service office for "insufficient funds" will be required to pay with cash.
- E. Food items, including snacks, shall not be sold or delivered on the campus one hour prior to or during the regular school breakfast/lunch schedule. (No food deliveries after 9:30 AM). This includes pizza parties or any food related parties held prior to 1:00 pm.
- F. No canned or bottled carbonated beverages or fast foods are allowed in the dining room unless they are part of a 'brought lunch' and in containers that do not identify the source, (i.e. Ward's, Pizza Hut, Burger King, Sonic, etc.)

		Breakfast	Lunch
Adult:	Full Price	\$2.00	\$3.25
Student:	Full price	\$0.00	\$2.50
	Reduced	\$0.00	\$0.40
	Free	\$0.00	\$0.00

Changes in lunch prices pending state department approval.

REGULATIONS PERTAINING TO LUNCH PERIOD

ALL STUDENTS ARE TO REMAIN ON CAMPUS DURING THE LUNCH PERIOD. Students may either eat in the school cafeteria or bring their own lunch. Students are reminded that other classes are being held during their lunch break and students are not to go into the area where classes are in session. Students are to refrain from making excessive noise in the break area outside the cafeteria.

CLOSED LUNCH — Students sit at assigned tables in the cafeteria and do not leave the cafeteria without permission from their teacher or principal. Any messy tables will be cleaned up by the offending student(s). Closed lunch will be an extension of the classroom and all rules apply.

SCHOOL SAFETY

Safety is of paramount importance in the Lumberton Public School District. Random searches and checks including locker searches will be made. Use of the Canine Drug Unit and metal detector checks may also be made. **The Lumberton Public School District maintains a zero tolerance policy regarding weapons, drugs and tobacco products.** Safety drills will be regularly conducted. A student's cooperation during these drills is vital and misbehavior is unacceptable. Accidents occurring on the school grounds must be reported to the principal's office immediately. **STUDENTS ARE ASKED NOT TO TALK TO UNAUTHORIZED PERSONS (STRANGERS) OR APPROACH ANY STRAY ANIMAL THAT MAY COME ON CAMPUS.** Students should tell a teacher if they see a stranger or stray animal on campus.

Reference Board Policy EBBC (Emergency Drills) Originally adopted: 12/09/02; Revision(s) adopted: 4/14/14; Approval of policy with no changes made: 6/09/14.

STUDENT ACCIDENT INSURANCE

Student accident insurance is available to each student enrolled in the school through a reputable insurance agency. Parents may enroll their child in the plan at the beginning of the school year.

School districts are prohibited by law from paying any expenses incurred for any accident involving a student on school property or participating in a school activity. Parents will be required to supply insurance information prior to a student's participation in a field trip.

TEXTBOOKS

State-owned textbooks or school-owned textbooks are assigned to all pupils at the beginning of school. Books will be issued and numbered by the teacher of each course requiring the use of such textbooks.

The students and their parents or guardians will be held responsible for the loss or damage to textbooks issued to them. The office will determine the amount of fines or cost of replacement of such textbooks. (MS Code 37-7-301)

In some courses, students will find it necessary to buy workbooks or laboratory manuals to be used along with textbooks.

BUSES - SCHOOL TRANSPORTATION

All buses should operate as regularly as possible. If buses operate on a regular schedule, they should not be expected to wait on pupils. Students should be ready and waiting for the bus when it arrives.

Buses should leave the school grounds each afternoon as soon as all children have come aboard, or not later than five minutes after school dismisses.

No student will be permitted to ride any bus other than his or her assigned bus without written permission from the principal or assistant principal.

The bus driver will report any student leaving the bus before reaching their regular destination. Any student who violates this regulation will be dealt with in the same manner as a student who leaves school without permission.

CARE OF SCHOOL PROPERTY

All buildings and whatever they contain in the way of equipment are provided at great expense by the taxpayers of Lumberton Public School District. Students should pride themselves in doing everything possible to take care of school property and should encourage others to do so. Anyone who defaces school property will pay for the damages.

The walls in the buildings, the furniture in the classrooms, auditorium, library, cafeteria, etc. - in fact, the buildings and whatever fixtures they contain are provided at great expense by your parents, the taxpayers.

Every student should not only refrain from defacing or destroying school property but should make every possible effort to encourage his or her friends and fellow students to care for school property. Help the janitorial staff by placing all paper and waste in the containers arranged for this purpose. Do not throw paper on the campus or on the floors. Any student causing damage to school property either intentionally or through neglect on his or her part will be liable for such damages. (MS Codes 37-11-53, 37-11-19)

Reference Board Policy EBCA (Vandalism Protection) Originally adopted: 12/09/02.

STUDY TIPS - Effective Study Habits

The primary reason for attending school is to prepare the students to be self-directed learners in order to become fully functioning, productive citizens in a global community. One key to performing well in school is the formation of effective study techniques.

1. Set a specific time to study each afternoon or evening.
2. Have a place just for studying in your home.
3. It is important to have a desk or table with sufficient lighting.
4. Write down assignments before leaving the classroom.
5. Eliminate as many distractions as possible.
6. Do not wait until the "last minute" to cram for a test or to prepare an assignment.

DISTRACTING ARTICLES

The classroom is not the place for articles which can create a distraction/disruption. When the student brings such articles to class and does not keep them in their proper place, it can hinder the student's ability to concentrate and can also distract other students. Examples of such articles are comic books, yo-yo's, rubber bands, grooming instruments which are not kept in a pocket or purse, magazines, cap or hat, and other articles of clothing, etc. NOTE: This listing of articles is not all inclusive, and the faculty, staff and administration reserve the right to determine what articles and personal appearance are distracting and/or disruptive.

Any student who displays or causes a distraction/disruption with such articles or personal grooming will have the article confiscated and turned into the principal's office. The parent may claim the article at the end of the school year. All confiscated items will be thrown away ten days after the student's last day of school.

CELL PHONES / BYOD

Cell phones are prohibited for students in K-6 and consequences will be aligned to the school discipline ladder. Students may turn in their cell phones to the office prior to the school day and retrieve them at the end of the day if the school receives a written request from the parent/guardian. Students shall be subject to disciplinary action if and when a cell phone causes a disruption in the classroom or on the campus. **The Bring Your Own Device (BYOD) Policy is in place for students 7-12; however, students may ONLY have their phones out for education purposes at the teacher's discretion. A teacher may declare their classroom a "No Cell Phone Zone" and any student violating this shall be subject to disciplinary action. Cell Phone Discipline: First Offense:** Warning, parent called, and phone returned to student at the end of the day. **Second Offense:** Parent contacted and phone returned to parent. **Third Offense:** Parent contacted and phone returned to parent when a \$10 fee is paid. **Fourth Offense and following:** Parent contact and the fine increases by \$10 for all other offenses.

Technology plays a large role in our students' lives. Personal devices can enhance and enrich learning opportunities both at home and at school. Lumberton Public School District is committed to showing responsible, learning-centered use of personal devices at school so as to provide as many pathways to understanding as possible of our students.

The purpose of the Bring Your Own Device policy is to authorize students to bring their own personal technology devices to school for use in our classrooms under certain strict conditions. Lumberton Public School District will now be incorporating the use of such items as personal laptops, tablets, and smart phones with browsing capabilities and/or educational applications and software. As with other personally owned items, the schools shall not be held liable for the loss, damage, misuse, or theft of personally owned devices brought to school. Students who bring their own devices to use will at all times do so at their own risk.

Refer to Board Policy IJBA

CAR REGULATIONS

Allowing students to bring automobiles on campus is a privilege which, for obvious reasons, must be strictly regulated. The following regulations will apply:

1. In order to park in the student parking lot, an application form must be signed by both the student and parent.
2. Student must have a valid driver's license and be classified as a Junior or Senior.
3. A student must prove that he/she has liability insurance.
4. Upon arriving in the morning, students must leave their cars immediately and move onto the campus.
5. Students will not be allowed to sit in their cars at any time during the school day.
6. Students will not return to their cars until school is dismissed for the day or they have secured permission from the principal.
7. Vehicles will be operated in a safe manner at all times.
8. The abuse of any of these regulations may result in the loss of car privileges and/or suspension or expulsion.
9. Students are required to park properly in parking lots.
10. Students must obtain a parking permit from the principal.
11. Students must park in marked parking spaces only.
12. The approved parking permit must be displayed in the front windshield of the vehicle.
13. The Lumberton Public School District is not responsible for loss or damage to vehicles parked on campus.
14. Private vehicles driven by students, without the express written consent of the principal or designee, may not be used for transport to/from Career Technical School or Alternative School.

USE OF BUILDINGS AFTER SCHOOL HOURS

Any school sponsored organization or group may use the school facilities after regular hours. The request for such use must be written and signed by the organization's officers, if any, and the faculty sponsor. Permission to use one room does not entitle the group or individuals to wander over the building or to use other facilities. After the school buildings are closed to students at 3:30, permission must be obtained to enter the buildings. No student will be allowed in the building after school hours without the presence of the sponsor or other faculty members.

Unsupervised students will be considered trespassers and treated as such. The request to use school facilities will be submitted to the Superintendent of Education for approval.

Reference Board Policy EBH (Use of Facilities) Originally adopted: 12/09/02; Reference Board Policy EBHA (Use of School Property) Originally adopted: 04/08/13; Revision(s) adopted: 07/09/13.

MESSAGES AND GIFTS TO STUDENTS

Please do not call the school and ask for a personal message to be delivered to your child unless it is an emergency. Classes will not be interrupted for the delivery of messages. Parents are asked not to send gifts, flowers, balloons, etc. to their child at school. This causes undue disruption at school. In the event such gifts are sent, they will not be delivered until the end of the school day. Neither balloons nor glass containers can be transported on the bus. Parents are asked NOT to send these.

PARENT/GUARDIAN - TEACHER CONFERENCES

Parent/guardian - teacher conferences are encouraged. The purpose of parent-teacher conferences is to foster communication between the school and parents/guardians relative to the student's development. In the event a parent/guardian desires to meet with his or her child's teacher(s), the following procedure should be followed:

- (1) Parents/guardians should contact the teacher, counselor or secretary at the school for an appointment that is convenient to the parent and teacher and does not disrupt the instructional day.
- (2) Parents/guardians should state the nature and purpose of the conference at the time the appointment is made. This will insure that the teacher has appropriate information needed to answer parent/guardian concerns.
- (3) Parent/guardian - teacher conferences are confidential and should address the individual needs of the student. Conferences with groups of parents/guardians with individual teachers do not provide the proper forum for addressing individual needs of students.
- (4) The teacher and/or parent/guardian may request a neutral third party acceptable to both parties to participate as an observer during the conference.
- (5) If the parents/guardians are not satisfied with the teacher conference, they may request a conference with the principal. The principal will meet with the parents/guardians to determine what action was taken by the teacher. Every effort should be made to resolve the conflict between the parent/guardian and the teacher at the building level. The parent/guardian may then appeal to the Superintendent of the Lumberton Public School District.
- (6) The superintendent will meet with the principal and teacher involved prior to meeting with the parent/guardians to determine what action was taken by the principal and teacher. The decision of the superintendent will be final.

COMPLAINTS AND GRIEVANCES

The Lumberton Public School District provides for the resolving of complaints and grievances as stated below in the School Board Policy Manual:

The Board realizes that there may be conditions in the school system that need improvements and that parents and students should have some means to effectively express their concerns which will be considered and handled with fairness. Students' complaints and grievances shall be resolved through orderly channels and at the lowest possible level. However, the Board shall provide channels for eventual hearing, should circumstances dictate.

A detailed description of the process for handling complaints and grievances can be found in section GAE of the School Board Policy Manual. Copies of this manual are located in the principal's office and on-line.

Reference Board Policy GAE (Complaints and Grievances) Originally adopted: 12/09/02; Approval of policy with no changes made: 6/09/14.

PARENTAL PERMISSION FOR MEDIA RELEASE

While the Lumberton Public School District is selective in granting media access on school campuses, the opportunity to share positive information concerning the educational experiences of students is often requested by outside agencies - local radio stations, local television stations, educational television, or taking pictures of students in the classroom setting or asking students for their opinions or questions about their educational experiences. Any Lumberton Public School District student will be considered for potential participation in such publicity as approved by the Superintendent. All information released will be in full compliance with the Family Educational Rights and Privacy Act. Any parent/guardian not granting permission for their child to participate in media events must notify the school principal in writing of that request. No response will indicate that the parent/guardian releases permission to the Lumberton Public School District regarding media participation of students.

COMPLAINT ABOUT TEACHER

PURPOSE

The purpose of this grievance procedure is to secure at the first possible administrative level an equitable solution to any grievance.

DEFINITIONS

The following definitions shall apply in this grievance procedure:

1. A "grievance" is a complaint by an individual based on an alleged violation of his or her rights under state or federal law or board policy.
2. A "grievant" is a person or persons making the complaint.
3. The term "days" shall mean working school days and shall exclude weekends, holidays, and vacation days.

PROCEDURE FOR PROCESSING GRIEVANCES:

Grievances shall be processed in accordance with the following procedure:

Level One:

1. All grievances, as defined above, must be presented orally to the principal or immediate supervisor of the grievant within five (5) days of the act or omission complained of, and the principal or immediate supervisor and grievant will attempt to solve the matter informally.

2. If the grievant is not satisfied with the action taken or the explanation given by his/her principal or immediate supervisor, the grievant shall, within five (5) days after meeting with his/her principal or immediate supervisor, file a written statement with his/her principal or immediate supervisor setting forth in detail how the grievant claims to have been discriminated against. This written statement shall contain, in addition to the above, the time, place, and nature of the alleged act or omission and the state or federal law or board policy violated. The statement must be signed by the grievant.

3. In the event the grievant does not submit to his/her principal or immediate supervisor a written statement as required, his/her failure to do so shall be deemed as an acceptance of the informal decision rendered by his/her principal or immediate supervisor.

4. Within five (5) days after receiving the grievant's signed statement the principal or immediate supervisor shall send to the superintendent a copy of the grievant's statement along with a statement from the principal or immediate supervisor setting forth his/her response to the grievant and/or his/her decision, as is applicable. At the same time, the principal or immediate supervisor shall also provide a copy of his/her written statement to the grievant.

Level Two:

1. Upon receipt by the superintendent of the written notice that the grievant intends to appeal the decision of his/her principal or immediate supervisor, the superintendent shall notify the grievant in writing within five (5) days and shall advise the grievant of the date, time and place upon which the matter will be considered by the superintendent. The superintendent shall schedule a hearing on the matter no later than ten (10) days from the date of receipt of the grievant's written notice of intention to appeal the decision of his/her principal or immediate supervisor.

2. The written statement submitted by the grievant to his/her principal or immediate supervisor in Level One shall form the basis of the grievance before the superintendent. The grievant shall submit to the superintendent in writing any and all information on his/her behalf which he/she desires not later than five (5) days prior to the date upon which the matter is scheduled for hearing by the superintendent.

3. In the event the grievant does not personally attend the hearing scheduled by the superintendent, his/her failure to attend shall be deemed as an acceptance of the written decision rendered by his/her principal or immediate supervisor at LEVEL ONE.

4. The superintendent shall render a written decision to the grievant within five (5) days of the date upon which the matter was heard.

Level Three:

1. If the grievance is not resolved to the satisfaction of the grievant at LEVEL TWO, or if the superintendent does not render a decision within five (5) days, the grievant may file the grievance with the secretary of the School Board.

2. If the grievance is not filed with the secretary of the School Board within five (5) days of the hearing at LEVEL TWO, the grievance shall be considered solved.

3. Within five (5) days after receipt of the grievance, the Board secretary, in concert with the Board chairman and superintendent, shall schedule a hearing before the School Board on the grievance.

4. The board shall render its decision within seven (7) days of the hearing.

Reference Board Policy GAEC (Complaint About Teacher) Originally adopted: 12/09/02.

SCHOOL YEAR (ACADEMIC YEAR)

All public schools in the state shall be kept in session for at least one hundred eighty (180) days in each scholastic year. If the school board determines that it is not economically feasible or practicable to operate any school within the district for one hundred eighty (180) days required for a scholastic year due to a disaster or state of emergency, the school board may notify the State Department of Education of the disaster or weather emergency and submit a plan for altering the school term.

The local school board shall have the power and authority to fix the date for the opening and closing of the school term, subject to the minimum number of days, which schools must be in session during a scholastic year, as prescribed under Section 37-13-63. However, local school boards are authorized to keep school in session in excess of minimum number of days prescribed in Section 37-13-63.

Legal Reference: Mississippi Code as cited *Mississippi Public School Accountability Standards*

FULL-DAY ATTENDANCE

For a student to be considered in full-day attendance, he or she must be present for 63% of the individual instructional day as fixed by the school board for each public school in the state of Mississippi.

Legal Reference: 39-13-9, Mississippi Code, as amended House Bill 1530, 2013 Regular Session.

USE OF SCHOOL PROPERTY

The Lumberton Public School District's Board of Education will allow the public use of indoor or outdoor school property during non-school hours for purposes of recreation or sport, to support active living, reduce obesity, reduce health care costs associated with obesity, increase community safety, maximize community resources, and promote community support for schools. The board shall exercise its authority to fix and collect rentals, rates, and charges for the occupancy or use of school property in such amounts and in such manner as may be determined.

The superintendent is directed to establish rules and regulations in support of this policy. The rules and regulations will require evidence of appropriate insurance coverage.

Legal Reference: 20 USC' 7905, HB 540 2012

Reference Board Policy EBH (Use of Facilities) Originally adopted: 12/9/02; Reference Board Policy EBHA (Use of School Property) Originally adopted on: 04/8/13; Revision(s) adopted: 7/09/13.

STUDENTS SPEAKING AT PUBLIC EVENTS

The Lumberton Public School District provides a limited public forum for students to publicly speak at school events, but not limited to athletic events. For each speaker, the District shall set a maximum time limit of three minutes.

School Board Policy: JHCDA

Reference Board Policy JHCDA (Students Speaking at Public Events) Originally adopted: 12/9/02; Revision(s) adopted: 4/8/13.

***SOLICITATIONS AND FUND RAISING**

Educational facilities, personnel, and students will not be utilized in any manner for the promotion or sale of services or products offered by individuals or private organizations operating for a profit. The following are specifically prohibited:

1. Distribution by students or personnel of pamphlets urging students, parents, and/or others to purchase services or products sold for profit;
2. Sale by students or personnel of products or services, except in relation to the school sponsored activities approved by the principal; and
3. Similar activities that would involve the time of personnel and students and interfere with the normal schedules and activities of the school.

Lumberton Schools will earnestly seek to educate students in the services performed by humanitarian agencies, and will encourage students to participate in their financial support and community projects, but fund raising drives should not be conducted by such organizations among the students of the schools during school hours except at the discretion of the building principal with the approval of the superintendent.

In addition, fund raising activities will not be permitted to interfere with the nutrition program of a school.

Written permission from parents should be on file with the activity sponsor prior to allowing any student to participate in a fund raising activity. No student shall be required to participate in any fund raising activity.

Any school club or organization must request and receive permission from the building principal and office of the superintendent to engage in a fund raising activity. The request must be in writing by the sponsor of the club or organization and be approved by the principal. Plans for such activities should be made well in advance of the event and the total fund raising efforts must not be a burden or nuisance to the students, faculty, parents or the community.

The following sections address attendance and would replace the SCHOOL ATTENDANCE POLICY (page 31), ATTENDANCE POLICY (page 50), TARDY POLICY (page 33), TARDY POLICY (page 51), CHECKOUT PROCEDURES (page 34), and CHECKOUT PROCEDURES (page 51) portions of the 2016-2017 LSD Handbook:

ATTENDANCE POLICIES

Compliance With Compulsory School Attendance Law

In all respects, the district shall comply with the requirements of the Mississippi Compulsory School Attendance Law (hereinafter called MCSAL as set forth in Section 37-13-91 of the Mississippi Code of 1972 and the reporting requirements contained therein. When violations of the MCSAL occur, reports are made to the various county school attendance officers, who are employees of the State Department of Education. The attendance officer is:

Ms. April Brewer (601-794-6221 or 601-337-6143)

The Lumberton School District is committed to preparing its students to be successful in the 21st Century. In addition to providing opportunities for basic and advanced content skills, schools have the responsibility to guide students in the development of many other skills needed in today's society and workplace: problem-solving, communication and collaboration, critical thinking, use of technology tools, self direction, and initiative and creative thinking.

In order for student to complete the coursework described above, skills must be measured by many types of assessments of which a paper and pencil test is only one; therefore, good attendance is a requirement for success. Many grades may come from teacher observation of student participation in and interaction with both the curriculum and others. Often concepts missed when a student is absent can never be recovered. Therefore the Lumberton School District has established criteria for the maximum allowable number of absences for a course. After that point, too much of the curriculum will have been lost without special tutoring, which may be obtained through credit recovery during the school year or in summer school at the student's expense.

Lumberton School Board Attendance Criteria for Receiving Course Credit

All students attending a Lumberton School must attend a minimum of 168 days out of a total 180 days scheduled in order to be eligible to receive academic credit for the school year. No student, regardless of the student's final grade average, will be entitled to receive academic credit for courses/classes for excessive absences as follows:

1. Straight 8-period Schedule
 - a. 6 days missed in semester course
 - b. 12 days for year courses
2. 4 X 4 Block Schedule
 - a. 3 days in 1/2 credit classes
 - b. 6 days in full credit classes

3. Two-unit Career Technical Classes
 - a. 12 days in year long classes
 - b. 6 days in semester classes

All absences other than school activities, those accompanied by a doctor's excuse, or those due to out of school suspension are counted in the total number of absences allowed. Middle/High school absences are counted for EACH class period, and the student must not miss more than one-third of the class to be counted present. Please note that all excused absences with the exceptions noted above will count toward the allowable absences.

An absence is **excused** when

- a. Illness or injury prevents the compulsory-school-age child from being physically able to attend school.
- b. Isolation of a compulsory-school-age child is ordered by the county health officer, by the State Board of Health or appropriate school official.
- c. It results from the death or serious illness of a member of the immediate family. Immediate family shall include children, spouse, grandparents, parents, brothers, sisters, or stepbrothers/stepsisters.
- d. It results from compulsory-school-age child's attendance at an authorized school activity with prior approval of the superintendent or designee. Such activities may include field trips, athletic contests, student conventions, musical festivals, and similar activity.
- e. It results from the compulsory-school-age child's attendance at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness.
- f. It results from a medical or dental appointment of a compulsory-school-age child where an approval of the superintendent or designee is gained prior to the absence, except in the case of an emergency.
- g. It results from the attendance of a compulsory-school-age child participating in official organized events sponsored by the 4-H or Future Farmers of America (FFA). The excuse for the 4-H or FFA event must be provided in writing to the appropriate school superintendent or his designee by the Extension Agent or High School Agricultural Instructor/FFA Advisor.
- h. It results from the compulsory-school-age child officially being employed to serve as a page at the State Capitol for the Mississippi House of Representatives or Senate.

Further, an absence may be excused and work may be made up, but it will count toward the allowable absences as shown above.

- a. If the religion to which the compulsory-school-age child or such child's parents adheres, requires or suggests the observance of a religious event. The approval of such absence is within the discretion of the superintendent or designee, but approval should be granted unless the religion's observance is of such duration as to interfere with the education of the child.
 - b. When it is demonstrated to the satisfaction of the superintendent of the school district or designee that the purpose of the absence is to take advantage of a valid educational opportunity such as travel including vacations or other family travel. Approval of such absence must be gained from the superintendent or designee prior to the absence but such approval shall not be unreasonably withheld. **Parents Note: The days missed due to these absences could cause a student to lose semester exam exemption status. Completion of the Valid Educational Opportunity Form is required prior to the absence.**
 - c. When it is demonstrated to the satisfaction of the superintendent of the school district or designee that conditions are sufficient to warrant the compulsory-school-age child's nonattendance. However, no absence shall be excused when any student suspensions or expulsions circumvent the intent and spirit of the compulsory attendance law.
- '37-13-91 (4)

Unexcused Absences

An absence is **unexcused** when any of the above excused absences is not applicable. School administrators are authorized to verify the excuses, written or otherwise, and may, in their discretion, determine that an absence is unexcused because the criterion for an excused absence is not present. The Mississippi Compulsory School Attendance Law as set forth in Section 37-13-91 of the Mississippi Code of 1972 defines an “unlawful absence” as an absence during a school day by a compulsory-school-age child, which absence is not due to a valid excuse for temporary nonattendance.

Out-of-school suspension as imposed by the school’s administration for disciplinary reasons is considered an unexcused absence from classes. **During the student’s absences due to out-of-school suspension, the student will receive a zero (0) for any work missed in each class missed during the suspension period. The zero (0) will only be assigned for actual graded work assigned to other students in the class during the suspended student’s absence.** If the individual teacher gave no grades to other students in the class during the suspended student’s absence, then the suspended student will not receive any 0’s in the class. The suspended student may be allowed an opportunity to make up zeros received only on major assignments missed during the suspension period at the discretion of the principal. **Such opportunity will be in the form of allowing the make-up during a scheduled Saturday School session.** The district’s Saturday school program is designed to allow students the opportunity to make up suspension days, to allow an alternative disciplinary action, and to allow for special circumstances as assigned by the principals.

For purposes of attendance, the suspension days will not be counted towards the total days allowed prior to the student losing credit for the class under the district’s attendance policy guidelines as set forth above.

For any absence (including check out), the student must bring a note from the parent/guardian or doctor to validate the absence and this note must be presented on the day of the student’s return to school. This note must state the days missed, the reason for the absence and be signed by the parent/guardian with a telephone number where the parent/guardian can be contacted for verification. **All notes should be presented to the office within two (2) school days of the absence or the absence will be considered unexcused. Any note presented after the allowed 2 days must be turned into the school principal for consideration.**

If a student returns from an absence without a note, the absence will be considered unexcused; and in order for the student to receive the credit for work missed, he or she may be required to attend the next Saturday school or after-school program to make up the work. Missed work for excused or unexcused absences may NOT be made up during regular class time.

General Procedures

Students/Parents/.Legal Guardians are responsible for keeping up with the student’s absences.

Once the student exceeds the allowable days the principal or his/her designee shall be responsible for timely written notification to the student/parent/legal guardian that the student has excessive absences and has lost academic credit. Even after such notification, the student/parent/guardian will continue to be responsible for presenting the required notes for any further absences incurred and such notes will be placed on file to be considered by the District Review Committee should the student/parent/guardian seek a ruling (exception) from the committee.

At the time the principal or his/her designee notifies the student/parent/guardian that the student has excessive absences, the principal or his/her designee shall also provide the proper form explaining procedures for requesting review by the attendance hearing committee. **This form must be completed and returned to the principal within five (5) days.**

If the student/parent/guardian requests a review by the attendance hearing committee, the principal or his/her designee shall immediately forward a copy of the request and all available information, including the principal’s recommendation, to the committee chairman. The chairman will be responsible for notifying the student/parent/guardian of the time and date of the review.

Failure to appear at the scheduled time without prior notification to the Superintendent/Assistant Superintendent will represent a forfeiture of the review.

The review committee will review all statements, both written and oral, from both the school administrator and the student/parent/guardian and in a closed session will make their determination. In most cases, the committee will present its ruling on the day it hears the individual case. In some situations, the committee may feel it needs additional information and may, in its discretion, continue the matter to a special meeting by arrangement.

Make-Up Work - When Students Have Been Absent from Classes

It is the student's responsibility upon return to school to request of teachers a list of all work assignments missed during the absence. Students must turn in work within the described limits or receive a zero (0) for the work. Work shall be made up on a 1:1 basis. For each day missed the student has a day to complete the work. Lengthy medical absences may be reviewed by the administrator. The ultimate goal is to have the student successfully complete missed assignments within a time that is both fair to that particular student and fair to other students who were in attendance and have completed the assignments within the regularly specified time. Students with disabilities (under I.D.E.I.A.) must follow the same guidelines for make-up work as other students, unless stipulated on the student's individualized education program.

Assignments may be given prior to the child's return to school if the absence is an extended one or in other special circumstances as determined appropriate by the principal.

NOTE: All make-up work must be complete prior to the end of each grading period or exams in each course. Seniors must also complete all make-up work for the last grading period prior to final exams.

Make up Work	Excused Absence	Unexcused Absence
Secondary Make up class work	May be made up at home	May be made up in Saturday School or Before/After School Program
Secondary Make up exams/tests	May be made up before school, after school, in Saturday school, or in the Before/After School Program	May be made up in Saturday School or Before/After School Program
Elementary Make up class work	May be made up at home	May be made up at home
Elementary Make up exams/tests	Must be made up before school, after school, or during recess	Must be made up before school, after school, or during recess

Absences and Participation in School Sponsored Activities

It shall be the policy of the Lumberton School Board that students who are not present for the entire school day on the day of a school sponsored activity shall not be allowed to participate in that activity occurring on the day and night of the absence. The principal may consider special, extenuating circumstances (medical absences, death in the family, etc.). All circumstances must have approval in advance, when at all possible, to be considered. The decision of the school principal in this matter shall be final.

Student Check-Out

Students will not leave the school campus or be absent from an assigned class without permission from the principal. Teachers are not authorized to dismiss students from class or from the campus without clearance of an administrator.

Dismissal requests from parent/guardians should be presented to the appropriate school office by 8:30 a.m. on the day of the intended dismissal. The decision as to whether the dismissal from classes is excused or unexcused shall rest with the administrator issuing approval for the dismissal.

Parents or their designee must pick up and sign out through the school office students seeking early dismissal. In order to avoid interruption of class activities (except in emergency situations), parent/guardians should not request dismissal prior to the end of the class period. Special situations or emergencies should be handled through the appropriate administrator's office. Photo identification may be required.

- ❖ Student must present parent note to school office by 8:30 a.m. to be verified (phone number on note).
- ❖ Parent or guardian may physically come and pick up student (no phone calls will be accepted).
- ❖ Photo identification should be available upon request to check a student out.
- ❖ No lunch check-outs will be allowed unless a doctor's note is presented upon return.
- ❖ Anyone checking out a student must be on the check-out list.
- ❖ Check-outs during the last 30 minutes of the day will be for emergencies and medical appointments only.
- ❖ Students are allowed three (3) non-medical checkouts per 9 weeks. Students who exceed three (3) check-outs may receive disciplinary action.

Transportation Changes

A written note must be provided to the principal or assistant principal if your child is to return home by any other route than normal (i.e. car rider instead of bus rider, different bus, etc.). The note must be submitted by 12:00 noon on the day the transportation change is to occur. The written request must include a telephone number where the parent or guardian may be contacted for verification.

Student Tardiness

In order to promote the concepts of timelines and responsibility in students, the following policy shall be followed in regard to tardiness:

- Students are expected to be in classes promptly. Students are not allowed to be out of class without the permission of the principal/assistant principal.
- Students are allowed sufficient time to pass from one class to the next and should not be tardy except in cases of emergency. If an emergency should arise, the student must get an admittance slip from authorized office personnel. In the event the student needs more than the specified time, the student should report to their class first and obtain the permission of the teacher.
- An unexcused tardy from school will result in disciplinary action.
- Work missed due to an unexcused tardy may not be made up.
- A student is tardy to school if the student arrives any time after the tardy bell for first period or after the student's first class begins. Any student who is tardy to school **MUST** report to the appropriate administrative office **BEFORE** going to his/her assigned class.
- No student is permitted to enter a class after the tardy bell has rung without an appropriate admittance slip issued through the principal/assistant principal's office.
- Tardiness due to personal illness, illness in the family, death in the family, or other emergencies may be approved if a written note or telephone call from the student's parent/guardian or the person responsible for bring the student to school is presented at the time of arrival. Oversleeping, clock failure, missed rides, etc. will not be excused tardies. In all cases, the principal in charge of issuing the admittance slip may, in his/her absolute discretion, verify any such note or call.
- Students in attendance for less than two thirds a class period or 63% of the day will be counted absent for that period/day.
- Excessive tardies will be turned over to the truancy officer.

School principals are authorized to determine appropriate management and disciplinary techniques to be used when students are tardy to school/classes or are checked out early from school/classes. Such discipline may include placement of the student on the district discipline ladder.

SUBSTITUTE TEACHERS: Courtesy to a substitute teacher is one of the most vital ways to build good school-community relations. A student who demonstrates an unwillingness to cooperate with a substitute teacher and disturbs a substitute teacher's classroom will be subject to disciplinary action.

TRUANCY: A student is considered truant when he or she is absent without knowledge or consent of parents and/or school officials. Truancy will not be tolerated. Student absences are reported after 5, 8, 10, and 12 absences.

ABSENCES FROM CLASS: A student who is at school cannot be absent from a class without the permission of the school principal. This applies to students who arrive at school late and who leave early. If a student has an excessive number of absences or tardies, he/she may not be permitted to participate in extra-curricular activities such as sports, field trips and school-sponsored events/activities. This determination is at the discretion of the principal.

STUDENT THREATS: The LPSD School Board recognizes that a threat made by a student to harm self, others, or property, creates a risk of injury or death to district employees, students and visitors, and further creates a risk of damage to the property of the district, employees, students, and visitors. The Board hereby establishes a policy to address such risk:

Students who threaten to harm self, others, or threaten to damage or destroy property will be subject to expulsion from LPSD for a term of not less than one year. Students who threaten harm to self, others, or threaten to damage or destroy property must be examined by a licensed private psychologist or psychiatrist at the expense of the parent or guardian to determine appropriateness for either continued attendance or for readmission. The Board will not be obligated to rely solely on such evaluation. The evaluation must include a statement of whether or not the student, in the opinion of the examiner, is a threat to self, to others, or to property. The statement by the examiner must also include recommendations for a behavior plan and other pertinent educational recommendations.

ACADEMIC DISHONESTY: Utilizing, receiving, or giving unauthorized information of school assignments for unit/chapter tests or exams is not permitted and will not be condoned at Lumberton Schools. A student suspected of academic dishonesty by a teacher will be informed of the allegation in a private and professional manner. If, after investigation, it is found that the student has committed academic dishonesty, a zero will be recorded. If the incident occurs and involves a major assignment, research paper, or nine-week exam, a written discipline referral will be forwarded to the appropriate administrator.

***COURSE TEST EXEMPTION POLICY (Grades 7 - 12)**

At the end of the Fall Semester or 2nd 9 Weeks and the Spring Semester or 4th 9 Weeks, a teacher may opt to exempt students from the semester/final exam if certain criteria are met. All exempt students not attending school on exam day must have a signed parent permission slip on file in order to be counted present on test day. The student must check in and/or check out as their test schedule necessitates. Check-outs by parents should be completed at the end of the scheduled exam to prevent interruptions during testing. (The test day is not counted as an attendance event for the purposes of exemption.) Minimum averages paired with maximum attendance events will be the determining factors. A student may be exempt if the following conditions are met:

- A. At least a 75 average in the class and 1 or less attendance event.
- B. At least a 80 average in the class and 2 or less attendance events.
- C. At least a 90 average in the class and 3 or less attendance events.

For exemption purposes, an attendance event is defined as an absence, a tardy, a check-out, or a check-in. Exempt students who take the exam will only have the grade recorded if it improves their final average. Students must be present for each class the day exemption forms are due to have exemption forms signed by each teacher unless a doctor's excuse is provided.

*** TARDY POLICY**

A student is considered tardy to class if he/she is not in his/her seat when the tardy bell rings. When students are late to class, they interfere with the educational process and create undue classroom disturbances. In order to promote the concepts of timeliness and responsibility in students, the procedures regarding tardiness are as follows:

The 10/10 initiative states that no students will be released from class during the first 10 minutes of class or the last 10 minutes of class for each period. Only office notification will allow students to leave class during this time.

- 1.) Tardiness due to personal illness, illness in the family, death in the family, or other emergencies will be approved if a telephone call from the student's parent/guardian or the person responsible for bringing the student to school is presented **at the time of arrival**. In all cases, the principal/designee in charge of issuing the admit slip may, in his/her absolute discretion, verify any such note or call. Oversleeping, clock failure, missed rides, car problems, etc. will not be excused.
- 2.) Tardiness is excused when the bus that the student is riding is late.
- 3.) Tardiness is excused when a teacher holds a student over too long. In this case, the student must carry an admit slip from that teacher to the teacher of the next class. This slip must contain reason for tardiness, time of release, and teacher's signature.
- 4.) Tardiness is excused when a student is held over in the office. The student must have an excused admit slip from the office showing time of release and signature of office personnel.
- 5.) **First Period Tardies:** The only tardies which shall be excused to first period are:
 - a. Students whose bus is late arriving at school in the morning.
 - b. Students who are accompanied to the office to check-in by their parent. (limited to 3 times per semester)
 - c. Students whose parents call before the student arrives at the office to check-in. (limited to 3 times per semester)
- 6.) 6 or more tardies will be referred to the attendance committee.

CHANGE OF SCHEDULE

Students will be permitted to change their schedules only if they are placed in a class they have taken before. All other changes must be approved by the principal.

* ACTIVITIES GUIDELINES

In order to have a successful extra curricular program and to represent Lumberton Schools in a proper manner, the following rules and regulations will apply to MHSAA participants:

1. All participants are subject to Mississippi High School Activities Association rules and regulations and eligibility requirements. See www.misshsaa.com/
2. Participants will be removed from the squad for disciplinary reasons which shall include the following:
 - a. Refusing to follow the directions of the coach or director (e.g. refusing to dress out).
 - b. Possession or use of drugs, tobacco or alcohol at a practice, contest or trip.
 - c. Fighting with any adult (Coach, Official, spectator at any practice, contest or trip).
 - d. A participant who reaches Step 6 of the discipline ladder may be dismissed from the squad.
 - e. A participant who misses a contest without being excused by the coach or director may be removed from the squad.
3. Coaches and directors are not limited to the rules and regulations listed above. Students can be disciplined for other violations. This can include removal from a contest or part of a contest. If a student commits an act which is a serious violation and is detrimental to the squad, the student may be removed from the squad with the approval of the coach or the principal.
4. When a player is not actively participating in a sport, he/she will participate in an off-season conditioning program and will receive an appropriate grade for the course based on participation in class.
5. Practice is essential for success. All participants are expected to do their best and attend every practice. If a participant misses practice, make-up work will be required.
6. A participant must have written notice from parents/guardians to ride home with another adult and be approved by the director/coach.
7. Any initiation or hazing in any sport or activity will not be tolerated and will result in removal from the sport or activity.
8. A permission form signed by the participant and parent must be on file prior to any school trip or activity.
9. **At the discretion of the principal, a student can be removed from any extra curricular activity. Examples include poor grades, disciplinary infractions and excessive absences in classes.**

Reference Board Policy JH/IDE (Student Activities) Originally adopted: 12/9/02; Reference Board Policy IDFB/IDE (Co-curricular Activities) Originally adopted: 12/9/02.

SPECIAL NOTICE FOR ATHLETIC EVENTS

In order for the Lumberton Public School District to abide by the needs and regulations as set forth by the Mississippi High School Activities Association, high standards of conduct must be maintained at all sporting events. Interscholastic athletics allows for the opportunity to engage in friendly competition with other member schools. Sportsmanlike conduct must be displayed by all spectators.

STUDENT COUNCIL

The Student Council is a means by which all students may participate in and share the responsibilities of school activities. The Council operates by the authority and according to the provisions of the Lumberton High School Student Council Constitution.

SENIOR CAREER DAYS

Seniors may have one College Day per year at a college/university of their choice (additional days may be requested in writing addressed to the principal). All seniors will receive an additional Career Day the day of the PRCC Spring Fest. Seniors must bring back documentation of attendance to the office. Seniors will be required to spend 15 hours job shadowing in order to meet the requirements for the senior project.

SCHEDULE CHANGES (Grades 9 - 12)

Students and parents are encouraged to take course selections in the spring very seriously. Teaching assignments and school schedules are developed based on the subjects selected during the spring. Therefore, courses chosen during spring course selection will remain on the student's schedules. This will ensure that students remain in required and appropriate courses and that instruction may begin on the very first day of school.

Schedules will be given out at designated times during the summer. Families will need to provide two proofs of residence (as stated in the handbook) to pick up their student's schedules. Only corrections due to incorrect scheduling will be made. The corrections will need to be made when the schedule is picked up, not after school has started. Errors should be brought to the attention of the student's counselor prior to the start of school. Errors that require corrections include the following:

- In a class that requires a prerequisite that you do not have
- In the wrong level of a class
- Needing to add a senior requirement
- In the same class twice
- In a class for which you have already received credit

The administration may need to make changes in the master schedule and/or balance classes throughout the year based on the needs of the school. These administrative changes do not require parental approval or notification.

WITHDRAWAL FROM HIGH SCHOOL

Students withdrawing from Lumberton Schools should follow this procedure on the last day of attendance:

1. Obtain a withdrawal slip from the guidance office before going to first period or class.
2. Have each teacher initial the slip, to include activity period and organization sponsors.
3. Return books to the proper teacher and/or library.
4. Clear all fines and fees.
5. Report back to the guidance office for clearance.
6. Clean out locker.

There are currently several graduation options available for high school students in the State of Mississippi:

STANDARD HIGH SCHOOL GRADUATION OPTIONS:

Selection of these options is based on the completion of Carnegie Units and requires that a student pass each of the four subject-area tests (Algebra I, Biology I, English II & U.S. History), **OR** have a minimum ACT score of 18 in English or 22 in both Reading and Math **OR** the combination of a passing grade in the course with the Concordance Table. Students completing requirements under these options may also satisfy requirements for college entrance.

- **Traditional Option** – Students must complete a minimum of 24 Carnegie Units. Students in Lumberton School District are required to complete 24 Carnegie Units to receive a Traditional Standard High School Diploma.
- **District Option** – Students with disabilities must complete a minimum of 21 Carnegie Units under this option. All other students are required to complete 24 Carnegie Units.
- **Career Pathway Option (Vocational)** – Students are screened and selected for participation in a career technical education program. Students with disabilities must complete 21 Carnegie Units and all other students must complete 24 Carnegie Units for graduation under this option. This option is not available beginning with the 2017-18 Freshman Class.

NON-STANDARD HIGH SCHOOL GRADUATION OPTIONS:

Selection of these options is decided by the student's Individualized Education program (IEP) Committee. These options do not satisfy the requirements for college entrance.

- **Mississippi Occupational Diploma (MOD)** – This option prepares students with disabilities to enter the world of work by helping students learn basic educational skills that will help them obtain competitive employment after completion of high school. This option is inactive beginning with the 2017-18 school year Freshman Class.
- **Certificate of Completion** – This **IS NOT A HIGH SCHOOL DIPLOMA**. The Certification of Completion simply acknowledges that a student with disabilities has attended and completed high school coursework.

*Additional information regarding these options may be obtained from the guidance counselor. Parents of students with disabilities must complete documentation noting their choice of graduation option with the guidance counselor.

GRADUATION REQUIREMENTS:

Each student graduating from a secondary school in an accredited school district will have earned the required Carnegie units as specified in the following listings and will have met all other district requirements stated in this handbook. Contents of each required and elective course must include the core objectives identified in the Mississippi Curriculum Structure. Enrollment in on-line and correspondence courses must have prior approval granted by the counselor and/or principal. No more than one (1) of the minimum required number of units may be earned through completion of an approved correspondence course. Other course credits earned must be taken on-line through Mississippi Virtual Public School or other approved accredited on-line program.

GRADUATION REQUIREMENTS FOR STANDARD HIGH SCHOOL DIPLOMA OPTIONS

★ Graduation is the act of dressing in cap and gown and being present before the principal of Lumberton High School or the superintendent of Lumberton Public School District and receiving a diploma.

Curriculum Area	Units	Required Subjects
English	4	English I, II, III, IV
Mathematics	4	Algebra I, Geometry
Science	4	Biology I
Social Studies	4	**MS Studies, World History, U. S. History,
Health and Physical Education	1	U. S. Government, Economics, Geography
Business and Technology	1	.5 Comprehensive Health or Family and Individual Health
The Arts	1	.5 Keyboarding; .5 Computer Applications
Electives***	5	
Total:	24	

**This credit earned for a State/Local government course in any other state by an out-of-state transfer who enrolls after the sophomore year can stand in lieu of MS Studies or MS State and Local Government.

***Elective courses in band, physical education, choral music and journalism are limited to four (4) units counted toward graduation.

NOTE: Beginning School Year 2014-2015, a student will need 24 units for graduation. 5 of which can be electives. Career Tech students at Purvis will need 24 units for graduation.

Beginning in school year 2005-2006, entering ninth grade students will be required to complete four math units, including Algebra I and one higher math. Students will have a variety of math courses above Algebra I from which to choose, including Algebra II, Geometry, Advanced Algebra, Trigonometry, Pre-Calculus, AP Calculus AB, AP Calculus BC, Discrete Mathematics, Probability and Statistics, and AP Statistics.

Reference Board Policy IHF (Graduation Requirements) Originally adopted: 12/9/02; Revision(s) adopted: 3/17/14; Revision(s) adopted: 6/30/14.

SUBJECT AREA TESTING RELATIVE TO MISSISSIPPI GRADUATION REQUIREMENTS

Recently, the State Board of Education approved a new policy that allowed students to use their end-of-course SATP score with their overall course grade to apply for graduation. Students will qualify for this option if their course grade and test score, when evaluated together, demonstrate adequate mastery of course content.

Also in 2015-2016, 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. Please note that starting in the 2016-2017 school year, SATP scores will constitute 25 percent of a student's final grade.

SATP tests are administered to students who have completed Algebra I, Biology I, English II, and U.S. History. Under the new policy, SATP test results will continue to be included in the state accountability model.

These options were established to give students another way to demonstrate that they have mastered their coursework without making the requirement for graduation contingent upon the outcome of any one particular test. The new policy still requires that students enrolled in Algebra I, Biology I, English II, and U.S. History participate in the applicable SATP test in order to earn the Carnegie Unit for the course. Students who fail an SATP test will still be offered opportunities to retest if necessary.

Under the new policy, graduation options are as follows:

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

1. Pass the applicable end-of-course Subject Area Test
2. Use the end-of-course Subject Area Test score with the overall course grade (For seniors in 2014-2015 and 2015-2016 only. Starting in the 2016-2017 school year, SATP scores will constitute 25 percent of a student's final grade.)
3. Obtain a score of **17** or higher in the specific subject area on the ACT.
4. Earn a C or higher in an entry level, credit-bearing dual enrollment/dual credit/college credit course.
5. Obtain an Armed Services Vocational Aptitude Battery (ASVAB) AFQT (Armed Forces Qualification Test) score of 36 **plus one** of the following:

1. Earn a CPAS (Career Planning and Assessment System) score that meets the attainment level assigned by Federal Perkins requirements.
2. Earn an approved Industry Certification as specified in the Career Pathway's Assessment Blueprint and outlined in Appendix A-5 in the current edition of the *Mississippi Public School Accountability Standards*.

SENIOR GRADUATION EXPENSES

Lumberton High School cannot predict if a senior will meet all of the requirements for graduation nor can the high school be responsible for expenses incurred by a prospective graduate. The student will assume responsibility to determine graduation status relative to the purchase of senior items such as invitations and cap and gown. Expenses incurred by a member of the senior class do not guarantee graduation from Lumberton High School. Seniors will not be allowed to order any materials until all fines are paid.

ALTERNATIVE GRADUATION

The Lumberton Public School District will limit the scheduling of formal graduation ceremonies to those honoring senior students who have successfully completed graduation requirements and are in good disciplinary standing. Students who are on Step 5 or above on the Discipline Ladder may not be eligible to participate in the graduation ceremonies.

At the discretion of the superintendent, a separate graduation ceremony may be held for alternative school seniors who have met all requirements for graduation.

Fifth year seniors are subject to the same rules and policies as regular students regarding ISS (must stay all day) and detention (serving detention at regular time).

SENIOR PROJECT

Seniors will successfully complete English IV their senior year, thus gaining one (1) Carnegie unit towards graduation. This course will consist of literature and writing. The project is a culminating assessment for 12th graders that incorporates the skills of writing, researching, speaking, planning and time management. Components of the Senior Project include the writing of a research paper (with the topic approved by the instructor), the development of a related product (with the help of a mentor in that field), a portfolio (which demonstrates their journey throughout the entire research project), and the presentation of findings before a panel of judges (chosen by the instructor and principal).

HONORS AND HIGH HONORS

To graduate with highest honors, a student must have a 95 average or above for four years. To graduate with honors, a student must have a 90 average or above for four years. In order for a diploma to be awarded from this school, the last semester of school credits earned by the senior shall be in residence. In addition, all eligible seniors must participate in graduation exercises unless excused by the superintendent.

VALEDICTORIAN-SALUTATORIAN GUIDELINES

1. The valedictorian will be the graduating senior with the highest cumulative grade point average.
2. The salutatorian will be the graduating senior with the second highest cumulative grade point average.
3. Computation of the cumulative grade point average will include Carnegie units earned in the 8th grade, the seven semesters of all high school course work completed beginning the fall semester of the ninth grade and cumulating at the end of the fall semester of the twelfth grade. Grade point averages will be based on a 4.0 scale and will be computed to the hundredth with no rounding.
4. A student must be in attendance at Lumberton High School during grades 11 and 12 in order to be eligible for valedictorian or salutatorian honors.
5. The valedictorian will deliver the valedictory address during the commencement ceremony.
6. The salutatorian will deliver the salutatory address during the commencement ceremony.
7. In case of co-valedictorian or co-salutatorian status, both will deliver an address.

Included in the computation of GPA are any courses in the following areas: English, Math, Social Studies, Science, Foreign Language, Computer Ed., Health, Business Education and Career Technical Education. In the areas of fine arts and physical education, journalism and other such elective courses, and Career Technical Education 1 Carnegie unit each will be computed into the student's GPA. (Policy IHF)

DUAL ENROLLMENT

High School seniors may take courses at the University of Southern Mississippi or William Carey University provided that they have a composite score of 24 on the ACT. They may also take courses at Pearl River Community College and Jones County Junior College with a composite score of 22 on the ACT. The course should not interfere with their high school curriculum. Dual enrollment requires special permission and approval by the principal. To be dually enrolled, a student must secure a letter of recommendation from their high school counselor.

SENIOR COLLEGE ENTRANCE REQUIREMENTS

There are four ways to gain admission to a university in Mississippi:

- (1) Complete the College Prep Curriculum with a minimum of 3.2 GPA, **Or**
- (2) Complete the College Prep Curriculum with a minimum 2.5 GPA and score at least 16 or higher on the ACT (at least 650 on the SAT) and rank in the upper 50% of your class, **Or**
- (3) Complete the College Prep Curriculum with a minimum 2.0 GPA and score 18 or higher on the ACT (at least 740 on the SAT), **Or**
- (4) Satisfy the NCAA standards for student-athletes who are "full qualifiers under Division I guidelines."

COLLEGE PREP CURRICULUM

SUBJECT	CARNEGIE UNITS	REMARKS
English	4	Courses must require substantial communication skills (i.e., reading, writing, listening, and speaking)
Mathematics	4	Algebra I, Geometry, and Algebra II. A fourth course in higher level mathematics is highly recommended.
Science	4	Biology, Advanced Biology, Chemistry, Advanced Chemistry, Physics, and Advanced Physics or any other science course with comparable rigor and content. One Carnegie unit from a physical science course with content at the introductory level may be used. Two of the courses must be laboratory based.
Social Studies	4	United States History (1 unit), World History (1 unit), (with substantial geography component), government (1/2 unit), and economics (1/2 unit) or geography (1/2unit)
Advanced Electives	2	Foreign language, world geography, 4th year laboratory based science, 4th year mathematics. One unit must be in foreign language or world geography.
Computer Applications	1/2	The course should include use of application packages, such as word processing and spreadsheets. The course should also include basic computer terminology and hardware operation.
8th Grade Units		Computer credit will be given for ICT2 if proficiency is met. Credit will be awarded for Mississippi Studies, World Georgraphy, and Algebra I if passing scores are earned.

Note: Those students wishing to apply for admission to Mississippi universities but not meeting the above standards should contact their counselor or the university of their choice for information on provisional admission. Students are also encouraged to contact community colleges for specific information on their admission standards.

MISCELLANEOUS

HIGH SCHOOL STUDENTS: You are personally responsible for your PERSONAL VALUABLES, textbooks, P.E. clothes and shoes, and any other school or personal materials assigned to you. It is strongly recommended that you keep a lock on your locker.

LOCKS: Locks are provided by the high school for \$2.00 per year rental. Replacement cost of the lock is \$10. All students must rent school locks for their assigned lockers. Any non-school lock will be removed.

SCHOOL INSURANCE: School insurance will be offered to students at a nominal cost. This is a service offered by our school. It is the responsibility of the student and the parent to submit claims resulting from injury if such injury is covered by insurance. School officials will help students and parents in preparing such claims.

SCHOOL OFFICES: The various offices of the school are to be used to conduct the business of the school. The HIGH SCHOOL TELEPHONE number is 796-2451 and the ELEMENTARY SCHOOL number is 796-3721. Students will not be allowed to use the telephone unless it is an emergency. If a need arises, the person in charge of the office will make the call.

SUMMER SCHOOL REGULATIONS

A maximum of one carnegie unit may be earned each year in summer school and a maximum of four (4) carnegie units can be used to meet graduation requirements.

The approval of the principal must be obtained before final enrollment of students in summer school. No more than four units earned in summer school may be counted toward graduation.

According to School Board Policy, students are only allowed to take courses in summer school that they have failed.

CORRESPONDENCE

No more than one unit earned through correspondence courses may be counted toward graduation. Approval of the principal must be obtained before enrolling in correspondence courses.

STUDENT FEES

Operating on the premise that student fees should be charges only if they are absolutely necessary to enhance the educational program, the Lumberton School Board authorizes each school to charge reasonable fees, but not more than the actual cost.

For complete details regarding student fees, refer to the School Board Manual, Section JHA (MS Code 37-7-335).

The following section addresses school redord and would replace the STUDENT RECORDS (page 41) portion of the 2016-2017 LSD Handbook:

SCHOOL RECORDS

Transcripts or student records will be released to other agencies if students or parents sign a written request for such release to be made and/or according to state law and/or federal regulations. A student or his/her parent(s) or legal guardian(s) may view his/her personal school record upon request made to the appropriate school principal. Any corrections needing to be addressed may be presented to the principal in writing and will be considered for correction. In the event of student transfer, a student's transcripts or records will be forwarded to the receiving school upon receipt of a proper request from the receiving school.

Section 9528 of the ESEA, 20 U.S.C. § 7908, as amended by the NCLB, and 10 U.S.C. 503, as amended by § 544 of the *National Defense Authorization Act for fiscal year 2002* (Pub. L. No. 107-107), require LEAs to

- ◆ Give military recruiters the same access to secondary school students as provided to postsecondary institutions or to prospective employers, and
- ◆ Provide students' names, addresses, and telephone listings to military recruiters when requested, unless

A student and his/her parent(s) or legal guardian(s) have the right to file a complaint with the U.S. Department of Education concerning alleged failures by teh School District to comply with the requirements of Family Education Rights and Privacy Act (FERPA). The name and address of the Office that administers FERPA areas follows:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Board Policy JR

Copies of School Records

The Lumberton School District shall furnish one free copy of school records/transcripts to graduates. Thereafter, an administrative fee of \$1.00 per copy of official records may be charged.

2017 - 2018 COURSE OFFERINGS

Business & Technology Courses

Computer Applications
Keyboarding
Personal Finance
STEM

**Career Technical Education

Automotive I/II
Construction Trades I/II
Engineering I/II
Health Science I/II
Metal Fabrication I/II
Teacher Academy I/II

English Courses

Business & Professional Writing
Creative Writing
CCR English I
CCR English II
CCR English III
CCR English IV
Journalism
***SREB Literary
Technical Writing
World Literature

Fine Arts

Band
Drawing I/II
General Music
Paint I/II
Strings

History Courses

Economics
Field Experience in Social Studies
Government
Local Culture
Mississippi Studies
Personal Leadership
Problems in American Democracy
Psychology
Sociology
US History
Introduction to World Geography
World History
AP World History

Science Courses

Astronomy
Biology I
Biology II
Chemistry
Earth Science
Environmental Science
Human Anatomy & Physiology
Introduction to Biology
Marine Biology
Physics
AP Biology

Math Courses

Calculus
CCR Algebra I
CCR Algebra II
CCR Algebra III
CCR Geometry
Compensatory Math
Foundations to Algebra
***SREB Math
AP Calculus

Vocational

Family Dynamics
Contemporary Health

Other

Spanish I
Spanish II
Employability Skills
General Physical Education
Drama

***SREB courses are specifically designed to ensure that graduating seniors have mastered the math and literacy skills needed in order to be deemed "college ready". Successful completion of these courses may help students avoid taking (and paying for) remedial courses in college which do not count towards their degree credits.

****All other AP courses are offered through MVPS.

*****Dual Enrollment opportunities are available electronically

SUBJECT PREREQUISITES

Biology II: Biology I

Marine Biology/Zoology: Biology I and Biology II

Chemistry: Biology I and II, Algebra II

Geometry: Algebra I

Algebra II/III: Algebra I, Geometry

Calculus: (Same as required for Algebra II), Algebra III or Trigonometry and Pre-Calculus

English: English Courses must be taken in proper sequence: I, II, III and IV

***Career Technical Educational Courses are offered in collaboration with Lamar County Career Technical Center. These programs are selective. Students are screened for academic progress, conduct and potential for successful completion of the program. Courses taught at the vocational center are 2 credit units each and are geared towards preparing students for direct entry into a technical career of their choice. Students who successfully complete a two-year program **and** maintain a cumulative average of 80 and above may qualify for either a partial or full Career Technical Education Scholarship to a Mississippi Community/Junior College.*

HONOR ROLL

There will be two honor rolls published at the end of each nine weeks. To qualify for the Honor Roll, a student must have at least 2 A's with no grade below a B. To qualify for the all "A" Honor Roll, a student must earn an "A" in each subject.

GRADE SYSTEM

Numerical grades are used in grading. Equivalent letter grades are:

(90 - 100) A	(65 - 69) D
(80 - 89) B	(0 - 64) F
(70 - 79) C	

*Career/Tech grading gives an "A" for the score of 93-100

A number of factors are used in determining a student's grade: daily classwork, homework, class participation, test grades, promptness in completing work, special projects, etc. Parents are encouraged to contact teachers, counselors, and/or administrators concerning any questions relative to a pupil's progress.

- A. There shall be two grading periods per semester.
- B. All grades awarded regular education students in grades 7-12 shall be awarded on the basis of grade level work. Grades awarded students who have been ruled eligible for Special Education services and who are actively participating in the district's Special Education program(s) shall be based on the attainment of goals and objectives set forth in the student's IEP.
- C. A minimum of nine grades shall be recorded for each student in each academic course during each grading period unless written exception is granted by the principal. No grades above 100 will be awarded. There must be a minimum of 3 test grades and 6 daily grades each grading period.
- D. Core objective tests will be given during each grading period and shall be used to determine each student's mastery of the district's basic core objectives. Students must have demonstrated mastery of each core objective prior to the recording of any grade on the student's report card or cumulative record. An I (incomplete) will be recorded for any student failing to have demonstrated mastery of core objective(s) and shall remain on the student's record until such time as said student has removed the deficiency or until the end of the year, at which time an "F" will be recorded.
- E. Mid-semester (end-of-term) tests shall be administered to students in each class at the mid-point of each block, and shall count 1/4 of the grade. Other student evaluations such as daily tests, unit tests, homework, class participation, etc. shall count 3/4 of the grade.
- F. The final course grade for each block shall consist of the mid-semester grade and the end of semester grade. These two terms shall be averaged together to determine the final grade for that block course.
- G. Class rank (seniors) - Regular courses will not be weighted and will receive the numerical grade earned. College Prep classes will have a .02 factor added to the numerical grade. (i.e. $92 \times 1.02 = 93.84$). Advanced Placement courses will have a .05 factor added to the numerical grade. (i.e. $92 \times 1.05 = 96.6$). For determining class rank, the actual numerical grade earned after adding the weighted factor will be used. (i.e. A.P. English $98 \times 1.05 = 102.9$)

****NOTE: The school year consists of two individual semesters.** Each semester is divided into two terms. Therefore, we have two semesters each year consisting of two terms each or four terms total.

Reference Board Policy IHA (Grading System) Originally adopted: 12/9/02; Revision(s) adopted: 9/9/13.

REPORTING STUDENT PROGRESS

Report cards shall be issued at the end of each grading period. Vocational reports shall be issued when grades are received from the vocational center. Numerical grades shall be used on report cards and cumulative records to report student achievement.

In order for a student to receive credit for any course, the student must pass 100% of the state core objectives for that course.

Any student who has not demonstrated mastery of a core objective(s) set by the State of Mississippi and/or the Lumberton Public School District for any grading period in any academic subject will be given an I for that grading period. The I will be converted to an F at the end of the year if the student has not removed the deficiency.

PROMOTION/RETENTION

Students in grades 9-12 will be awarded credit when they have earned a passing average in the teacher's evaluation of the student and demonstrated mastery of all required district and state core objectives.

Any student who has received an I on a core objective(s) shall be required to remove the basic core deficiency(ies) prior to receiving credit.

All special education students will receive the same report card as regular students.

Transfer of students shall be done only upon recommendation of the principal and approval of the superintendent.

Teachers and administrators are responsible for the early identification of students who are not meeting promotion standards. If a student is not meeting promotion standards, parents may receive written notification from the school no later than four weeks before the end of the semester. In many cases, some teachers will notify parents by phone.

UNITS REQUIRED FOR PROMOTION

<u>Traditional Route</u>	<u>Career/Technical Route</u>
0 - 6 9th Grade	0 - 6 9th Grade
6.5 - 12.0 10th Grade	6.5 - 12.0 10th Grade
12.5 - 18 11th Grade	12.5 - 18 11th Grade
18.5 - 24 12th Grade	18.5 - 24 12th Grade

24 credits required

24 credits required

Reference Board Policy IHE (Classification/Promotion/Retention) Originally adopted: 12/9/02 Rev. 6/14

STUDENT PROGRESS REPORTS

Reports of student progress and attitudes will be sent to parents or guardians. During the fifth week of each term, the student WILL sign a statement that they have received the report and that they will deliver the report to their parent or guardian.

"HANDS OFF" POLICY

Students are to keep hands, feet, and objects to themselves at all times. NO physical contact is allowed. This policy is to protect the privacy of all persons and to prevent negative actions/results. There is to be ABSOLUTELY NO public display of affection at any time. Violation of this policy will result in students being subject to disciplinary action.

Reference Board Policy JD (Student Discipline/School Safety Act/Discipline Plan) Originally adopted: 12/9/02; Revision(s) adopted: 11/12/13.

*STATEMENT ON DISCIPLINE

The Administration is mindful of both student and public concern relative to student discipline and protection while in school. The board has upheld its responsibility to provide a school atmosphere conducive to learning and will continue to support positive policies necessary for appropriate discipline. The policies herein are based on the assumption that students who come to the school to learn will cause no trouble nor get in trouble caused by others. Further, the problem of discipline and conduct is minimized when students come from homes where parents have a positive attitude toward learning and necessary change.

1. Any student who starts a disturbance or who participates in one may be suspended from school immediately and will be able to reenter only after a satisfactory assurance has been given to the principal by the student and by his parents or guardians that there will not be a reoccurrence of this sort of behavior.

2. Upon entering the school campus, all persons other than school employees and students enrolled in school must first go to the principal's office to secure admission to the campus; otherwise they will be considered to be trespassers and as such, subject to arrest and prosecution.

3. A teaching situation which is conducive to learning must be maintained. Therefore, any student whose actions make it impossible for the teacher to devote full attention to the class will be (after teacher correction has proved ineffective) referred to the principal's office. The counselor and principal or his designee will review the case and try to resolve the problem. A student who repeatedly has been sent from class will be suspended from school.

4. The Board will continue to support and protect its teachers and administrators when they are making a conscientious, professional effort.

5. **Classes will be in progress during the lunch hour. They must not be disturbed by students going to and from the cafeteria.**

6. Field Trips: Students who are not passing a course or have discipline referrals in a course, at the discretion of the principal, are not eligible to participate in field trips.

7. Disturbances may occur on campus. These disturbances are intensified by students who are not initially involved but after arriving at the scene become involved. Therefore, **any student who runs, talks loudly, incites or in any way promotes a disturbance, will be punished as if they were involved in the initial incident.** Problems do occur, and students are hereby warned to stay away from and immediately leave the area of a disturbance. An example of such activity is a fight. Students will not help or in any way assist in breaking up a fight. They are expected to leave the area. If observed running to a fight, they will be punished.

8. Cameras may be installed in classrooms and used to monitor all activities.

* STUDENT DISCIPLINE POLICY

Citizenship in a democracy requires respect for the rights of others. The students at Lumberton High School shall be expected to conduct themselves so that the rights and privileges of others are not violated. Students shall display respect for constituted authority and shall conform to school rules and regulations and provisions of law which apply to the conduct of juveniles or minors.

All students are expected to behave properly at all times. No student has the right to prevent teachers from teaching or other students from learning.

Gang related activities such as jewelry, signs or other student actions which indicate gang support or affiliation are prohibited. **There are no warnings.**

Students should not be on campus before or after normal school hours Monday through Friday. Students are not authorized to be on campus on weekends or holidays unless supervised by a school representative. Students in grades 9-12 will not use the playground equipment.

Reference Board Policy JD (Student Discipline/School Safety Act/Discipline Plan) Originally adopted: 12/9/02; Revision(s) adopted: 11/12/13.

The following section addresses school record and would replace the *STUDENT UNIFORM POLICY (K-12) 2016-2017 (7:00 A.M. - 4:00 P.M.) (page 47) portion of the 2016-2017 LSD Handbook:*

Mandatory Student Dress Code

Tops

Collared shirt/Turtleneck with or without pockets, short or long sleeves.

- Shirts must be of the type material so that undergarments are not visible or an undershirt is required.
- **Shirts must not exceed wrist length. Special circumstances to be reviewed by Principal.**
- Undershirts must be white or the same color as the shirt and may not be longer at the hem than the outer shirt. Camis/tanks cannot be visible.
- **Brand logos** - one only and must be small enough to be covered by a quarter.
- **School logos** - must be for your attendance zone only.
- (K-6) Black, white, red or gray; (7-8) Red or gray; (9-12) Black or white. Must be solid color.

Dresses/Jumpers - ELEMENTARY ONLY

- Must be solid khaki (light or dark tan), Black or Navy (no denim).
- Must be no more than 4" above the top of the knee. Slits in dresses must meet the four-inch requirement.
- No dresses for high school and middle school.
- Special circumstances to be reviewed by Principal.

Bottoms

Khaki (light or dark tan in color), Black or Navy Blue - NO DENIM

ELEMENTARY (K-6) ONLY may wear denim jeans (in shades of blue only)

Boys: Pants or shorts

Girls: Pants, skirts, capris, shorts, skorts

- All shorts must be hemmed and no more than four inches (4") above the top of the knee. Slits in skirts must meet the four inch (4") requirement.
- Belts must be worn. (Middle School and High School only)
- **Pants that are rolled up must be rolled to match.**

Note: Students may not wear black on black, navy on black or navy on navy (does not apply to navy on denim at elementary.)

Items Not Allowed

- Pants with belt loops removed
- Pants with a length that exceeds the bottom of the shoe
- Pants that are not secured at the WAIST with a belt
- Pants with drawstrings or pure elastic at waist or pants leg (does not apply to elementary K-6)
- Cuts or tears in clothing
- Pockets on pants, skirts, or shorts except those made into the side seams of the garment, with the exception of back pockets. No extra pockets.
- Sweatpants, wind pants, velour, overalls, skater pants, carpenter pants, cargo pants, low riders, or **leggings as pants**
- Oversized pants
- Sports shorts, biking shorts, sweat pants/shorts

Sweaters/Vests/Sweatshirts/Pullovers/Hoodies

White, gray, (brown/tan are not allowed) or school color only

- No hoodies allowed (i.e. pullover with hood)
- School logos on sweatshirts and pullovers may be any size and **must be Lumberton School District logos.**
- A collared shirt/turtleneck must be worn underneath in order for students to remove the outer wear (sweatshirts may be worn without collared shirts by may not be removed)
- No cuts or tears are allowed in clothing

Shoes

- No color restrictions
- Shoes must be worn at all times.
- Shower shoes (shoe that has a visible prong on the bottom holding a toe separator) and house shoes will not be allowed
- Tennis shoes should be worn at P.E.

Socks

- If visible must be Black/brown/tan/white/gray or school colors - pair must match. Must be solid in color. **(Does not apply to K-6)**

Hose/Tights

- Black/brown/tan/white/gray or school colors - must be solid in color.

Coats/Jackets (must fully open and close in front to be considered a jacket/coat)

- No color/logo restrictions
- Must not exceed the fingertips in length
- May be required to remove while in classroom or building
- Must be unzipped/unbuttoned when entering building
(Pullover hoodies are not considered jackets)

Accessories

- Belts must be worn (Middle School and High School only)
- Hair accessories must be unobtrusive
- Jewelry should be unobtrusive
- No fingerless gloves allowed
- Earrings must be worn in the ear(s) only. For student safety, no other body piercing with rings or other jewelry is permitted. No tongue studs will be allowed.

ID Badges

- School principals have the discretion to require school IDs as a part of the dress code.

Other Items NOT Allowed

- No visible price tags are allowed
- Denim fabric except for jackets/coats/vests
- Any items symbolic of gang attire
- Any clothing that is too revealing for male or female students
- Hats, bandanas, visors, sunglasses, hoods, or other headwear
- Spiked accessories, chains (including those attached to wallets and/or belt loops), jewelry, or other accessories/items

Expectant teen mom's dress is decided between Parents As Teachers and School Administrator.

Transfer students from other districts will be given five days to comply.

Reward Days - At school principal's discretion, jeans and t-shirts may be allowed as a reward or used for special days. Jeans must be denim and a shade of blue with no extra pockets (standard 4 pocket). T-shirts must be a district or school approved shirt. They must be crew neck, short or long sleeved.

Picture Days - On school picture days appropriate tops with dress code bottoms may be worn. If a student is absent on school picture day, they may bring alternate clothing to change into for make-up pictures.

All of the following dress code regulations apply in addition to the above:

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

- No student will be allowed to wear any type of clothing that, in the opinion of the administrator, is too revealing, suggestive, provocative or otherwise inappropriate. An example is clothing that reveals skin in the midriff area or cleavage.

- Appropriate undergarments for boys and girls must be worn at all times and may not be visible.
- Students who are dressed inappropriately may be given the opportunity to change clothes, or allowed to call the parent/guardian to bring a change of clothes that conforms to the dress code. If the parent/guardian cannot be contacted and the student does not wish to change clothes, the student will be removed from regular classes and be assigned to an alternative location until such time as the parent/guardian can be contacted. The student will be placed on the appropriate step of the discipline ladder.
- All inappropriate tattoos must be covered.

In all instances, the appropriateness or inappropriateness of school dress will be determined by school administrators, considering the style or manner in which the clothing is worn or its fit. This includes the student's entire appearance.

MEASURES WHICH WILL BE EMPLOYED FOR STUDENTS NOT IN COMPLIANCE WITH THE DRESS CODE POLICY

1. Students new to the district and enrolling on or after the first day of school will have five (5) school days to comply with the dress code (mandatory uniform). Principals may exercise discretion regarding dress code (uniform).
2. The administration at the school shall confer with the parent of each student who fails to comply with the dress code.
3. The offenses are cumulative for the entire school year, with no probationary period.

Reference Board Policy JD (Student Discipline/School Safety Act/Discipline Plan) Originally adopted: 12/9/02; Revision(s) adopted: 11/12/13.

DUE PROCESS

Constitutional due process requires that students be forewarned of conduct that may result in disciplinary sanctions. Written codes of student conduct posted in the handbook and distributed annually to students is the usual way of placing students on notice about prescribed behaviors. Oral notice of a regulation may satisfy the constitutional requirement if school officials can show that oral notice did in fact warn the students about the expected behavior. However, written regulations are preferred and will be used whenever possible.

Constitutional due process is not a fixed set of procedures; the requirements, which always seek to achieve fundamental fairness, vary according to the disciplinary sanction to be imposed. The US Supreme Court recognized in *Goss vs Lopez* that there is no suggestion that a student has a constitutionally protected interest in separate components of school - athletics, clubs, bands, chorus, social events, etc.- that compromise the educational process.

Following similar reasoning, other courts have ruled that constitutional due process is not required before decisions about participating in athletics, membership on the cheerleading squad, removal from bus transportation, cancellation of a school play, entrance into an honor society, who shall play first trumpet in a band, participation in the graduation ceremony, exclusion from attendance at school activities, assignment to in-school suspension, etc.

In 1977, the Supreme Court itself decided that the prior notice and a hearing are not required by the Fourteenth Amendment before the administration of corporal punishment. In addition, courts have consistently ruled, both before and after *Goss*, that the minor punishments so traditionally a part of school discipline - counseling, admonition, reprimand, detention, additional assignments - do not require constitutional due process.

The practice of telling students what they are accused of doing and the evidence against them (notice), and allowing them an opportunity to explain their version of the facts (hearing) before imposing any punishment contributes to achieving fundamental fairness.

Reference Board Policy JCAA (Due Process – Student’s Rights) Originally adopted: 12/9/02.

*** DISCIPLINARY CONFERENCES**

1. A parent/legal guardian of a compulsory school-age child enrolled in the Lumberton Public School District may be requested to appear at school by the school attendance officer or an appropriate school official for a disciplinary conference regarding the acts of the student.
2. A parent/legal guardian of a compulsory school-age child enrolled in the Lumberton Public School District who refuses or willfully fails to attend a disciplinary conference may be summoned by the Superintendent or the school principal and may be required to attend a discipline conference.
3. A parent/legal guardian of a compulsory school-age child enrolled in the Lumberton Public School District who refuses or willfully fails to attend a discipline conference shall be guilty of a misdemeanor and upon conviction, shall be fined not to exceed two hundred fifty dollars (\$250.00).

Legal reference: 37-11-53, Mississippi Code of 1972, as amended Senate Bill 2239, 2001 Regular Session.

* STUDENT CONDUCT ON SCHOOL BUSES

Instructions to Pupils Who Ride School Buses: Loading and Unloading

1. Be at your assigned loading zone on time.
2. Exercise extreme caution in getting to and from your assigned bus stop.
3. Look in both directions before stepping from behind parked cars.
4. Stay well off the roadway until the bus comes to a complete stop and the bus driver indicates that it is safe to board.
5. Do not play on or near the road while waiting for the bus to arrive.
6. Look in both directions before crossing any roadway.
7. Never walk on the road when there is a sidewalk or pathway.
8. Always walk on the left side of the road facing oncoming traffic and step off the road when a motor vehicle approaches.
9. Wait until the bus comes to a complete stop before trying to load or unload.
10. Use a handrail while getting on and off the bus.
11. If possible, wear white or light colored clothing or carry a flashlight when you walk on the roadway at night in order that the motoring public might be aware of your presence.
12. When you must cross the road to enter the bus, or after leaving the bus, always cross in front of the bus.

While on the Bus

1. Do not distract the driver's attention other than when necessary.
2. Talk to your friends in a normal tone and do not shout. Do not talk or make unnecessary noise when the bus is approaching and crossing a railroad or a highway intersection.
3. Keep head, hands, and articles inside the bus.
4. Do not bring unauthorized articles on the bus (i.e., combustibles, large articles, weapons.)
5. Do not smoke or use profane language.
6. Do not fight or scuffle.
7. Be courteous to and follow the instructions of the bus driver and safety monitor.

Note: Teach pupils to be on the alert for all dangers and explain possible consequences for not obeying the above rules. Riding the school bus is a privilege. The privilege can be denied pupils by suspending them from the bus for improper conduct.

School Bus Infractions

1. Improper boarding/departing procedures
2. Bringing articles aboard bus of injurious or objectionable nature
3. Failure to remain seated
4. Refusing to obey driver
5. Fighting/pushing/tripping
6. Hanging out of windows
7. Throwing objects in or out of bus
8. Lighting matches/smoking on bus
9. Spitting/littering
10. Unnecessary noise
11. Tampering with bus equipment
12. Rude, discourteous, and annoying conduct
13. Destruction of property
14. Other misbehavior which disregards safety, well-being and respect for others

Reference Board Policy JCBI (Bus Conduct) Originally adopted: 12/9/02; Revision(s) adopted: 6/30/14.

Bus Discipline - See page 20

Restraint

Physical restraint is considered to be an emergency response after all other reasonable verbal and non-verbal de-escalation measures have failed in effectiveness and may be used by trained staff based on the following criteria:

1. The student or other person is engaged in actions that would constitute a danger to themselves or others;
2. The student or other person is engaged in actions that would constitute potential or actual destruction of property;
3. To remove a non-compliant student or person from the scene of an incident;
4. The restraint should be removed as soon as the student or person is no longer a danger to themselves or others.
 - a. Parent/guardian shall be notified verbally or in writing on the day of the incident or no later than 48 hours following the incident. In the event the parent/guardian cannot be reached by telephone, a letter shall be sent informing the parent of the incident and the person they may contact at the school to address any questions they may have. At the time the parent is notified, the school shall schedule a debriefing with the parent to discuss the incident. Policy JCBA

Seclusion

The use of seclusion shall occur in a specially designated room that is physically isolated from common areas from which the student is physically prevented from leaving. The room or space used for seclusion may not be locked and trained staff shall be present to monitor the student. The room or space used for seclusion shall not contain any objects or fixtures with which a student could reasonably be harmed and shall have adequate lighting and ventilation. Seclusion shall cease once the student regains control of his or her behavior.

School personnel may use seclusion to address a student's behavior:

1. If the student's behavior constitutes an emergency and seclusion is necessary to protect a student or other person from imminent, serious physical harm after other less intrusive, nonphysical interventions have failed or been determined inappropriate;

After less restrictive or alternative approaches have failed or have been determined to be inappropriate. Parent/guardian shall be notified verbally or in writing on the day of the incident or no later than 48 hours following the incident. In the event the parent/guardian cannot be reached by telephone, a letter shall be sent informing the parent of the incident and the person they may contact at the school to address any questions they may have. At the time the parent is notified, the school shall schedule a debriefing with the parent to discuss the incident. Policy JCBA

Parent/Guardian Complaint Procedure

A parent/guardian who has a complaint concerning the use of restraint and/or seclusion must submit it in writing to the School Principal as soon as possible. The School Principal/designee shall investigate the complaint and provide written findings to the parent/guardian within twenty (20) business days, if practicable.

A parent/guardian who is dissatisfied with the result of the school complaint response may file a request for review by the Superintendent. The Superintendent shall issue a written report with specific findings to the parent/guardian and the school within 60 calendar days of receiving the complaint.

REPORTING STUDENT PROGRESS (K-6)

Progress reports shall be issued during the fifth week of each grading period. Report cards shall be issued at the end of each grading period. Numerical grades shall be used on report cards and cumulative records to report student achievement.

PROMOTION, RETENTION, GRADING, PROGRESS REPORTS AND REPORT CARDS

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

Promotion / Retention for Grades K - 3:

In order to be promoted to the next grade, a student will fulfill the following requirements:

1. Successfully complete designated curriculum and benchmarks.
2. Pass three academic subjects: Reading, Language, and Math.
3. Comply with the Lumberton Public School District Attendance Policy.

Promotion / Retention for Grades 4 - 6:

In order to be promoted to the next grade, a student will fulfill the following requirements:

1. Successfully complete designated curriculum and benchmarks.
2. At these grade levels, students will be required to pass English and Math. **Failure of** a combination of any two subjects will result in retention. (Any two subjects includes: Prep. Classes, ICT Classes, Science, Reading, Social Studies, and others.)
3. Comply with the Lumberton Public School District Attendance Policy.

Reference Board Policy IHE (Promotion and Retention) Originally adopted: 12/9/02.

PERMISSION SLIPS

For a child's protection, permission slips are required for any changes in transportation from school.

1. Ride home with another person.
2. Ride to ball practice with another person.
3. Remain after school for any reason
4. Participate in a school-approved field trip
5. Permission slips to ride a different bus **MUST** include the Bus #, Load #, and the address.

Students riding buses are expected to ride the bus home unless he/she has written permission to do otherwise. Written permission must be signed and dated by the parent/guardian and approved by the principal.

AUTOMOBILE PICK-UPS / LOADING AND UNLOADING STUDENTS

1. All students riding in private vehicles should be let out in front of the District Office on 10th Avenue each morning.
2. Students riding in private vehicles will be picked up in front of the District Office on 10th Avenue.
3. Traffic should remain in a single line. **DO NOT PASS! DO NOT PARK AND LEAVE YOUR VEHICLE IN THE CAR LINE. DRIVE SLOWLY AND WATCH FOR CARS ENTERING PARKING LOT NEAR THE CURVE ON SECOND STREET.**
4. If you plan to walk your child into the building, you should park in the Tech Prep or other designated parking lots **NOT** in front of the Elementary building and sign in through the office.
5. No drop offs in the bus line or on Highway 11.
6. Students who are dropped off must arrive at the unloading area between 7:10 and 7:40. Students who arrive after this time must be brought to the office by a parent for check-in.
7. Students who wish to eat in the cafeteria for breakfast **MUST** arrive by 7:25 to have sufficient time to eat.

CONFERENCES

If at anytime parents desire to have a conference with a teacher, call the school office so arrangements can be made. Conferences should be held between the child's parent/legal guardian or designee and the school. No conferences will be held during instructional periods.

FIELD TRIPS

Field trips are taken as an extension of the instructional program. Advance notification of out of district field trips will be given to parents/guardians. Students who have discipline infractions or excessive absences may not be allowed to take field trips. In order for students to participate in field trips, the parents/guardians must grant permission. Parents/guardians must sign a permission form that authorizes school personnel to seek and secure any and all medical attention that may be necessary should the child become injured or ill during the trip. Parents must assume the responsibility for payment of any costs involving necessary medical treatment for their child. Students' lunches for field trips can be purchased from the cafeteria. The cost to each student will be his/her regular lunch price.

Since field trips are an extension of the school/classroom, a student attending a field trip, must be present at school on the day of the trip and ride school transportation. Parents may check their child out following a field trip to ride in their transportation as long as prior approval has been granted by administration.

****NOTE:** Only students enrolled in school and school staff are permitted to ride the school bus.

END OF THE YEAR AWARDS

Lumberton Elementary will recognize the following achievements of its students at the End of the Year Awards Program. Some of the awards that will be given are listed below and will be given to students who have met the qualifying criteria in the following categories for each nine weeks:

All A's Honor Roll (Consists of students who have made all A's for each nine weeks of the current school year.)

A & B Honor Roll (Consists of students who have made A's & B's each nine weeks of the current school year.)

Highest Average Awards (Are given to students with the highest average in each Subject Area by class in grades K-5 and by grade level for grades 6-8.)

Citizenship (Students are selected by teachers for displaying positive behavior traits and good character.)

DISTRACTING ARTICLES

The classroom is not the place for articles which can create a distraction/disruption. When the student brings such articles to class and does not keep them in their proper place, it can hinder the student's ability to concentrate and can also distract other students. Examples of such articles are comic books, yo-yo's, rubber bands, grooming instruments, electronic devices and games which are not kept in a pocket or purse, magazines, cap or hat, and other articles of clothing, etc. **NOTE:** This listing of articles is not all inclusive, and the faculty, staff and administration reserve the right to determine what articles and personal appearance are distracting and/or disruptive.

Any student who displays or causes a distraction/disruption with such articles or personal grooming will have the article confiscated and turned into the principal's office. **1st Offense:** Parent may pick up the item from the principal after 10 regular school days. **2nd Offense:** The parent may pick up the item at the end of the current school year within two weeks of the last day of school for students.

INSTRUCTIONAL TIME

We ask for your cooperation in protecting instructional time at our school. We encourage your attendance at various events and activities at school; however, we ask that you do not take students out of class following these activities until the end of the school day. The student is missing valuable instruction time that cannot be made up. Checking out of school early as well as arriving to school late severely impacts the classroom's instructional program and each child's progress.

USE OF POSITIVE REINFORCEMENT

An essential part of any disciplinary plan is to emphasize and reward positive, appropriate behavior. The student who respects authority, school property, and the rights and property of others shall be rewarded. The ultimate goal in the school environment is to teach every student to respect the rights of teachers to teach and the rights of other students to learn and work in a safe, healthy, wholesome environment. Therefore, each teacher emphasizes a positive reinforcement plan to reward students who exhibit quality behavior. Lumberton students will be offered incentives throughout the school year (i.e. movie/popcorn) for exhibiting quality behavior and academic performance. Notification of incentive events will be sent home with the students.

DYSLEXIA SCREENING

The Lumberton Public School District will ensure that students will receive dyslexia screening in the spring of kindergarten and the fall of first grade.

Legal Reference: Mississippi Code of 1972 Annotated Section '37-173-15

SUMMER TUTORING

Tutoring services received from outside community agencies that are not accredited institutions do not constitute an extension of regular school term. Students who did not meet state proficiency levels on testing and students who did not master all objectives in their grade are encouraged to get help over the summer; however, only those students with basic knowledge or above (as defined by our state testing structure) and those with yearly averages above 60 will be allowed to take an alternative form of the district exit exam for possible promotion after completion of a summer tutoring program. These students must receive written approval from the principal before enrolling in the program and provide work samples on the day of the scheduled exam. A fee of \$20.00 will be required for administration of the exam. Arrangements should be made with the principal before the last teacher workday of the school year. These exams must be taken before the last working day in June or scheduled with the principal.

TST TIER STRUCTURE

The Mississippi Department of Education has developed a three-tier system for assisting struggling/at-risk students. Please follow the system explained below when taking a student through this process. Remember, TST is a process designed with every student in mind. *(Students learn at different rates and to different degrees of difficulty. It is our job as educators to find what works for each one of them.)*

TIER I:

Tier I consists of "Quality Instruction" in the classroom. This tier begins week one. The first time a student performs poorly on an assignment, class work, homework, or test, an intervention should begin. The student must be remediated/re-taught and tested again. A student portfolio must be developed. Keep copies of all documentation (remediation assignments, re-tests, accommodations, etc.) in this portfolio.

TIER II:

Tier II requires more prescriptive individualized instruction above and beyond the norm. It includes programs, strategies, and procedures designed and implemented to supplement, enhance, and support their Tier I. The teacher will refer the student to the grade level TST during grade level meetings. Teachers will review the student's portfolio and discuss specific problems the student may have. The teachers will formulate a plan, based on the information they have, for improving the student's performance/success. Interventions must be research based. You may obtain an Intervention Guide from the building level TST Team Leader.

TIER III:

Tier III is intensive, strategic, supplemental instruction specifically designed and customized that is extended beyond the time allotted for remediation at Tiers I and II. At this level, the student will be referred to the building level TST committee. This committee will review all of the documentation from the referral packet and the student's portfolio. The meeting may consist of the committee members, homeroom/subject area teacher, student, and parent. Teachers must come to the scheduled meeting fully prepared to discuss the student's specific problems, interventions that have been tried, the success of those, and current grades.