

LMSD



2014-2015 STUDENT HANDBOOK

FAIR ELEMENTARY ◉ LOUISVILLE ELEMENTARY
EILAND MIDDLE ◉ LOUISVILLE HIGH ◉
NANIH WAIYA ◉ NOXAPATER ◉
LOUISVILLE ALTERNATIVE SCHOOL ◉
WINSTON -LOUISVILLE CAREER TECHNOLOGY
CENTER

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**LOUISVILLE MUNICIPAL SCHOOL DISTRICT
SCHOOL CALENDAR 2014-2015**

August 1, 2014	District-Wide Faculty Meeting/Local School Faculty Meeting
August 4, 2014	Professional Development Open House (3:00 P.M. – 6:00 P.M.)
August 5, 2014	First Day of Classes
September 1, 2014	Holiday: Labor Day
September 2, 2014	Professional Development (<i>Students do not Report to School</i>)
September 8, 2014	Progress Reports Sent Home
September 30, 2014	End First Register Month (39 Days)
October 8, 2014	End of 1 st Nine-Weeks (45 Days)
October 20, 2014	Professional Development / Parent Conf. 3:00 – 6:00 Report Cards Sent Home (<i>Students do not Report to School</i>)
October 31, 2014	End Second Register Month (22 Days)
November 13, 2014	Progress Reports Sent Home
November 21, 2014	End Third Register Month (15 Days)
November 24-28, 2014	Holiday: Thanksgiving
December 19, 2014	End of 2 nd Nine Weeks (46 Days) End Fourth Register Month (15 Days) (60% School Day)
December 22, 2014 –	
January 2, 2015	Holiday: Christmas
January 5, 2015	2 nd Semester Begins
January 19, 2015	Holiday: Dr. Martin Luther King, Jr.
January 20, 2015	Professional Development/Parent Conf. Day 3:00 – 6:00 Report Cards Sent Home (<i>Students do not Report to School</i>)
January 30, 2015	End Fifth Register Month (18 Days)
February 12, 2015	Progress Reports Sent Home
February 16, 2015	Holiday: President's Day
February 17, 2015	Professional Development (<i>Students do not Report to School</i>)
February 27, 2015	End Sixth Register Month (18 Days)
March 6, 2015	End 3 rd Nine Weeks (41 Days)
March 9-13, 2015	Holiday: Spring Break
March 24, 2015	Report Cards Sent Home
March 31, 2015	End Seventh Register Month (17 Days)
April 3, 2015	*Easter Holiday ---Weather Day (Holiday unless loss of 2 school days)
April 6, 2015	*Easter Holiday ---Weather Day (Holiday unless loss of 1 school day)
April 23, 2015	Progress Reports Sent Home
April 30, 2015	End Eighth Register Month (20 Days)
May 19, 2015	Graduation – Nanih Waiya
May 21, 2015	Graduation - Noxapater
May 22, 2015	Last Day for Students (60% School Day) End Ninth Register Month (16 Days) End 4 th Nine-Weeks (48 Days)
	Graduation – Louisville
May 25, 2015	Holiday: Memorial Day
May 26, 2015	Last Day for Teachers

LOUISVILLE MUNICIPAL SCHOOL DISTRICT TESTING CALENDAR 2014-2015

August 2014 – May 2015	DLM (1%) ELA and Math - SPED Depending upon grade level, 6-9 testlets will be administered during the instructional year. 3-5 testlets will be administered during a May summative assessment.
August 11 – September 19, 2014	MKAS2 Readiness Pretest/Universal Screener and Grades 1 - 3 Universal Screener - Beginning of the Year (BOY)
September 22 – 26, 2014	SATP2 Retest English II / Algebra I
September 29 – October 3, 2014	SATP2 Retest U. S. History / Biology I
October 7, 2014 (Annually)	SATP2AA - Alternative Assessment - SPED
December 1 – 12, 2014	SATP2 Retest – New Framework English II / Algebra I / U. S. History / Biology I
December 19, 2014	MAAESF (1%) Science - SPED Mississippi Alternate Assessment of the Extended Science
January 5 – 30, 2015	MKAS2 Universal Screener Middle of the Year (MOY)
January 26 – March 13, 2015	NAEP Selected Schools Grades 4, 8, 12
March 2 – April 3, 2015	PARCC PBA (MCT3 / SATP3)
March 3, 2015	ACT – Statewide Administration 11 th Grade Students
March 17, 2015	ACT – Make-Up 11 th Grade Students
March 30 – April 10, 2015	SATP2 Retest English II / Algebra I
April 13 – 17, 2015	SATP2 Retest U. S. History / Biology I
April 9 – May 13, 2015	MKAS2 (Post test) Pre-K and Kindergarten
April 10 – 23, 2015	MKAS2 3rd Grade Reading Summative Assessment
April 13 – May 1, 2015	MS-CAPAS2 - Mississippi Career Planning Assessment, 2 nd Edition
April 27 – May 22, 2015	PARCC – EOY (MCT3 / SATP3)
	MKAS2 – EOY 3rd Grades 1 – 3 Universal Screener
May 4 – 8, 2015	MST2 Online Grade 8
May 11 – 15, 2015	MST2 Online Grade 5
	SATP2 First Time U. S. History / Biology I
May 18 – 22, 2015	MKAS2 3rd Grade Reading Test Retest Windows



DISTRICT VISION

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

DISTRICT MISSION

The Louisville Municipal School District in collaboration with stakeholders is committed to providing a quality education that prepares students for a successful future.

SUPPORTING BELIEFS

- All Students can learn.
- Student learning is the chief priority.
- A safe and supportive environment enhances student achievement.
- Students with special needs require individualized services and resources.
- Teachers, administrators, parents, and the community share the responsibility for advancing the district mission.
- The district is committed to continuous improvement.
- Professional development is an integral part of continuous improvement.

MOTTO

Every Child———Every Chance———Every Day

PLEDGE TO THE FLAG

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

BOARD OF TRUSTEES

District 1: Sheila Hickman, Member
District 2: Bobby Moody, Member
District 3: Brenda Johnson, Secretary
District 4: Cathy Edwards, President
District 5: Betty Byrd, Vice-President

SCHOOL DISTRICT ADMINISTRATIVE STAFF

Ken McMullan, Superintendent
Penny Hill, Director of Curriculum & Personnel
Dr. Nola Bryant, Director of Assessment and Accountability
Norma Jackson, Director of Federal Programs
Steve Eiland, Director of Special Education
Tracy Luke, Director of School Finance
Kyle Hammond, Principal, Louisville High School
Hilute Hudson, Assistant Principal, Athletic Director, Louisville High School
Jawana Young, Principal, Eiland Middle School
Shannon Smith, Assistant Principal, Eiland Middle School
Belinda Swart, Principal, Louisville Elementary School
Paulette Dailey, Assistant Principal, Louisville Elementary School
Dr. Leigh Anne Hailey, Principal, Fair Elementary School
Tantaneshia Houston, Assistant Principal, Fair Elementary School
David Luke, Principal, Nanih Waiya Attendance Center
Thomas Brooks, Principal, Noxapater Attendance Center
Chet Wilkes, Assistant Principal, Athletic Director, Noxapater Attendance Center
James Robert Webb, Director, Winston-Louisville Career & Technology Center,
Transportation
Ella Smith, Alternative School Director, RTI
Jeffrey Woodward, Director of Technology
Tony Prior, Director of Maintenance
Shelia Reed, Director of School Food Service
Larry Hughes, Director of Security

SCHOOL ADMISSION REQUIREMENTS

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

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

1. Any minor child who seeks to enroll in any school in the Louisville Municipal School District must be accompanied by the parent, natural or adoptive, who is legally responsible for said child, or by the guardian. (Mississippi Code 37-15-11)

2. No child may enroll in any school in the Louisville Municipal School District who is not a resident of Winston County, Mississippi, unless such child has been lawfully transferred from the school district in accord with the statutes of this state and the transfer policy adopted July 20, 2010. However, those children whose parent(s) or legal guardian(s) are certified employees of the Louisville Municipal School District and live outside Winston County may, at such employee's discretion, enroll and attend the school or schools of their parent's or legal guardian's employment regardless of the residence of the child. (Mississippi Code 37-15-29)
3. Any student transferring to a school in the Louisville Municipal School District from a non-accredited school (a school that is not accredited by the Mississippi Department of Education) or home instructional program within or outside of the State of Mississippi will be required to take a test to determine the grade and class to which the student shall be assigned. The principal or his/her designee shall administer the test or tests to the student within thirty (30) days after the filing of application for transfer. The test must be given **before** enrollment to determine placement. Notice of the giving of such test shall be given the applicant not less than five (5) days prior to the date of the administration of such test. No student shall be assigned to a grade and class more than two (2) grades above or below the grade or class that the student would have been assigned to had the student remained in the school from which the transfer is being made. (Mississippi Code 37-15-33) (SB Policies 3801 & 3802)
The following diagnostic tests should be administered for classification:
Grades 1 – 2: Teacher end-of-the-year test, or diagnostic placement test from school
Grades 3 – 8: MCT2 Sample Test 3 (District Scantron Sheet)
Grades 9 – 12: T.A.B.E. (D)
4. An enrollment form will be completed for a student entering the Louisville Municipal School District that contains the name, address, telephone number, date of birth from a certified birth certificate, social security number, parent or guardian, family doctor, emergency contacts and other pertinent data.

DOCUMENTS NEEDED FOR REGISTRATION

- Birth Certificate (If the person enrolling the student is not named on the birth certificate, that person must have a legal court document providing legal guardianship.)
- Certificate of Immunization Compliance (shot record)
- Social Security Number
- Withdrawal Slip (If transferring from another school)
- Report card (grades K-8) or Transcript (grades 9-12) (If transferring from another school)
- Two (2) Proofs of Residency

IMMUNIZATION COMPLIANCE

All students in grades Pre-K - 12 must have on file a Certificate of Compliance (original document) stating that the student has received the required inoculations. This form may be secured from the health department or a private physician. If the student has not had the inoculations, or if there is no record of the inoculations, the health department or physician will issue a temporary certificate which is valid for

ninety (90) days after issuance. If the series is not completed at the end of ninety (90) days, the student will be suspended from school until the inoculations are completed.

RESIDENCY REQUIREMENTS

Each parent or guardian when enrolling a student in the Louisville Municipal School District must present at least two (2) documents that reflect the residence street or designated road address inside Winston County. No post office box address will be accepted.

Students who are already enrolled in the Louisville public schools will be required to provide two (2) new proofs of residency each school year. Students will have 30 days from the first day of school to provide the two proofs. If a student does not provide the two proofs, he/she will no longer be enrolled in the Louisville Municipal School District. At this time, the district's Attendance Officer will be notified.

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

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

DOCUMENTS USED FOR PROOFS OF RESIDENCY

According to State Board Policy, a minimum of two (2) proofs of residency is required for registration. The following documents are acceptable:

- Utility Bills
 - Electricity
 - Water
 - Cable
 - Telephone/Cell phone
- Driver's License
- Voter Registration
- Apartment or Home Lease
- Automobile Registration
- Mortgage Documents or Property Deed
- Filed Homestead Exemption Application form
- Affidavit and/or personal visit by a designated school district official
- Any other documentation that will objectively and unequivocally establish that the parent or guardian resides within the school district; and, in the case of a student living with a legal guardian who is a bona fide resident of the school district; a certified copy of filed petition for guardianship if pending and final decree when granted.

PRE-KINDERGARTEN PROGRAM

The Louisville Municipal School District offers two types of Pre-kindergarten classes at Fair Elementary School for students who reside in the LMSD. A student must be 4 years of age on or before September 1 to enroll in the program. All other registration requirements of the LMSD apply to Pre-kindergarten students also. One type of Pre-kindergarten class is a tuition-based class (\$175 per month for a full day Pre-K). The other type of Pre-kindergarten class is a full-day Title I funded class. Placement in the Title I Pre-kindergarten class is based on screening with priority given to students deemed "at risk" in language development. Transportation is NOT provided for pre-kindergarten students. The pre-kindergarten program follows the guidelines and standards (including common core standards for reading/language arts and math) approved by the Mississippi Department of Education. All classes will have highly qualified teachers and assistants to offer students a foundation of academic success in public school.

INSTRUCTIONAL MANAGEMENT PLAN

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

VISITORS ON CAMPUS

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

VEHICLES

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

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

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

SOLICITATION/FUNDRAISING BY STUDENTS

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

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

MISSISSIPPI STUDENT RELIGIOUS LIBERTIES ACT OF 2013

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

DELIVERY OF FLOWERS AND BALLOONS TO STUDENTS

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

STUDENT ILLNESS OR EMERGENCIES

In case of illness, the student should come to the school office if possible. A medical emergency card, signed by the parent or guardian and listing individuals to be contacted, will be kept on file in the office.

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

ADMINISTERING MEDICATION TO STUDENTS

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

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

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

TARDIES

No student should be tardy to school if the tardiness could be avoided. Punctuality is expected of all students. The principal or his/her designee will keep a record of the "unexcused" tardies in the office. Students arriving late to school must get an admission slip from the school office. **On the fourth unexcused tardy, disciplinary actions will be taken determined by the administration (See Discipline Ladder-pg. 32).**

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

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

TARDINESS BETWEEN CLASSES

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

PERMISSION TO LEAVE SCHOOL DURING THE DAY

No student will be allowed to leave the school campus (unaccompanied by a parent or guardian) for any reason without permission from the principal or assistant principal. If a student becomes sick while in school, he/she should report to the office for a dismissal. Students dismissed from school because of illness will be sent home or to a doctor only after a parent or guardian has been contacted.

At some time prior to a student checking out of school, the parent or guardian must come to the school office stating the reason for the student leaving school. **Notes will NOT be accepted for checking out of school.**

An emergency contact person can approve a student leaving school but only in emergency situations. With the exception of immediate family members (i.e., mother, father, adult brother, adult sister, or grandparent), the emergency contact person must be someone other than a school employee and must be a legal adult. Before the student can leave campus with the signature of an emergency contact, school officials should attempt to contact the parent or guardian.

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

ELEMENTARY CHECK-OUT

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

STUDENT ABSENCES FROM SCHOOL

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

Verification for an absence should be presented on the day of the student's return to school but no later than five (5) school days after the absence.

Student absences for the following reasons are excused:

- Appointments with doctors, dentists, and other health related providers (A note from the doctor or agency is required upon returning to school)
- Illnesses that can be authenticated
- Death in the immediate family
- Officially employed to serve as a page at the State Capitol for the MS House of Representatives or Senate
- Official organized events sponsored by the 4-H or Future Farmers of America (FFA) (not to exceed five per academic year) – The excuse has to be in writing by the superintendent or the Extension Agent or High School FFA advisor
- Approved school related functions

Twenty-one (21) absences will result in no credit for a one unit course, and eleven (11) absences will result in loss of credit in a one-half credit course. To be counted present, a student must be in attendance at least fifty (50) percent of a class period.

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

READMISSION OF STUDENT TO SCHOOL AFTER AN ABSENCE

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

- The parent or guardian must send a written note to the principal's office explaining the absence. **A student is limited to three (3) parent notes per school year. After three (3) parent notes, the student will receive an unexcused absence.**
- A medical verification of an illness or doctor's appointment should be presented.

NOTIFICATION OF PARENT OR GUARDIAN OF ACCUMULATED ABSENCES

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

- ten (10) unexcused absences in a one unit course that lasts the school year.
- five (5) unexcused absences in a one-half unit course that lasts one semester.

TEXTBOOKS

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

TEXTBOOK FINE ASSESSMENT

(To be used as a guide in assessing fines)

DAMAGE

FINE

Writing/drawing/scribbling in book	\$1.00 per page
Torn pages	\$1.00 per page
Excess wear/damage but still usable	10% of cost of the book
Cover of book damaged	25% of cost of the book
Spine damaged	25% of cost of the book
Water damaged but still usable	25% of cost of the book
Water damaged, not usable	*Cost of the book
Pages missing, not usable	*Cost of the book
Obscene writing or drawing on or in the book	*Cost of the book
Non-returned (lost, etc.) book	*Cost of the book

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

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

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

GROOMING STANDARDS

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

UNIFORM DRESS CODE

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

By action of the Louisville Municipal School Board, the following clothing and accessory requirements must be met beginning the school year 2014-2015:

TOPS

- Tops will consist of collared, polo style shirts and Oxford style shirts.
- Color of polo shirts will be white or gray (all schools), maroon, (Louisville and Nanih Waiya), and red (Noxapater). All must be solid colors.
- No denim material is allowed.
- No sleeveless tops are allowed.
- No tops with holes, cuts, or tears will be permitted.
- Tops must be of proper length to be neatly tucked into bottoms. All tops must be neatly tucked into bottoms at all times.
- Proper under clothing must be worn under tops. If an undershirt is to be worn, the undershirt must be white, black, gray or school colors.
- Only solid colored white, black, gray (all schools), maroon, (Louisville and Nanih Waiya), and red (Noxapater) pullover or cardigan sweaters are allowed. Sweaters must be worn over a collared shirt.
- Only solid colored white, black, gray (all schools), maroon, (Louisville and Nanih Waiya), and red (Noxapater) sweatshirts are allowed.

BOTTOMS

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

ACCESSORIES

- Grades 2-12: Brown or black belts of appropriate length must be worn with pants and shorts, and the belt must be tucked through the belt loops.
- Socks will be solid black, tan, gray, or white in color only.
- Belt buckles should be plain and small. Buckles should not be over sized.

- Females may also wear leotards or stockings. Leotards or stockings will be solid black, tan, gray, maroon or white in color only. No fish-net or colored design stockings.
- No body pierced jewelry, except for earrings in the ear for females only, will be allowed.
- No hats, hoods, bandannas, visors, sunglasses, hair curlers, or other headwear is allowed.
- No spiked accessories or chains (including those attached to wallets or belt loops) are allowed.

SHOE REQUIREMENTS

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

COAT REQUIREMENTS

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

SPECIAL NOTE

- Pregnant students will wear appropriate maternity wear. Tops may be school colors only and may be long or short sleeved. They may be golf style (2 or 3 button) or Oxford style shirts. These shirts must be maternity styled sufficient length to cover the abdomen and may be worn untucked when deemed necessary or appropriate. All other listed top regulations apply.
- Pregnant students will wear appropriate maternity bottoms. These pants, shorts, skirts, skorts, or capris must meet normal regulations. All bottoms must fit to the waist; however, when worn with untucked maternity tops, a belt may be omitted.

SPIRIT DAY

- Each Friday during the school year will be designated “spirit day.” On this day, school colors and school organizations will be promoted.
- Tops may include those previously listed as well as any shirts that appropriately display school colors, logos, labels, insignias, print, writing, or monogramming or that promotes any school organization associated with the home school.
- Bottoms will remain the same.
- All other rules will apply as stated previously.

REWARDS

- Shirts issued as rewards for students who score advanced in state test will be allowed every day.

ADMINISTRATIVE DISCRETION

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

UNIFORM DRESS CODE COMPLIANCE POLICY

It shall be the policy of the Louisville Municipal School District to create an atmosphere that is safe and unobtrusive for students to learn and teachers to teach. Since the enactment of the Uniform Dress Code, all students are to be in compliance. All students are expected to be in compliance the first day of school. However, new students who move into this district may not be aware of the Uniform Dress Code. Once these students have legally enrolled, a grace period of seven (7) school days will be granted to these students to become compliant with the Uniform Dress Code. Once the grace period has concluded, these students will not be allowed on campus until such time as they become compliant with the Uniform Dress Code. After the grace period, everyday missed will be unexcused. During the course of the school year, all students are expected to be in compliance with the Uniform Dress Code. If any student comes to school not in compliance with the Uniform Dress Code, then said student's parents would be notified. The student will be removed from class and picked up by his/her parent. When this occurs, the student will be considered absent from classes missed and will be unexcused. The student will be allowed to return to school and class only when he/she becomes compliant with the Uniform Dress Code. If this offense occurs a second time, then said student would be assigned in school suspension for one day followed by a parent conference. A third offense will result in a 3-day in school suspension followed by a parent conference. Any subsequent offense will result in a 5-day in school suspension followed by a parent conference with the Superintendent or his designee. Additional suspension days and/or a recommendation for alternative school may result from said meeting.

SCHOOL TELEPHONES

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

CELL PHONE POLICY

A goal of the Louisville Municipal School District is to provide a safe and orderly school environment. The school board and administration realize that cell phones serve as a disruption and distraction for students during the school day.

This policy prohibits any student, from possessing a cell phone on school property or buses. Only authorized personnel will be allowed to possess a cell phone, and it will be used for business purposes only. Authorized personnel will include administrators, maintenance, technology director, and security.

CELL PHONE POLICY Continued

If a cell phone is found in the possession of a student, the consequences will be as follows:

First Offense	The Student will pay a fine of \$30.00 or the phone will be held by the school for a period of thirty (30) days. The phone will be returned any time during the 30 days when fine is paid. During the time the phone is in possession of the school, the district will not be responsible for any contract or bills that must be paid to the carrier for service.
Second Offense	The student will pay a fine of \$60.00 or the phone will be held by the school for a period of sixty (60) days. The phone will be returned any time during the 60 days when fine is paid. During the time the phone is in possession of the school, the district will not be responsible for any contract or bills that must be paid to the carrier for service.
Third Offense	Cell phone will be taken and kept by the school principal for one calendar year. During this time the school district will not be responsible for any contract or bills that must be paid to the carrier for service.

Student Exceptions:

1. Cell phones may be kept in vehicles that are in school parking lots. The phones may not be brought in to the school or in the vicinity of the school buildings during the regular school day.
2. Cell phones may be used by students for after school activities (such as cheerleading, athletics, clubs, etc.) on condition that the parents bring the phones to the students after the regular school day. The sponsor, coach, or instructor should be notified if this is done.
3. Cell phones may be voluntarily turned in to the office if a student realizes he/she has accidentally brought the phone to school. The principal may return the phone to a parent at the end of the school day.

MP3 PLAYERS, BEEPERS, PAGERS/COMMUNICATION DEVICES

These items are NOT allowed in schools during the academic school day and will be confiscated when discovered. All confiscated devices will be turned in to the main office by the end of each school day. Parents/Guardians will be able to pick up the devices only from the main office of the school.

GRADING SCALES

GRADING SCALE FOR GRADES PRE-K-2

S+ (100-96)	V+ (84-80)	U (69 and below)
S (95-90)	V (79-75)	
S- (89-85)	V- (74-70)	

GRADING SCALE FOR GRADES 3-6

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

GRADING SCALE FOR GRADES 7-12

A --- (100 - 90)	C --- (79 - 70)	F --- (59 and below)
B --- (89 - 80)	D --- (69 - 60)	

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

HONOR ROLL

Student achievement of academic excellence will be recognized as follows:

Honor Roll — Overall average of 90 in all courses

Distinction — Overall average of 93 in all courses

Special Distinction — Grades of 93 or above in all courses

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

REPORT CARDS & PARENT/TEACHER CONFERENCES

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

SENIOR EXEMPTION POLICY

Seniors who are eligible to graduate in May of the current school year can be exempted from the final semester examination or fourth nine weeks examination in a course if the following criteria are met:

1. Must have earned a grade average of at least ninety (90) during the last nine weeks term. If a senior has perfect attendance in this class, he/she may be exempted with a minimum grade average of eighty-five (85) for the last nine weeks term.
2. Must not have more than two (2) unexcused absences from this class during the last nine weeks term. Absences due to school-sponsored activities will not count and will be considered excused absences.

3. Must not have been suspended from school or assigned in school suspension for disciplinary reasons that caused an absence in this class.
4. Must not have more than three (3) unexcused tardies in the class during the fourth nine weeks term.

STAR STUDENT REQUIREMENTS

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

VALEDICTORIAN/SALUTATORIAN/HONOR GRADUATES

Grades will be averaged at the end of the first semester of a student's senior year. The average includes all semester grades except those earned in band, driver education, physical education, journalism lab, and chorus. The averages are computed to the nearest hundredth. If there is a tie, the average is carried to the nearest thousandth to break it.

The student having the highest average is declared valedictorian of the class, and the student having the second highest average is declared the salutatorian. If a student has an average of ninety (90) or greater, he/she is declared an honor graduate.

HALL OF FAME

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

MINIMUM REQUIREMENTS FOR PROMOTION

Grades K - 2

- The student must obtain a passing yearly average (70 or above) in reading/language arts and in mathematics.

Grades 3 - 6

- The student must achieve a passing yearly average (70 or above) in reading/language arts and mathematics, and in at least one (1) of the following subjects: social studies, science or health.

NOTE:

- (a) The combined averages for science/health count as one (1) subject in determining promotion.
- (b) A Promotion Review Committee consisting of the principal and at least three (3) other professional staff members will review final course grades of 67- 69 in grades K-6 that cause a student to be retained and to decide if a student needs to be transferred because of age or social factors.

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 (Literacy Based Promotion Act: Senate Bill 2347).

Grades 7 & 8

- Grade 7 — The student must obtain a passing yearly average (60 or above) in at least four (4) of the following subjects: reading/language arts, mathematics, ICT1 (Information and Communication Technology), social studies, or science.
- Grade 8 — The student must obtain a passing yearly average (60 or above) in at least four (4) of the following subjects: reading/language arts, mathematics, ICT2, social studies, or science.

CARNEGIE UNITS (HIGH SCHOOL CREDITS) FOR 8TH GRADERS

Eighth grade students can earn up to 3 Carnegie units:

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

ICT II (1)

CCSS Math 8 or Algebra I (1)

CLASSIFICATION OF HIGH SCHOOL STUDENTS

Students will be classified as to Carnegie units earned.

Freshman — Less than 5 units	Junior — 13 units
Sophomore — 7 units	Senior — 19 units

GRADUATION REQUIREMENTS RELATED TO CARNEGIE UNITS

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

Traditional Pathway Option
24 Credits Minimum

CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS
ENGLISH	4	English I, English II
MATHEMATICS	4	Algebra I + 2 Maths above Alg I
SCIENCE	4	Biology I + 1 Lab-based science
SOCIAL STUDIES	4	1 World History 1 U.S. History 0.5 Geography 0.5 U.S. Government 0.5 Economics 0.5 Mississippi Studies
HEALTH	0.5	0.5 Contemporary Health 0.5 Comprehensive Health or 0.5 Family & Individual Health (If taken before 2014-15)
PHYSICAL EDUCATION	0.5	
BUSINESS AND TECHNOLOGY	1	ICT II, 9 TH STEM, or Keyboarding and Computer Applications
THE ARTS	1	
ELECTIVES	5	
TOTAL UNITS REQUIRED	24	

Career Pathway Option
21 Credits

CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS
ENGLISH	4	English I, English II
MATHEMATICS	3	Algebra I + 1 Math Above Alg I
SCIENCE	3	Biology I + 1 Lab-based science
SOCIAL STUDIES	3	1 U.S. History 0.5 U.S. Government 0.5 Mississippi Studies
HEALTH /PHYSICAL EDUCATION	0.5	0.5 Contemporary Health 0.5 Comprehensive Health or 0.5 Family & Individual Health (If taken before 2014-15) OR 0.5 Physical Education
INTEGRATED TECHNOLOGY	1	ICT II, 9 TH STEM, or Keyboarding and Computer Applications
CAREER AND TECHNICAL EDUCATION ELECTIVES	4	From Students Program of Study
ELECTIVES	2.5	
TOTAL UNITS REQUIRED	21	

INDIVIDUAL CAREER AND ACADEMIC PLAN (iCAP)

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

GRADUATION REQUIREMENTS RELATED TO SUBJECT AREA TESTS

In addition to earning the required Carnegie units for graduation, a student must also achieve the State Board of Education’s required score on the Subject Area Tests.

<ul style="list-style-type: none"> • Subject Area Tests Required For Graduation

- | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> (1) U. S. History from 1877 (2) English II (3) Biology I (4) Algebra I |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|

GRADUATION REQUIREMENTS RELATED TO SUBJECT AREA TESTS Continued

A student is eligible to use any of the options below once he or she has failed to pass any required end-of-year course subject area test two times.

Assessment Options	Math	Science	English	Social Studies
ACT	17 (Math)	17 (Science)	17 (English)	17 (Reading)
Dual Credit / Dual Enrollment	C or higher in MAT credit- bearing course	C or higher in BIO credit- bearing course	C or higher in ENG credit- bearing course	C or higher in HIS credit- bearing course
ASVAB + MS-CPAS2 OR Industry Certification	ASVAB score of 36 plus one of the following: 1. CPAS score that meets the attainment level assigned by Federal Perkins requirements OR 2. Earn approved Industry Certification specified in the Career Pathway's Assessment Blueprint (Appendix A-5)			
ACT WorkKeys + MS-CPAS2 OR Industry Certification	WorkKeys Silver Level plus one of the following: 1. CPAS score that meets the attainment level assigned by Federal Perkins requirements OR 2. Earn approved Industry Certification specified in the Career Pathway's Assessment Blueprint (Appendix A-5)			

WEIGHTED GRADES POLICY

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

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

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

DUAL CREDIT COURSES

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

- Attained 14 High School credits
- Have a minimum cumulative GPA of 3.0.
- ACT score of 17 on the English and Reading section for English Composition I
- ACT score of 19 on the Mathematics section for College Algebra
- A fee of \$50

ECCC (College Credit)	LMSD (High School Credit)
English Literature & Composition I (3 hours)	English credit (1)
English Literature & Composition II (3 hours)	English credit (1)
College Algebra (3 hours)	Math credit (1)
College Trigonometry (3 hours)	Math credit (1)
General Biology I (4 hours)	Science credit (1)
General Biology II (4 hours)	Science credit (1)
Western Civilization I (3 hours)	Elective credit (1)
Western Civilization II (3 hours)	Elective credit (1)

ADVANCED PLACEMENT (AP) COURSES

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

- Have a minimum GPA of 3.0 in core classes and/or teacher's recommendation
- Score of Proficient or Advanced on corresponding State test and/or teacher's recommendation
- Must have pre-requisites listed below and/or teacher's recommendation
- MUST take the AP exam at the end of the course (Failure to take the AP exam at the end of the course will prohibit a student from enrolling in another AP course.) Colleges and Universities are then able to grant college credit, placement, or both to these students based on AP Exam scores. Students are responsible for the exam fee for each AP exam. A fee waiver may be available to students. Students should check with the school counselor.

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

- Advanced Placement English III (Pre-requisites are Honors English.)
- Advanced Placement Calculus (Pre-requisites are Alg. I, Geo, Alg. II, Alg. III.)
- Advanced Placement U.S. History (Pre-requisites are Honors English.)
- Advanced Placement Biology (Pre-requisites are Biology/Chemistry.)

ACCELERATED COURSES

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

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

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

Honors English I, II	Physics
Second Year Foreign Languages	Chemistry
Algebra III	Health Science II

INSTITUTIONS OF HIGHER LEARNING (IHL) REQUIREMENTS

Admissions Standards

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

- ▶ Complete the [College Preparatory Curriculum](#) (CPC) with a minimum 3.2 high school grade point average (GPA) on the CPC; or
- ▶ Complete the College Preparatory Curriculum (CPC) with a minimum 2.50 high school GPA on the CPC or a class rank in the top 50%, and a score of 16 or higher on the ACT* (Composite); or
- ▶ Complete the College Preparatory Curriculum (CPC) with a minimum 2.00 high school GPA on the CPC and a score of 18 or higher on the ACT* (Composite); or
- ▶ Satisfy the NCAA standards for student athletes who are "full-qualifiers" under Division I guidelines; or
- ▶ Students who do not meet the above criteria are nonetheless eligible for admission. Such students must participate, however, in an on-campus placement process at the university of their choice.

IHL HIGH SCHOOL COURSE REQUIREMENTS FOR STUDENTS

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

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

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

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

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

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

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

Computer Applications: ($\frac{1}{2}$ Carnegie Unit) An acceptable course should cover the use of application packages, such as word processing and spreadsheets, basic computer terminology, and hardware operation.

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

CREDIT RECOVERY POLICY

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

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

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

A. ADMISSIONS:

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

Application Process:

1. The application must include the name of course(s) to be recovered.
2. The application must include parental approval for student participation in the Credit Recovery Program.
3. The principal and/or counselor must confirm minimum criteria.

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

B. TIME LINE:

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

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

C. ESTABLISHMENT OF MINIMUM CRITERIA:

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

Eligibility Criteria:

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

Instruction/Methodology:

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

Content and Curriculum:

- Administration and certified staff will assist with content.

- Computer assisted instruction is based on Mississippi Course Framework. Vendor provides training for teachers and staff. Technology provides support and training.
- On-line courses used for Credit Recovery are based on Mississippi Course Framework.
- OdysseyWare is aligned with the Mississippi Curriculum Frameworks.
- The objective for each course will be individually selected for students based on course pretest administered from assessment data.

D. EVALUATION OF STUDENT PROGRESS

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

E. GRADING

- The student may receive only a score of 70% on any Credit Recovery course
- Upon completion of the course, grading will be assigned by OdysseyWare, and a final grade of 60 will be recorded on the student's high school transcript, along with the Carnegie Units.

HARDSHIP WORK RELEASE POLICY

Hardship work release requests will be considered on a case by case basis for seniors only. The parent or guardian must provide information requested by the school to define the need for the work release. A student must at all times be in a program that will meet graduation requirements on time. Seniors can leave school for hardship work release for no more than two (2) periods.

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

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

The Review Committee will be made up of at least the principal, the guidance counselor, two (2) teachers appointed by the principal, and a representative from the Central Office appointed by the superintendent.

The decision of the Review Committee may be reviewed by the Board of Trustees upon the request of the parent or guardian.

POSITIVE BEHAVIOR INSTRUCTIONAL SUPPORT (PBIS) SYSTEM

In order to fulfill the LMSD mission of providing a quality education that prepares students for a successful future, a positive behavior system must be in place. Students are encouraged to:

Be Safe:

- Walk quietly in the building
- Keep hands, feet and objects to yourself
- Walk to and from the classroom and the restrooms

Be Respectful:

- Please be quiet when adults or teachers are talking
- Please obey the adults or teachers on duty
- Please share and take turns with others
- Please respect all school property and the property of others

Be Responsible:

- Listen and follow the directions given
- Do your best to complete all schoolwork on time
- Do not fight; tell an adult
- Keep the classroom and the restroom clean
- Stand in lines orderly and quietly

Positive Rewards for all Rules:

- Students will receive small rewards for good behavior. Rewards will be given at the teacher's discretion with the principal's approval
- Students that display good behavior with no warnings will be given a reward at the end of each nine weeks

Negative Consequences for breaking any rules:

- See discipline ladder

School-Wide Rules: At all times,

- Listen, follow directions, and do your best to complete all schoolwork. (Be Respectful, Be Responsible)
- Be quiet when a teacher is talking. (Be Respectful)
- Walk quietly in the halls. (Be Respectful, Be Safe)
- Keep hands, feet, and objects to yourself. (Be Safe)
- Respect all school property and the property of others. (Be Respectful)
- Be on time. (Be Respectful)
- Be prepared and ready to work. (Be Respectful)
- Be aware of emergency procedures. (Be Safe)

Break Area Rules: When on the playground/break area,

- Walk to break. (Be Safe)

- Obey teachers on duty. (Be Safe)
- Refrain from fighting. (Be Safe, Be Responsible)
- Share and take turns. (Be Respectful)
- Line up quietly and quickly. (Be Respectful)
- Listen and follow teacher's directions. (Be Respectful)

Cafeteria Rules:

- Talk with an inside voice. (Be Respectful)
- Clean your area before leaving. (Be Responsible)
- Line up quietly. (Be Respectful)
- Stand in line in an orderly manner. (Be Safe, Be Respectful)
- Be courteous to cafeteria workers. (Be Respectful)

Restroom Rules: When in the restroom,

- Refrain from loud talking. (Be Respectful)
- Keep feet on the floor. (Be Safe, Be Responsible)
- Flush the toilet and wash hands. (Be Responsible)
- Display courtesy to others. (Be Respectful, Be Responsible)
- Keep the restroom clean. (Be Responsible)
- Keep walls free of graffiti. (Be Responsible)

Guidelines for Implementation:

- By the first day of school, teachers will have rules posted in the classroom and hallways.
- The first week of school, teachers will also teach a lesson on school-wide rules and administer a test.
- The second week, teachers will teach a lesson on playground, cafeteria and bathroom rules and administer a test.
- Consequences will be enforced by the second week of school.
- Every two weeks, teachers will review all rules.

Common Areas of Display for all rules, positive rewards and negative consequences:

- Hall, breezeways, sidewalks and classrooms
- Cafeteria
- Restrooms
- Auditorium
- Office

STUDENT CONDUCT AND DISCIPLINE

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

EXPLANATION OF DISCIPLINE POLICY

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

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

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

SEVERE DISCIPLINE CLAUSE

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

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

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

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

**CONSEQUENCES FOR DISCIPLINARY INFRACTIONS
ON THE DISCIPLINE LADDER**

INFRACTION	CONSEQUENCES
• Disrespect toward any staff member or substitute teacher	Step 1 - 5
• Excessive tardiness (4 or more tardies)	Step 2 - 4
• Open defiance of a teacher	Step 1 - 5
• Profanity or vulgarity (to include acts, gestures, or symbols directed at another individual)	Step 1 - 2
• Possession of obscene materials at school or on the bus	Step 1 - 5
• Improper display of affection	Step 1 - 6
• Possession of tobacco or tobacco related products at school	Step 2 - 3
• Smoking at or in the immediate vicinity of the school	Step 2 - 4
• Use of, or possession of, alcohol or illegal drugs on or near school grounds	Step 4 - 6
• Sale of alcohol or illegal drugs on or near school grounds	Step 6
• Defacing or otherwise injuring property that belongs to the school district (to include restitution)	Step 1 - 6
• Fighting at school, on the school bus , or at school activities	Step 4 - 6
• Use or possession of a firearm	Step 6
• Use or possession of weapons other than firearms	Step 4 - 6
• Use or possession of water guns or other toy guns	Step 3 - 6
• Use or possession of fireworks	Step 4 - 6
• Improper behavior in cafeteria or on the campus	Step 1 - 6
• Improper behavior at assemblies, pep rallies, or other school activities	Step 1 - 6
• Continuous disobedience or insubordination	Step 2 - 6
• Stealing	Step 2 - 6
• Cutting classes	Step 2 - 4
• Leaving campus without authorization	Step 2 - 4
• Gambling or possession of gambling devices	Step 2 - 4
• Harassment, intimidation, or threatening of other students, staff members, or substitute teachers	Step 3 - 6
• Refusal to identify oneself properly when requested to do so by a faculty or staff member	Step 2 - 5
• Other misbehavior as determined by the administration	Step 1 - 6

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

DISCIPLINE LADDER

- Step 1 1. Student conference/reprimanded.
 2. Contact parent or legal guardian.
- Step 2 1. Contact parent or legal guardian.
 2. Corporal punishment or in-school suspension.
(Kindergarten and first grade students will not be assigned to ISS. Parents who DO NOT want corporal punishment administered to their child will be called immediately to come pick up their child from school and/or conference with the administrator.)
- Step 3 1. Contact parent or legal guardian (parent required to report for conference with the principal or his/her designee).
 2. In-school suspension or out-of-school suspension from one (1) to three (3) days.
 3. Loss of all school privileges during time of suspension.
 4. Multiple behavior referrals will constitute a referral to the behavioral specialist.
- Step 4 1. Contact parent or legal guardian (parent required to report for conference with the principal or his/her designee).
 2. In-school suspension or out-of-school suspension three (3) to five (5) days.
 3. Loss of all school privileges during the time of suspension.
- Step 5 1. Contact parent or legal guardian (parent required to report for conference with the principal or his/her designee).
 2. In school suspension or out-of-school suspension for five (5) to ten (10) days.
 3. Other terms as directed by District Discipline Appeals Committee/ loss of privileges during the time of suspension.
- Step 6 1. Recommendation for placement in Alternative Education Program.
 2. A student may be recommended for expulsion time if the principal feels that the student's actions warrant such recommendation.
 3. Criminal acts, acts of violence, and acts involving weapons will be reported and turned over to the proper law enforcement agency. In every case, an attempt on the part of the administration will be made to contact and inform the parent or guardian of the students involved.

CORPORAL PUNISHMENT

Reasonable corporal punishment of a student is permitted as a disciplinary measure. Corporal punishment shall be administered only by a certified individual in the presence of the principal, assistant principal or another certified staff member and shall not be administered in the presence of other students.

REFUSAL OF CORPORAL PUNISHMENT

NOTE: If a parent or guardian does not want corporal punishment administered to a student as a means of discipline, then the principal should be notified in writing that an alternate form of punishment is to be used.

Parents who DO NOT want corporal punishment administered to their child will be called immediately to pick up their child from school and/or conference with the administrator. Any behavior considered severe by the administration, including but not limited to fighting or disrespectful to staff, will result in a 2 to 3 day out-of-school suspension.

DUE PROCESS FOR STUDENTS

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

1. The principal shall advise the student orally or in writing of the charges against him/her.
2. If the student denies the charges, the principal shall explain the evidence against the student and give the student an opportunity to present his/her side of the story.
3. If, on the basis of this discussion, the principal believes the student to be guilty of the misconduct charge and determines that suspension is the appropriate punishment, the principal may suspend the student for ten (10) days or less.

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

SCHOOL BUS REGULATIONS

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

Riding the school bus is a privilege that can be taken away if a student's conduct becomes a problem. Students who are suspended from riding his/her regular school bus for disciplinary reasons will not be allowed to ride any school bus during the time of suspension.

The following general instructions apply to students who ride buses:

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

DISCIPLINARY PROCEDURES FOR MISCONDUCT ON SCHOOL BUS

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

- 1st Confirmed Offense Conference with student and parental contact (in writing, by telephone, or in person depending on the severity of the first offense).
- 2nd Confirmed Offense Three (3) days suspension from riding any bus.
- 3rd Confirmed Offense Five (5) days suspension from riding any bus.
- 4th Confirmed Offense Seven (7) days suspension from riding any bus.
- 5th Confirmed Offense Ten (10) days suspension from riding any bus.
- 6th Confirmed Offense Ten (10) days suspension from riding any bus contingent upon suspension from riding any bus for the remainder of the school year pending a due process hearing.

ELECTRONIC SURVEILLIANCE OF STUDENTS

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

SEARCHES

The school administration and staff have a right to search a student's personal belongings when in the interest of the overall welfare of other students or is necessary to preserve good order and discipline in the school.

STUDENT LOCKERS

Having a locker is a privilege for a student. Lockers are school property and are not the personal property of the student. No personal locks should be placed on lockers. Locks are available at the school office for a fee.

Lockers are subject to random searches. All evidence of a crime discovered during a locker inspection must be turned over to the appropriate law enforcement authorities. (Mississippi Code 37-11-29)

INTERROGATIONS

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

HAZING

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

STUDENT COMPLAINTS OF BULLYING OR HARASSING BEHAVIOR

Students and employees in the Louisville Municipal School District are protected from bullying or harassing behavior by other students or employees. It is the intent of the Board and the administration to maintain an environment free from bullying and harassing behavior. This complaint procedure provides a process for filing, processing and resolving complaints of such conduct. Adherence to these procedures is mandatory. The failure of any person to follow these procedures will constitute a waiver of the right to pursue a complaint at any level, including review by the Board.

I. Definitions

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

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

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

II. Procedures for Processing a Complaint

Any student, school employee or volunteer who feels he/she has been a victim of bullying or harassing behavior, or has witnessed or who has reliable information that a student, school employee or volunteer has been subject to bullying or harassing

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

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

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

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

SEXUAL HARASSMENT POLICY

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

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

LIBRARY MEDIA CENTER REGULATIONS

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

- Encyclopedias are to be returned to the shelves in the correct order. All other books should be left on the tables; the librarian or student assistants will place these where they belong.
- Magazines should be returned to their proper place.
- No materials are to be taken from the library unless checked out by the librarian or student assistants. When checking out library materials, students should sign the book cards and then present both cards and the book (for stamping) to the individual at the circulation desk.
- All materials, when returned, should be placed on the circulation desk to be checked in by the librarian or student assistants. It is important that all library materials be returned when due. Under ordinary circumstances, a book may be rechecked only once. Library services will not be available to a student until overdue books are cleared.
- Students cannot check out books or materials for other students. Any student who signs a book card to check out a book is responsible for that book until it is returned to the librarian.
- All lost books will be assessed at the replacement cost of the book.
- Students will be fined \$0.05 per day for overdue books up to the replacement cost of the book.
- Students desiring to use computers in the library may do so with proper authorization from the librarian.
- A cost of \$0.10 per copy will be assessed for making personal copies in the library.

INTERNET ACCEPTABLE USE POLICY

Introduction

It is the belief of the Louisville Municipal School District that the educational benefits to students and teachers through access to various Internet services exceed any potential disadvantages of such access. The Internet is a fluid, global environment in which information is constantly changing thereby making it impossible to predict, with certainty, what information students might locate. The ultimate responsibility of setting overseeing guidelines that students should follow when accessing the Internet and online services must lie with the parent(s) or guardian(s). To that end, the Louisville Municipal School District supports and respects each family's right to decide whether or not to apply for access.

The majority of the sites on the Internet can provide a wealth of educational opportunity to schools and students; however, some sites may contain information that is not consistent with the legitimate pedagogical goals of the district. The intent of the Louisville Municipal School District is to provide access to the Internet and to further its educational goals and objectives. Parents or guardians should be aware that students may have access to potentially unacceptable resources if they disregard the school's and school district's guidelines.

Overview

The *Children's Internet Protection Act* (CIPA) requires schools and libraries to put into place Internet safety policies when receiving certain federal technology funding, including E-Rate discounts and Title III of Elementary and Secondary Education Act (ESEA). The Internet safety policy must include filtering or otherwise blocking access to "visual depictions" of obscene material, child pornography and material that is "harmful to minors" when minors are accessing the computer.

The *Children's Online Privacy Protection Act* (COPPA) applies to online personal information of children. The Louisville Municipal School District will not disclose personal information about students on websites – such as their full name, home or e-mail address, telephone number, and social security number. The Louisville Municipal School District is both CIPA and COPPA compliant.

Education, Supervision, and Monitoring

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

The Louisville Municipal School District will provide age-appropriate training for students who use the district's Internet facilities. This training will be designed to promote Louisville Municipal School District's commitment to:

- The standards and acceptable use of Internet services as set forth in this AUP.
- Student safety with regard to:
 1. safety on the Internet;
 2. appropriate behavior while online, on social networking Web sites, and in chat rooms; and
 3. cyber bullying awareness and response.
- Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

Acceptable Usage

Users are responsible for all actions and activities while accessing Louisville Municipal School District Network (LMSDNet) and Internet. The following usage guidelines must be followed:

A. Personal Safety

Users will not disclose, use, disseminate or divulge personal and/or private information about himself/herself, minors, or any others including

personal information, etc. Users will immediately report to school authorities any attempt by other Internet users to engage in inappropriate conversations or personal contact.

B. Access

Users shall not access the Internet by any means other than the network connectivity provided by the district. Accessing the Internet on campus via the usage of cellular wireless air cards or other means which bypass district filtering and monitoring is strictly prohibited.

C. Illegal and/or Unacceptable Usage

- User shall not access, transmit, or retransmit any material that promotes violence or the destruction of persons or property by devices including, but not limited to, the use of firearms, explosives, fireworks, smoke bombs, incendiary devices, or other similar materials.
- User shall not use the network for any illegal activity including, but not limited to, unauthorized access including hacking.
- User shall not access, transmit, or retransmit language that may be considered offensive, defamatory, or abusive.
- User shall not access, transmit, or retransmit information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
- User shall not access, transmit, or retransmit information that harasses another person or causes distress to another person.
- User shall not access, transmit, or retransmit: copyrighted materials (including plagiarism), threatening, harassing, or obscene material, pornographic material, or material protected by trade secret, and/or any other material that is inappropriate to minors.

D. System Resource Limits

- User shall only use the LMSDNet and Internet for educational and career development activities and limited, high quality self-discovery activities as approved by school faculty for a limited amount of time per week.
- User agrees not to download large files unless it is absolutely necessary. If absolutely necessary to download large files, user agrees to download the file at a time when the system is not being heavily used.
- User agrees not to post chain letters or engage in “spamming” (that is sending an annoying or unnecessary message to large numbers of people).
- User agrees to immediately notify his/her teacher or other school administrator should user access inappropriate information. This will assist in protecting user against a claim of intentional violation of this policy

E. User Rights

- User shall have the responsibility to use computer resources for academic purposes only. Therefore, as mandated by CIPA, filtering will be utilized on all computers accessing the Internet.
- The Louisville Municipal School District will fully cooperate with local, state, or federal officials in any investigation related to illegal activities conducted through the user's Internet account.
- Under no conditions should a user provide his/her password to another person or use another person's password.
- User should not expect files stored on a school-based computer to remain private. Authorized staff will periodically inspect folders and logs of network usage will be kept at all times. Routine review and maintenance of the system may indicate that user has violated this policy, school codes, municipal law, state law, or federal law.
- Individual schools within the district may create additional guidelines and procedures consistent with this policy. Such guidelines and procedures will be appropriate for the electronic information resources being used and the students served at the school.
- Use of the Internet is a privilege, not a right. Unacceptable and/or illegal use may result in denial, revocation, suspension and/or cancellation of the user's privileges, as well as disciplinary action imposed by school officials.

F. Consequences for Failure to Follow Terms and Conditions of AUP

There will be consequences for any user who fails to follow the Louisville Municipal School District and school guidelines and policies. The consequences may include paying for damages, denial of access to technology, detention, suspension, expulsion, or other remedies applicable under the school disciplinary policy, and state or federal law. At the discretion of Louisville Municipal School District, law enforcement authorities may be involved and any violations of state and/or federal law may result in criminal or civil prosecution.

MISSISSIPPI HIGH SCHOOL ACTIVITIES ASSOCIATION REQUIREMENTS FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES (Including Athletics, Band, JROTC, Cheerleading, Choir, Dance, Speech/Debate)

- Any pupil who becomes 19 years of age prior to August 1 shall be ineligible for interschool competition.
- The MHSAA eligibility rules require each student participating in MHSAA sanctioned competitions to make "satisfactory progress toward graduation." Each school district determines the requirements for "satisfactory progress toward graduation" through its graduation requirements. Each school district

must interpret this according to its requirements. In situations which require “judgment,” schools are directed to “interpret the rules for the benefit of the students.” Additionally, according to Mississippi law, a student must maintain a grade point average of at least 2.0 or a C average. This will be measured at the conclusion of the first semester using the semester averages of all the courses the student is taking. Students who do not have a 2.0 or a C average for the first semester will be ineligible for the second semester. At the end of the school year, each student’s grade point average for the year will be assessed. This assessment will reflect the average for the entire year using the final grades for each course. If the student does not have a grade point average of at least 2.0 or a C average, he/she will become ineligible for the fall semester.

- Students may attend summer school, extended school year, take correspondence classes, participate in credit recovery programs and take advantage of other related options to establish a 2.0 or C average to regain eligibility. Students must complete these programs prior to the first day of the next year or the next semester.
- A student athlete may become eligible for the second semester only once during his/her high school career if he /she fails the year end average the previous year, by achieving at least an overall 2.0 or C average at the end of the first semester. This will be done in order to keep the student on track for graduation.

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

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

EXCEPTION TO MISSISSIPPI HIGH SCHOOL ACTIVITIES ELIGIBILITY RULE

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

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

REQUIREMENTS FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES SEVENTH, EIGHTH, AND NINTH GRADES

- Academic Requirements

Fall Eligibility Requirements

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

Spring Semester Eligibility Requirements

The same guidelines stated above apply for the spring semester.

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

- Age Requirements

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

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

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

POLICY FOR DRUG/ALCOHOL TESTING OF STUDENTS IN EXTRACURRICULAR

In an effort to help protect the health and safety of students involved in extracurricular activities, including, but not limited to, any club, athletic, band, choral, cheerleader, vocal program, and dance team from drug, and/or alcohol use and abuse; in an effort to help protect the health and safety of our whole student population, administration, faculty, staff and visitors from the potential dangers of being in contact with those who use and/or abuse drugs and/or alcohol; in an effort to prevent, deter and detect drug and alcohol use; and in an effort to reduce the use of drugs and alcohol, the Board of Education (the "Board") of the Louisville Municipal School District (the "District") adopts the following policy for drug and alcohol testing of all students in grades 7-12 who participate or seek to participate in extracurricular activities, including, but not limited to, any club, athletic, band, choral, cheerleader, vocal program, and dance team.

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

I. PURPOSE

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

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

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

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

II. DEFINITIONS

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

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

Designated School System Representative - The school district employee who has been designated by the Board of Education to receive all information from the Drug

Testing Agency and Contracting Agency; including, but not limited to, test results and the names of students to be tested.

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

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

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

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

III. CONSENT

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

IV. REASONABLE SUSPICION TESTING

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

V. IMPLEMENTATION

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

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

The names of all Covered Students will be placed on a random selection list. The District will conduct randomly, unannounced testing of up to 25% of all Covered Students during the course of each calendar year. The Drug Testing Agency will provide computerized random sample lists to the Designated School System Representative. The list of students in the random pool will be updated periodically. The number of activities in which a student is involved will not increase the student's chances of being chosen at a random test. Each Covered Student's name will be placed on the random list only one time regardless of the number of activities in which the student is involved.

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

VI. PROCEDURES FOR TESTING

Quality Control and Confidentiality Assurances:

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

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

Substances to be Screened:

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

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

Drug Screening:

The drug screening shall consist of the collection of a specimen from the student by any assistant(s) from the Drug Testing Agency under the supervision of the District. The District reserves the right to utilize blood, hair, breath, saliva or urinalysis testing procedures. Each specimen shall be analyzed for the presence of one or more of the drugs identified above in this policy, by the Contracting Agency.

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

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

VII. RELEASE OF TEST RESULTS

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

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

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

VIII. EFFECT OF POSITIVE RESULT

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

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

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

FIRST VIOLATION

Upon the first violation, the student shall be suspended from participation in the activity in which he/she is currently participating for a minimum of two weeks, beginning no earlier than the opening game or event for that sport. If a student is not participating in an in-season sport, he/she will have a two-week suspension no earlier than the opening event of the next season in which he/she participates

The violation related to the consumption or use of a prohibited substance, to the extent the substance is capable of being detected by a drug test, the student cannot be reinstated to the activity until he/she test negative for that prohibited substance as a result of an approved drug test. In the discretion of the Principal, the student may be requested to undergo counseling. A school counseling staff member will be provided for counseling services. Any required drug counseling shall be provided by an approved agency at the student's expense.

A second option occurs when the parent chooses to seek a non-school agency for counseling. For the service, the parent will be responsible for paying the counseling agency, and shall have the agency furnish an appropriate report to the Principal.

SECOND VIOLATION

Upon the second violation, the student will be suspended from participating in any activity for forty-five school days, beginning no earlier than the opening game or event

for that sport. The suspension shall preclude such student from participating in any other extracurricular activity during the forty-five day suspension period.

Before he/she can be reinstated to the activity, or otherwise be eligible to participate in any other activity, (I) he/she must test negative for that prohibited substance as a result of an approved drug test if the violation relates to the consumption or use of a prohibited substance and the substance is capable of being detected by a drug test, and (II) he/she shall have undergone mandatory counseling with the school district appointed counselor as may be reasonably necessitated by the circumstances in the discretion of the Principal. Any required drug counseling shall be provided by an approved agency at the student's expense.

A second option occurs when the parent chooses to seek a non-school agency for counseling. For this service, the parent will be responsible for paying the counseling agency, and shall have the agency furnish an appropriate report to the Principal.

THIRD VIOLATION

Upon the third violation, the student will be suspended from participating in any activity for a period extending a full calendar year.

Before he/she can be reinstated to the activity, or otherwise be eligible to participate in any other activity, (I) he/she must test negative for that prohibited substance as a result of an approved drug test if the violation relates to the consumption or use of a prohibited substance and the substance is capable of being detected by a drug test, and (II) he/she shall have undergone mandatory counseling with the school district appointed counselor as may be reasonable necessitated by the circumstances in the discretion of the Principal. Any required drug counseling shall be provided by an approved agency at the student's expense.

A second option occurs when the parent chooses to seek a non-school agency for counseling. For this service, the parent will be responsible for paying the counseling agency, and shall have the agency furnish an appropriate report to the Principal.

FOURTH VIOLATION

Upon the fourth violation, the student will be indefinitely suspended or permanently barred from participating in any activity in the Louisville Municipal School District.

The school shall continue to offer the "barred" student counseling services as may be reasonable necessitated by the circumstances in the discretion of the Principal. Any required drug counseling shall be provided by an approved agency at the student's expense.

IX. APPEAL PROCESS

The student is suspended from extracurricular activities, events, clubs, groups, etc. he/she has the right to appeal the decision to the Superintendent within five (5)

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

Louisville Alternative Education Program

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

Mission

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

Program Goals

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

Student Placement

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

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

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

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

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

Behavior Management Plan

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

Point System

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

Student Conduct

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

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

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

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

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

Assignments and Daily Activities

The teacher support team at each school develops an individualized instructional plan (IIP) for each student referred to the alternative school. Upon enrollment in Louisville Alternative School, students will be given classes that are as closely parallel to those he/she were taking at his/her home school. Student electives may vary while at the alternative school due to a limited amount of online electives.

The students will take all assigned courses in *OdysseyWare*, an online software program, designed for students in grades 3 – 12. Students in grades K – 2 will have assignments sent over from their home school. In addition to online independent study, highly qualified teachers will be assigned to the alternative school in each core content area to ensure the academic success of each student.

Although *OdysseyWare* is offered as credit for coursework, students enrolled in their home school courses are still responsible for completing all assignments, projects, assessments, etc. assigned by the home school teacher. All requirements must be met by the specified due date(s). Failure to meet all requirements by given due dates will result in the student failing the course. Teachers at the home school and those of the alternative school will coordinate the assignments given to and retrieved from the student.

Personal Belongings and Appearance

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

Classroom Rules and Student Responsibilities

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

Consequences for Disciplinary Infractions on the Discipline Ladder

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

Discipline Ladder

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

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

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

*******IMPORTANT NOTICE*******

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

Transportation

No student will be allowed to ride a bus to the Alternative School who has been placed in Alternative School for an aggressive behavior act toward another student or staff member. No Alternative School students are allowed to drive themselves to school. Parents/legal guardians of Alternative school students may transport them to the Alternative School. Students will be provided a bus to the Alternative School. All students riding the bus must ride on the second row of seats and obey all school bus rules. Buses will unload at Louisville Alternative School, and students must go directly into the

Alternative Education building. The **first time** a problem occurs on the bus, while waiting for the bus, or going to and from the bus, the student will possibly lose his/her bus riding privilege. It will then be the responsibility of the parent/guardian to provide transportation for the student to and from the Alternative School.

Attendance

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

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

A lawful absence is defined as:

1. Illness or injury of the student
2. Death or serious illness in the family
3. Isolation ordered by the county health officer or State Board of Health
4. Medical and dental appointment with prior approval by the principal, except in case of emergency
5. Subpoena by a Court
6. Event required by student's or parent's religion

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

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

Truancy Laws

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

Tardies

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

Breakfast/Lunch

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

Bathroom Breaks

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

Telephone Usage

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

Extra-Curricular Activities

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

Reassignment from the Alternative School to the Regular Classroom Program

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

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

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

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

STUDENT HANDBOOK VERIFICATION
LOUISVILLE MUNICIPAL SCHOOL DISTRICT

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

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

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

THIS LINE AND
RETURN TO
HOMEROOM
TEACHER.

_____ I **agree** with the terms and conditions of the Internet Use Policy as described in the Student Handbook and agree to my child abiding by such policy.

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

I have read and understand the rules and regulations in the Student Handbook.

Student's Signature

Parent's Signature

Date

