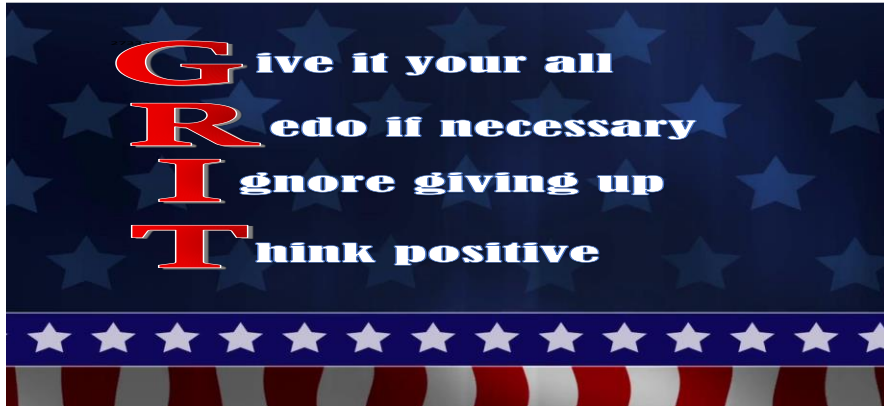


2022-2023
Lewisburg Middle School Student and Parent Handbook
Grades 6 - 8

PRINCIPAL'S MESSAGE

We welcome you to the 2022-2023 school year. We present this handbook to you in order that you will be properly informed of the policies, procedures and organization of the school. Let us have another great year as we continue to always show **GRIT** in all that we do at LMS.



ADMINISTRATION

Brad Meadows.....Principal
Cheryl Smith.....Assistant Principal
Shane Wigley.....Assistant Principal
Ellen Shuttleworth.....Bookkeeper
Becky Woods.....ADA
Naomi Wardlaw.....MSIS
Tracie McRee.....Front Desk
Elizabeth Brumbelow.....Counselor
Kristi McCrory.....Counselor

School Hours: 7:15 A.M. – 2:50 P.M.

Parents – Students may not be dropped off and will not be allowed to enter the building until 6:50. Students must be picked up by 3:15 each day. There will be no supervision before 6:50 or after 3:15. No checkouts after 2:20.

All students must be dropped off and picked up on the south side of the building. They must enter the building through 'A' and 'C' hall. Bus riders will enter through the front entrance. All 7th and 8th graders will report directly to the gym and all 6th graders will report directly to the cafeteria.

**Lewisburg Middle School
Bell Schedule
2022-2023 School Year**

Doors open at 6:50

1st Period – 7:15 – 8:05

2nd Period – 8:08 – 8:57

Break – 8:57 – 9:07

3rd Period – 9:10 – 9:58

4th Period – 10:01 – 10:49

5th Period- 10:52 – 12:17 (Lunch)

6th Period – 12:20-1:08

7th Period 1:11 – 1:59

8th Period 2:02 – 2:50

Dismissal 2:50

DCS CALENDAR
2022-2023

August 1, 2022	Teachers' First Day
August 4, 2022	Students' First Day
September 5, 2022	Labor Day Holiday
October 10, 2022	Fall Break
November 21-25, 2022	Thanksgiving Holidays
December 16, 2022	End of First Semester
Dec. 19, 2022 – Jan. 2, 2023	Christmas Break
January 3, 2023	Staff Development Day
January 4, 2023	Staff Development Day
January 5, 2023	Students Return
January 16, 2023	Martin Luther King Jr.
February 17, 2023	Presidents' Day Holiday
March 13 – 17, 2023	Spring Break
April 7, 2023	Good Friday Holiday
April 10, 2023	Easter Break
May 24, 2023	Students' Last Day
May 25, 2023	Teachers' Last Day

Tentative Make-Up Days: February 17, April 10, May 25

INTERIM/PROGRESS REPORTS

Progress reports will be issued the week of Sept. 12th, week of Nov. 7th, week of Feb. 6th, and the week of April 17th.

REPORT CARDS

Report Cards will be issued on October 13th, January 5th, March 20th, and May 24th.

DESOTO COUNTY BOARD POLICY

The DeSoto County School Board policy is subject to change. When changes are made, parents will be informed by written notice and postings on the Desoto County Schools website. The policy in its entirety can be found for viewing at www.desotocountyschools.org

PROMOTION/RETENTION

Promotion Grades 6,7, 8

In order to be promoted to the next grade, a student must meet the following requirements:

1. Earn a minimum yearly average of 65 in mathematics, English, science, and social studies

GRADING SCALE

A – 94 - 100

B – 80 - 89

C – 70 - 79

D – 65 - 69

F – 0 - 64

Each nine-week grade is computed by averaging the grades for the current nine weeks. This will be a compilation of the grades that the teacher has for the student in his/her grade book including, but not limited to, formative assessments, quizzes, homework, classwork, unit tests, etc.

GRADING WEIGHT

40% Test Grades

35% Classwork/Quizzes

15% Homework

10% - 9 Weeks Test/Semester Exams

Each semester grade is computed by averaging the grades for that semester. Ninety percent (45%-first nine weeks; 45%-second nine weeks) of the grade will be a compilation of the grades that the teacher has for the student in his/her grade book including but not limited to formative assessments, quizzes, homework, classwork, unit tests, etc. Ten percent of the grade will be the grade received on the semester exam. The final grade for a course will be computed by averaging the two semester grades.

Compacted 7 and Advanced math will also be weighted at 1.05 and count as 1 high school credit.

ABSENCES AND EXCUSES/MAKE-UP WORK POLICY

<https://desoto.msbapolicy.org/DistrictPolicies/ViewsAdmin/SelecteDocumentReadOnly/tabid/8412/Default.aspx?docId=232251>

TARDY POLICY

Tardies are counted as they occur to any/all classes each 9 weeks. Students who are not in the room when the bells stop ringing, are tardy.

Tardies are accumulated for periods 1st through 7th. Students are allowed three (3) tardies with no punishment and no parent notification.

- Tardy 4 – 3 Days Lunch Detention and parent notified
- Tardy 5 – Mandatory Parent Conference (ALC until parent can come in)
- Tardy 6 – 1 Day of ALC
- Tardy 7 – 3 Days of ALC
- Tardy 8 – 1 day School Suspension
- Tardy 9 thru indefinite – 3 Day School Suspension and possible disciplinary hearing

**** TARDIES WILL ACCUMULATE PER NINE WEEKS AND THE TOTAL WILL BE RESET EACH NINE WEEKS. ****

SAFETY ANNOUNCEMENT

In an attempt to keep DeSoto County Schools safe for all students and staff, the following behaviors will not be tolerated:

- *The use or possession of gang graffiti, gang drawings, gang writings, gang dress or gang activity*
- *Distribution of illegal drugs, prescription drugs or any substance dangerous to students (distribution includes giving substances to students)*
- *Any spoken, written, gestured, or electronically communicated threat that disrupts the educational environment of the school and/or suggest a student intends to cause harm or carry out an act of violence against district property, students, employees, or others (e.g. bomb threats, school shootings threats, etc.)*

Students who openly defy this warning will be considered a threat to the safety of students and staff and suspended pending a disciplinary hearing. The student could be expelled from DeSoto County Schools.

CODE OF DISCIPLINE Grades K - 12

<https://desoto.msbapolicy.org/DistrictPolicies/ViewsAdmin/SelectedDocumentReadOnly/tabid/8412/Default.aspx?docId=250120>

STUDENT COMPLAINTS AND GRIEVANCES

Students have both the right and the responsibility to express school related concerns and grievances to the administration. For the discussion and consideration of a grievance, any student or group of students should request a meeting time and place with the school

principal. One faculty member of the student's choice may be present at such meeting. Such time and place will be designated upon request.

SOLICITATIONS BY STUDENTS

The collection of money and the participation of the Desoto County Schools in the collection of money for various charitable and welfare purposes shall be subject to approval of the principal. All sales and money collections must be approved by the principal. Fund raising activities are restricted to school organizations only.

TELEPHONE

The office phones must be kept open for incoming calls at all times. Students will not be permitted to use the office phones except in the case of emergency. *No personal calls accepted.* Messages are limited to ***EMERGENCIES ONLY.***

MEDICINE

If your child requires prescription medications during the school day it must be in the original bottle with current prescription label attached. Any over the counter medication (Tylenol, Ibuprofen) will also require written permission from parent along with signature and stamp from your doctor. All medications must be brought to school by a parent or guardian. Any medicine brought to school by students will not be administered.

BANNED ITEMS

Contraband items, electronic games, toys, playing cards, AirPods, fidget spinners, or any other items deemed unnecessary by administration are banned and will be confiscated.

VISITORS

All visitors must check in at the front office. No visitors are allowed to eat lunch with their students in the cafeteria.

PARENT CONFERENCES

All parent conferences and meetings may be held virtually or in person.

LUNCH

<https://www.desotocountyschools.org/desotocountycn>

No outside food may be dropped off for students.

CHECKS

The school offices will be happy to accept checks for the amount of workbooks, fees, etc. We will not be able to cash checks and provide change for students.

INCLEMENT WEATHER

In case of inclement weather, school closings will be announced on TV and radio. Days missed due to weather will be rescheduled. School is in session 180 days.

AUTOMOBILE USE

No middle school student will be allowed to drive any type of motorized vehicle to or from the school grounds.

EQUIPMENT/INTERNET RESPONSIBILITY STATEMENT

A child enrolled in Desoto County Schools will have the opportunity to use a computer for class activities, research, and internet functions. Desoto County Schools' computers are equipped with filtering software in an effort to prevent contact with inappropriate sites. When your child uses the equipment, the following behaviors will not be tolerated:

1. The pirating of software.
2. Damaging or abusing any equipment
3. Printing, accessing, or installing any obscene or dangerous materials on the computer.
4. Exposing any Desoto County computer to a virus.
5. Changing any records or permanent operating system files.
6. Bringing any personal software and using it on school computers.

7. Sending/receiving unauthorized emails.

**Students will receive a contract to sign agreeing to the above rules.

STUDENT EMAIL and SCHOOLOGY

Each student at LMS is assigned an email address and a Schoology account. The email and storage service is provided through Desoto County Schools. Teachers and students may use this email address for classroom and curriculum purposes. Teachers do not have access to student passwords. Students are responsible for remembering their passwords. Schoology will be the Learning Management System that will be used by all of our students regardless if they are participating in a traditional or virtual learning experience. Any inappropriate use of these services is subject to disciplinary actions according to the Desoto County Schools code of conduct.

STUDENT CELL PHONES AND SMART WATCHES

Students are allowed to bring their cell phones to school and be on them before and after school each day. All other times, student cell phones will stay put away unless directed otherwise by a teacher. Cell phones during the school day will only be used for instructional purposes under the direct supervision of a teacher.

DRESS CODE

Proper attire and grooming are deemed important to scholastic achievement and orderliness. The responsibility for the appearance of the students begins with the parents and the students themselves. Student's clothing, make-up and hairstyles should reflect neatness, cleanliness and self-respect so that the school is a desirable place in which to promote learning and character development.

It is virtually impossible to formulate a set of regulations that adequately cover every detail of proper grooming. Violations of the Dress Code will be dealt with in accordance with the Desoto County Schools Code of Discipline

*****ALL STUDENTS GRADES 6-8, WHO ATTEND LEWISBURG MIDDLE SCHOOL FOR THE SCHOOL YEAR 2022-2023 WILL FOLLOW THE DRESS CODE GUIDELINES SET UP BY DESOTO COUNTY BOARD POLICY FOR GRADES 6-12.**

1. Hair must be neat, clean and worn in a manner which does not interfere with vision or cause disruption in the classroom. No combs, picks, rollers or extreme coloring will be allowed.
2. T-shirts with sleeves, white or colored, are acceptable. Shirts must be worn properly closed, zipped or buttoned.
3. No article of clothing that pertains to or depicts the following will be acceptable: (a) substances or activities illegal by law for minors: alcohol, drugs, tobacco, gambling (b) profane, suggestive or violent language (c) derogatory symbols: remarks directed to any ethnic groups.
4. Sufficient underclothes must be worn appropriately and must not be exposed.
5. Tank tops, tube tops, muscle shirts, spaghetti straps, thin straps, (straps must be at least three inches wide) or tops that expose the midriff, any part of the bust or excessive part of the back or are excessively tight or distracting are not permitted. No slits in shirts are to be above the waistline of pants or skirts. Mid-thigh length tops may be worn with leggings.
6. Students may wear shorts that are no shorter than 2 inches above the knee length. They should not be excessively tight or baggy. Athletic shorts are permitted.
7. Knee length dresses and skirts are allowed. No slits in these skirts or dresses above the kneecaps are allowed.
8. No pants should have any exposed skin above the knee.
9. Shoes must be worn at all times and no house shoes are allowed. Shoes w/laces should be laced and tied.
10. No visible tattoos will be allowed. Neither male or female students will be permitted to wear rings and/or studs in their noses, tongues, or any exposed body parts other than the ear and appropriate rings on fingers.
11. Coaches, physical education classes or any other organized athletics have the option to ban all jewelry due to safety

reasons and violation of the Mississippi High School Activity Association regulations.

12. Sunglasses, other than prescription, must be removed when inside the building.
13. All pants must be worn fitted to the waist at the waist with or without a belt. Belts should be worn and buckled appropriately for pants that have belt loops. Pants should fit appropriately. No baggy pants are allowed. No writing is to be on the seat of the pants, even the cheerleader's uniform and dance team.
14. Leggings are allowed when worn with a top that is mid thigh length. Leggings may not have see thru material above the knees.
15. If needed, properly placed patches may be worn on pants. No holes, tears or shreds that expose skin above the knee will be allowed.
16. Hats, caps, sweatbands or other head coverings are not to be worn in the buildings, on the grounds of the school except for medical reasons as prescribed by physician. Head coverings as part of a religious belief will be allowed if there is sufficient proof the student is a practicing member of a religious sect. Head coverings may be worn if authorized by a facility and/or administration if it is part of a uniform (i.e... wearing a full baseball uniform during a game or practice) or as deemed necessary.
17. Specific outfits designed for extracurricular activities and decisions concerning any questionable clothing including pajama/lounge pants will be left up to the discretion of the principal.
18. Local Principal or their designee has the power and discretion to make all decisions on their campus.

BUS POLICY

Riding the school bus is a privilege and students are to comply with the following rules:

1. Be at assigned stop waiting 5 minutes early (**this does not mean inside your house.**)
2. Wait for the driver to motion to you when it is safe to pass in front of bus to load or unload.
3. Obey the bus driver.
4. No unauthorized items on bus. (No weapons, tobacco, combustibles, pets, large items, cell phones, etc.)
5. Transportation Department and bus drivers are not responsible for items left on the bus.
6. No eating or drinking on bus (this includes chewing gum).
7. Be nice and courteous.
8. No profanity, smoking, or fighting.
9. Do not throw anything, anywhere, including things out of windows.
10. Keep bus clean.
11. Keep hands and head inside the bus.
12. Stay in your seat. Driver may assign seats.
13. Damage to bus interior may result in paying for damages or bus suspension.
14. Emergency door / windows may only be opened in case of emergency.
15. Do not distract or bother the driver through loud talking or misbehavior.
16. Report any problems you may have to the driver as soon as possible.
17. Students will not be allowed to ride a bus home with a friend or to another stop besides their own.
18. Driver will only allow students to unload at their assigned bus stop.

NOTE: The driver is empowered to enforce the regulations by reporting all violations to the principal. Punishment may include removing you from the bus permanently. School principals will determine all punishments.

EMERGENCY DRILLS

To cope successfully with an emergency, it is necessary that you be completely knowledgeable of your school's emergency procedures and that you remain calm throughout the emergency.

- A) FIRE: Be familiar with fire evacuation routes and procedures.
- B) TORNADOS: Know the definitions and actions.

1. Definitions:

- a) Severe Weather Watch – weather conditions are such that severe thunderstorms may develop.
- b) Severe Weather Warning – severe thunderstorm has developed and will probably affect those areas stated in the weather bulletin.
- c) Tornado Watch - weather conditions are such that a tornado may develop.
- d) Tornado Warning – a tornado has been formed and sited and may affect those areas stated in the bulletin.

2. Actions:

- a) Tornado Warning – a tornado warning will be announced by a series of short rings of the bells for 30 seconds, if electricity is not available, the notification to implement these tornado warning procedures will be announced verbally by the office personnel. Relocate all students to areas offering the greatest tornado resistance. Teachers will supervise their students and will keep their role books with them. When reaching the designated shelter areas, students and teachers will be seated with their backs to the walls, knees drawn up, and head between their knees. Coats and jackets, when available, could be used to cover head, arm, and legs so as to reduce injuries from flying pieces of glass and other debris.
- b) Refer to and become familiar with the details of the emergency plans for your school.

STUDENT FINES, FEES, AND CHARGES

STATE-OWNED TEXTBOOKS: Textbooks for pupils are provided by the state. State-owned books are issued at the beginning of the school year and returned at the close of the school year. Students should see that their books are not abused as a fine will be charged for any

state owned book that shows unnecessary wear. In case the new book is lost, the list price of the book must be paid. Students will be required to purchase another textbook after a two-week period without a book. Charges for lost books will be adjusted on the basis of use and age. Refunds for return of lost books will be made less a \$.50 processing charge.

Fees may be charged to students to defray expenses for courses in which students use consumable items.

All fees must be justified and itemized in writing by the teacher charging the fee. In addition, any fee must be approved by the building principal and must comply with DCS policy.

The Family Educational Rights and Privacy Act (FERPA)

The Desoto County School District will not, except for “directory information” disclose personally identifiable information from the educational records of a student without the prior written consent from the parent or the eligible student. Prior consent of the parent or eligible student is required when the school releases such information to other schools (including teachers), officials of another school district in which the student seeks to enroll, or other federal, state and educational agencies as enumerated in FERPA. The schools in the district will, upon occasion, use/publish personally identifiable information including honor rolls, school annuals, athletic rosters, class rolls and school sponsored club and activity rosters. Parents who wish their children to be excluded from this practice must advise, in writing, the principal of the school no later than 14 days after the students enrollment or receipt of this notice whichever is later. Appeals regarding the decisions of school principals regarding educational records may be made to the Superintendent of Desoto County Schools or designee.

FERPA affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the students’ educational records. These rights are:

1. The right to inspect and review the student’s educational records within 45 days of the day the school district receives a request for access. Parents or eligible students should submit to the superintendent or designee a written request

that identifies the record(s) they wish to inspect. The Superintendent or designee will make arrangements for the access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The rights to request the amendment of the student's educational records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible student may ask the district to amend a record that they believe is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or a grievance committee or assisting another school officer in performing his or her task. A school official has the legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the US Department of Education concerning alleged failures by the Desoto County School District to comply with the requirements of FERPA.

ANTI-HARRASSMENT POLICY

In accordance with Title IX of the Education Amendments of 1972, no student in the Desoto County School District shall be subject to sexual harassment. It is the intent of the school board to maintain an environment free of sexual harassment of any kind. Therefore, unwelcome sexual advances, request for sexual favors, and other verbal and physical conduct of a sexual nature amounting to or constituting harassment are prohibited. It shall be a violation of this policy for any student or employee to use sexual harassment toward any other student or employee. Desoto County Schools will investigate all formal, and informal, verbal and written complaints of sexual harassment.

An employee who is found to use sexual harassment toward a student or another employee will be disciplined. (MS Code 37-9-59)