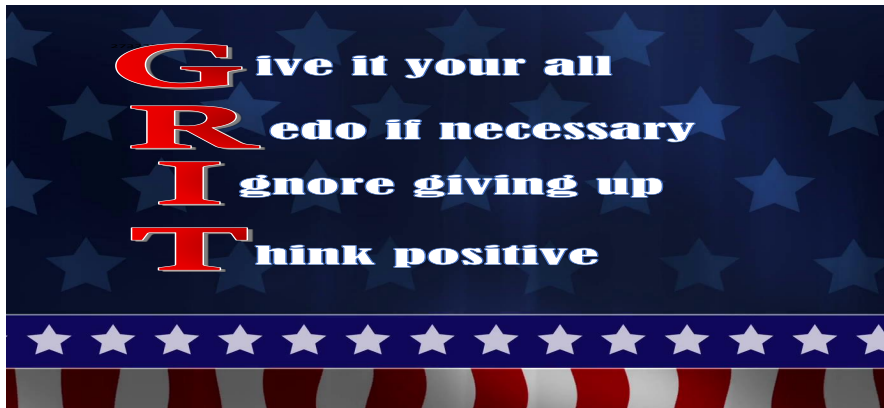


**2023-2024**  
**Lewisburg Middle School Student and Parent Handbook**  
**Grades 6 - 8**

**PRINCIPAL'S MESSAGE**

We welcome you to the 2023-2024 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
Jeff Smallwood.....	Assistant Principal
Ellen Shuttleworth.....	Bookkeeper
Becky Woods.....	ADA
Naomi Wardlaw.....	MSIS
Julie Rodgers.....	Front Desk
Elizabeth Brumbelow.....	Counselor
Kristi McCrory.....	Counselor
Tiffany Mooneyham.....	Counselor

**School Hours: 7:13 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 7<sup>th</sup> and 8<sup>th</sup> graders will report directly to the gym and all 6<sup>th</sup> graders will report directly to the cafeteria until the 7:07 bell rings to report to 1<sup>st</sup> period.

**Lewisburg Middle School  
Bell Schedule  
2023-2024 School Year**

**Doors open at 6:50**

1<sup>st</sup> Period – 7:13 – 8:05

2<sup>nd</sup> Period – 8:08 – 8:57

Break – 8:57 – 9:07

3<sup>rd</sup> Period – 9:10 – 9:58

4<sup>th</sup> Period – 10:01 – 10:49

5<sup>th</sup> Period- 10:52 – 12:17 (Lunch)

6<sup>th</sup> Period – 12:20-1:08

7<sup>th</sup> Period 1:11 – 1:59

8<sup>th</sup> Period 2:02 – 2:50

**Dismissal 2:50**

DCS CALENDAR  
2022-2023

August 1, 2023	Teachers' First Day
August 3, 2023	Students' First Day
September 4, 2023	Labor Day Holiday
October 9, 2023	Fall Break
November 20-24, 2023	Thanksgiving Holidays
December 15, 2022	End of First Semester
Dec. 18, 2023 – Jan. 1, 2024	Christmas Break
January 2, 2024	Staff Development Day
January 3, 2024	Staff Development Day
January 4, 2024	Students Return
January 15, 2024	Martin Luther King Jr.
February 16, 2024	Staff Development Day
February 19, 2024	President's Day Holiday
March 11 – 15, 2024	Spring Break
March 29, 2024	Good Friday Holiday
April 1, 2024	Easter Break
May 22, 2024	Students' Last Day
May 24, 2024	Teachers' Last Day

Tentative Make-Up Days: February 16, April 10, May 25

**INTERIM/PROGRESS REPORTS**

Progress reports will be issued the week of Sept. 11<sup>th</sup>, week of Nov. 6<sup>th</sup>, week of Feb. 5<sup>th</sup>, and the week of April 15<sup>th</sup>.

**REPORT CARDS**

Report Cards will be issued on October 12<sup>th</sup>, January 4<sup>th</sup>, March 21<sup>st</sup>, and May 22<sup>nd</sup>.

## **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](http://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/SelectedDocumentReadOnly/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 7<sup>th</sup>. 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>

## **BULLYING AND BULLYING PROCEDURES**

<https://desoto.msbapolicy.org/DistrictPolicies/ViewsAdmin/SelectedDocumentReadOnly/tabid/8412/Default.aspx?docId=254504>

<https://desoto.msbapolicy.org/DistrictPolicies/ViewsAdmin/SelectedDocumentReadOnly/tabid/8412/Default.aspx?docId=274318>

## **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. All parent conferences will be scheduled through our counseling department.

### **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, social media, autodialer, or email. 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 SCHOOLGY**

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 is a Learning Management System that may be used by all of our students. Any inappropriate use of these services is subject to disciplinary actions according to the Desoto County Schools code of conduct.

### **STUDENT CELL PHONES, SMART WATCHES, & AIRPODS**

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

<https://desoto.msbapolicy.org/DistrictPolicies/ViewsAdmin/SelectedDocumentReadOnly/tabid/8412/Default.aspx?docId=134801>

## **BUS POLICY**

<https://desoto.msbapolicy.org/DistrictPolicies/ViewsAdmin/SelectedDocumentReadOnly/tabid/8412/Default.aspx?docId=206729>

**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)*

