

Lewisburg High School

2023-2024

Student-Parent Handbook



This School Handbook has been written to provide important information concerning specific rules, policies and procedures related to the safety and operation of LHS. In order for schools to operate safely and efficiently, parents, guardians and students must be familiar with and abide by the expectations, procedures and rules outlined in the handbook.

The student handbook contains district policy and contains general guidelines and information. This handbook's content may be changed from time to time throughout the current school year. If you have any questions regarding this handbook, please contact the administration.



2023-2024
Lewisburg High School Student and Parent Handbook
Grades 9 – 12

PRINCIPAL’S MESSAGE

Welcome back Patriots! I am excited for the 2023-2024 school year! Over the past 3 years, Lewisburg teachers and students have achieved so much and continue to grow in every area. Whether academics, athletics, or extracurricular activities, we have achieved local, district, state, and national titles. But we can not stop there. If we merely try to maintain our current progress and success, regression will surely follow. Each individual of the Lewisburg High School Community must continue to the “Next Level.” What area in your life do you need to “Level Up?” Each of us have an area of our life that we can grow. Find your area, set goals, focus on the prize, and let’s Level Up together. I look forward to seeing all that you accomplish in 2023-2024!

#nXt|VI

Go Patriots!

Kris Perkins, Principal

ADMINISTRATION

Kris Perkins.....Principal
Logan Clark.....Assistant Principal

Regina Ross.....Assistant Principal
LaWanda Wallace.....Assistant Principal

COUNSELORS

Regina Ammons.....Counselor, Last Names A-G
Annie Martin.....Counselor, Last Names H-P
Shelly Dennie.....Counselor, Last Names Q-Z

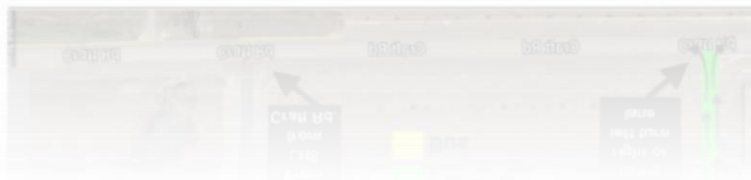
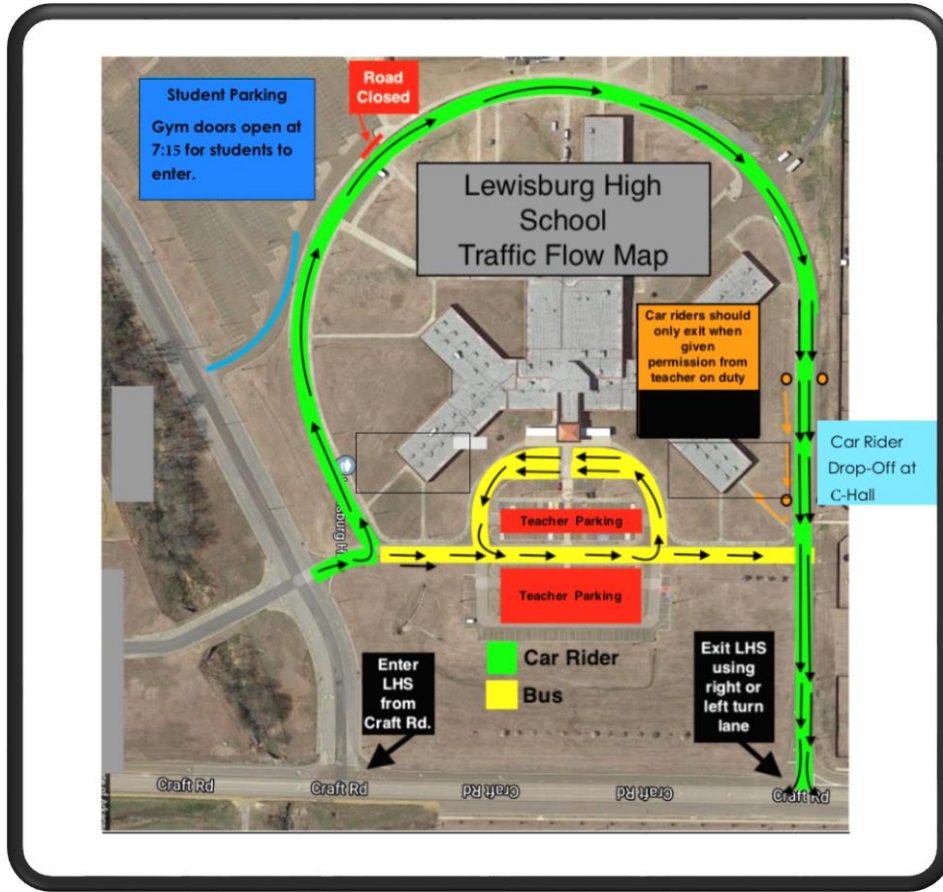
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General Information

School Hours:

- **7:30 A.M. – 2:55 P.M.**
- Car riders may begin entering C hall doors at 7:00 A.M.
- Afternoon pick up will in the same location at 2:55. (See traffic map on last page of this handbook).
- Please do not drop students off before 7:00 A.M. as there is no supervision prior to this time.
- Student drivers may begin entering the gym doors from the student parking lot at 7:15.
- Students should be picked up by 3:10 P.M. each day as there will be no supervision after that time.
- Upon arrival to school, students must remain on school grounds and in the building until check out through proper procedures in the main office or dismissal.



2023-2024 Bell Schedule

Doors Open.....7:00 am
 Tardy Bell7:30 am
 School Dismissal.....2:55 pm

Regular Bell Schedule

	Begin	End
1st Block	7:30	9:02
Patriot Time	9:02	9:34
Class Change	9:34	9:39
Patriot Vision	9:39	9:44
2nd Block	9:44	11:16
Class Change	11:16	11:21
3rd Block	11:21	1:19
Class Change	1:19	1:23
4th Block	1:23	2:55

Lunch Schedule

1 st lunch 11:21-11:48
2 nd lunch 11:53-12:19
3 rd lunch 12:24-12:50
4 th lunch 12:54-1:19

DeSoto County Schools
2023-2024 Calendar

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, 2023	First Semester Ends
December 18, 2023	Christmas Break
January 1-3, 2024	Staff Development Day
January 4, 2024	Students Return
January 15, 2024	Martin Luther King, Jr. Holiday

February 16, 2024 Staff Development Day

February 19, 2024 Presidents' 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, February 19, April 1, May 23

Additional Information

Absences and Excuses (Desoto County Board Policy JBD)

Instructional Day

Pursuant to Mississippi Code 37-13-91, a parent, guardian, or custodian of a compulsory- school-age child in this state shall cause the child to enroll in and attend a public school or legitimate nonpublic for the period of time that the child is of compulsory-school-age. Mississippi Code Section 37-9-14(2)(u) states that School District Superintendents are "to comply in a timely manner with the compulsory education reporting requirements prescribed in Section 37-13-92(6)." The State Department of Education shall prescribe a uniform method for schools to utilize in reporting the unlawful absences to the school attendance officer.

The instructional day is therefore defined as a school day in which pupils are in regular attendance for scheduled classroom instruction for not less than sixty-three percent (63%) of the required instructional time, as fixed by the local school board for each school in the school district. The school board will review and approve the instructional time for each school in the school district annually prior to the beginning of the school year.

Each of the following shall constitute an excused absence:

1. Illness or injury which prevents the student from being physically able to attend school.
2. When isolation is ordered by the county health officer, the State Board of Health, or an appropriate school official.
3. Death or serious illness of a member of the immediate family, which includes grandparents, parents, brothers, sisters, stepbrothers, and stepsisters. The absences must be approved by the principal or his/her designee.
4. A medical or dental appointment documented with the proper excuse from the attending physician/dentist upon return to school.
5. Attendance at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness.
6. Observance of a religious event, with prior approval of the principal or his/her designee. (Approval should not be withheld unless, in the professional judgment of the principal or his/her designee, the extent of absence would adversely affect the student's education.)
7. Attendance at an authorized school activity with the prior approval of the principal or his/her designee.
8. Participation in a valid educational opportunity, such as travel including vacations or other family travel, with prior approval of the principal or his/her designee.
9. An absence may be excused when it is demonstrated to the satisfaction of the principal or his/her designee, that conditions are sufficient to warrant the child's non-attendance. However, no absences shall be excused by the principal or his/her designee when any student suspension or expulsions circumvent the intent and spirit of the compulsory attendance law.

High School Students (9-12)

- Five (5) absences may be excused by a note from a parent/guardian. (**Note must include student's legal name, date of absence, reason for absence, parent/guardian signature, and date note was written.**)
- **Any** additional absence after the five (5) excused by a parent/guardian note **must** be excused by a note from a doctor or other documentation excusing said absence.
- Any documentation being given for excuse of absence(s) **must** be submitted to the principal or his/her designee within two (2) school days of returning to school, unless granted an exception by the principal for extenuating circumstances.
- When a student has exceeded five (5) unexcused absences, the DeSoto County Attendance Officer shall be notified in writing within two (2) days by the school principal or his/her designee.

Make-up Work Policy

When a student is absent from school (excused or unexcused), the number of days allowed to complete any required make-up work is commensurate with the number of days missed to a maximum of five (5) days.

For example, if a student is absent from school for one (1) day, the student has one (1) day to complete the required make-up assignments. If the student is absent for five (5) days, he/she will have five (5) days to complete his/her make-up work. If the student is absent for twelve (12) days, the student has five (5) days to complete the missed work.

The principal has the discretion to allow additional time or limit the number of required assignments in extreme situations.

Bullying and Harassing Behavior (Desoto County Board Policy JDDA)

DeSoto County Schools prohibit bullying or harassing behavior of students, school employees, or volunteers. DeSoto County Schools will make every reasonable effort to ensure that no person or school employee is subjected to bullying or harassing behavior by other students or school employees.

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.

The above conduct constitutes bullying if that conduct interferes with a student's education or substantially disrupts the operation of a school.

Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, 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 a disruption to the operation of 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.

The district encourages anyone who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior to report the incident to the appropriate school official. Retaliation or reprisal against any person, including a victim, a witness, or another person, who in good faith provides information concerning an incident of bullying or harassing behavior, is prohibited.

DeSoto County Schools recognizes the fundamental right of every student to take "reasonable actions" as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassing.

"Reasonable action" includes, but is not limited to, promptly reporting bullying or harassing behavior to a teacher, principal, counselor, or other school employee.

The School Board directs the superintendent or designee to design and implement procedures for reporting, investigation, and addressing bullying and harassing behaviors.

Bus Rules (Desoto County Board Policy JCDAD)

- Be waiting at your stop 5 minutes early. (This does NOT mean inside your house.)
- If you need to cross the street, wait for the traffic to stop; the driver will motion to you when it is safe to pass in front of the bus to load or unload.
- Obey the bus driver.
- No unauthorized items on the bus. (No weapons, tobacco, combustibles, pets, large items, etc.)
- Be nice and courteous.
- Keep the bus clean.

- No profanity and No Fighting.
- Student Safety Is Our #1 Concern. Keep your hands and head inside of the bus.
- Do not throw anything, anywhere.
- Stay in your seat.
- Driver may assign seats.
- No eating or drinking.
- Damage to the bus interior may result in students paying for the damage.
- Emergency door / windows may only be opened in case of emergency.
- Do not distract or bother the driver through loud talking or misbehavior.
- Report any problems you may have to the driver as soon as possible.
- DCS and drivers are not responsible for articles left on the bus.
- NOTICE: Use or possession of gang graffiti, gang drawings, gang writings, gang dress, or gang activity of any kind may result in expulsion from school.
- Violations will be reported to your school principal. Punishment may include removing you from the bus permanently. School principals will determine any punishments.

Students are only allowed to ride the bus home to the address listed given during registration and listed in PowerSchool.

Cell Phone Policy

Student cell phone/personal device usage will be greatly reduced given that each student has been issued a school owned device. It is the teachers' discretion when to allow or disallow personal device use during instructional time. The only authorized time for cell phone use is during class transitions and while in the cafeteria at lunch.

Students are not permitted to use their own personal electronic device (laptop, iPad, tablet) for instruction. Students are expected to bring their school-issued device to school each day, fully charged, to use for instructional purposes.

Check In/Out Procedures

- After 7:30 all students must check in through the main office.
- Check outs can only be done in person.
- No check-outs are allowed after 2:30 pm.
- A valid ID must be presented to check out any student.
- Only people who are listed in PowerSchool as being authorized to pick up a student will be allowed to checkout said student.

- Checkout notes will be allowed for appointments (i.e., doctor, court) only. The student must turn in their excuse within 48 hours after the absence. If an excuse note is not turned in, they will lose the privilege of checking out by note.
- Students are required to sign in if they arrive late and sign out if checking out. This sign in/out sheet is located in the main office.

Classification of Students (DeSoto County School Board Policy IEDB)

The classification of students is based on the following requirements.

- **Freshman** – Grade 9 – Has earned fewer than 6 Carnegie Units
- **Sophomore**– Grade 10 – Has earned at least 6 Carnegie Units and has successfully completed English I and 2 additional Core Carnegie Units.
- **Junior** – Grade 11 – Has earned at least 13 Carnegie Units and has successfully completed English II, Algebra I and 3 additional Core Carnegie Unites
- **Senior** – Grade 12 – Has earned at least 20 Carnegie Units and has successfully completed 3 English Carnegie Units and on track for graduation

Code of Discipline (DeSoto County School Board Policy JD)

FORWARD

The Uniform Discipline Code has been developed in consultation with students, parents, teachers, and administrators so they will know and understand that firm, fair and consistent discipline policies are to be maintained in all DeSoto County public schools. Use of this Code is intended to ensure a stable learning environment in an atmosphere which encourages academic excellence. It is expected that staff members, students and parents will work together to support and enforce the code regulations with equity and consistency for all students.

A copy of this Code shall be distributed to each student and the parents, legal guardian or custodian of each such student shall sign a statement verifying that they have been given notice of the Code.

INTRODUCTION

The uniform Discipline Code of the DeSoto County Schools provides a uniform standard of conduct for all public-school students. It describes inappropriate student behavior, ensures equal treatment for misconduct, and presets specific actions for remediating prohibited behaviors. The Code is based on the premise that rules must be enforced fairly, firmly, and consistently and in a fashion equitable and just, while complying with state mandates and regulations. It recognizes that as students progress in school and advance in age and maturity, they will assume greater responsibility for their actions. It is also recognized that differences in age and maturity require different types of disciplinary action.

In this Code, discipline is defined as the implementation of and adherence to behavioral rules and regulations which will ensure an educational environment free of mental and physical hazards to students, teachers, and staff. Such an environment is conducive to the practice of good citizenship and encourages learning. The enforcement of the Code will help ensure a safe and orderly school climate for students and staff alike.

Specific provisions of the Code include:

10. A parent, guardian or custodian of a compulsory school age child enrolled in the DeSoto County Schools shall be responsible financially for his or her minor child's destructive acts against school property or persons.
11. A parent, guardian or custodian of a compulsory school age child enrolled in the DeSoto County Schools may be requested to appear at school by the school attendance officer or the principal, for a conference regarding the destructive acts of their child, or for any other discipline conference regarding the acts of the child.
12. Any parent, guardian or custodian of a compulsory school age child enrolled in the DeSoto County Schools who refuses or willfully fails to attend such discipline conference specified in paragraph (2) of this section may be summoned by proper notification by the superintendent of schools or the school attendance officer and be required to attend such discipline conference.
13. A parent, guardian or custodian of a compulsory school age child enrolled in the DeSoto County Schools shall be responsible for any criminal fines brought against such student for unlawful activity occurring on school grounds or buses.
14. Any parent, guardian or custodian of a compulsory school age child who
15. Fails to attend a discipline conference to which such parent, guardian or custodian has been summoned under the provisions of this section, or
16. Refuses or willfully fails to perform any other duties imposed upon him or her under the law shall be guilty of a misdemeanor and, upon conviction shall be fined not to exceed an amount provided by law.

17. The DeSoto County Schools shall be entitled to recover damages in an amount not to exceed an amount as provided by law, plus necessary court costs, from the parents of any minor (7-17) who maliciously and willfully damages or destroys property belonging to this school district. However, this section shall not apply to parents whose parental control of such a child has been removed by court order or decree.
18. As an alternative to suspension, a student may remain in school by having the parent, guardian, or custodian, with the consent of the student's teacher or teachers, attend class with the student for a period of time specifically agreed upon by the teacher and school principal. If the parent, guardian, or custodian does not agree to attend class with the student or fails to attend class with the student, the student shall be suspended in accordance with this Code.

CODE OF DISCIPLINE - GRADES K-12

Student Conduct:

Acts of Misconduct

These acts of misconduct include those student behaviors which disrupt the orderly educational process in the classroom or on the school grounds including the following:

Level I

1 – 1 Tardiness

1 – 2 Running and/or making excessive noise in the hall or building

1 – 3 Inappropriate personal contact including but not limited to pushing and shoving, inappropriate gestures and public displays of affection, recklessness, or any inappropriate contact which does not result in physical harm, or any additional contact which the principal determines to be in this level.

1 – 4 In unauthorized area without pass (halls, etc.)

1 – 5 Dress code violation

* 1 – 6 Displaying any behavior which is disruptive to the orderly process of education

Disciplinary Action

First Violation

Minimum: Teacher-Student Conference

Maximum: Teacher-Student-Parent Conference

Repeated or Flagrant Violation

Minimum: Teacher-Student-Administrator-Parent Conference (Home Suspension)

Maximum: Corporal Punishment, in-school suspension, detention, and/or school suspension
* Students, who after having a student-teacher conference, a teacher-student-parent conference, home suspension, Teacher Support Team interventions, continue displaying behavior which is disruptive to the orderly process of education, can be suspended from school, pending a disciplinary hearing.

Level II

* 2 – 1 Leaving the school grounds without permission

* 2 – 2 Skipping class

* 2 – 3 Insubordination - refusal to follow written or verbal school rules after receiving specific directions from a person in authority including, but not limited to breaking school or classroom rules, failure to respond to staff request, refusal to complete assigned task, or exhibiting disrespect towards adults.

* 2 – 4 Students shall not possess, smoke, or use tobacco or any product containing tobacco or nicotine while on campus, while attending school-sponsored activities, or while under the supervision and control of district employees. This includes the possession and/or use of any electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including but not limited to electronic cigarettes, vapes, vaporizers, cigars, pipes, hookahs, or any electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device.

* 2 – 5 Exhibiting any hostile physical or verbal actions

**2 - 6 Unauthorized and/or inappropriate use of electronic devices (as defined in Board Policy IJBA).

2 - 7 Cheating on tests or exams (The grade "0" will be assigned regardless of other punishment).

Disciplinary Action

First Violation

Minimum: Administrator-Conference, ALC, mandatory student-parent-administrator conference, corporal punishment

Maximum: School suspension (one to three days)

Repeated or Flagrant Violation

Minimum: School suspension (three days)

Maximum: School suspension (three days) and/or ALC for up to ten (10) days and/or Teacher Support Team interventions

* Students who, after having a student-teacher conference, a teacher-student-parent conference, a mandatory student-parent-administrator conference, and Teacher Support Team interventions, and a Functional Behavior Assessment, continue displaying behavior which is disruptive to the orderly process of education, can be suspended from school, pending a disciplinary hearing.

** Additional disciplinary action for unauthorized and/or inappropriate use of personal electronic devices (as defined in Board Policy IJBA):

- | | |
|--------------|--|
| 1st Offense: | First offense will result in confiscation of the device with parental contact. The electronic device will be returned at the end of the school day to the student or his/her parent/guardian as determined by the building principal. |
| 2nd Offense: | Second offense will result in confiscation of the electronic device and a mandatory parent/administrator conference. The electronic device will not be returned directly to the student; parent/guardian must meet with a school-level administrator to collect the electronic device. |
| 3rd Offense: | Third offense will be considered repeated and/or flagrant and the penalty for such acts will be determined by the building administrator. The phone will be confiscated and penalties could include, but are not limited to the following: <ul style="list-style-type: none">• Check-in/Check-out procedures for the electronic device during the school day (1-10 days)• ALC/In-School Suspension (1-3 days) |
| 4th Offense: | Fourth offense will result in school suspension (1-3 days), and a loss of electronic device privileges pending reinstatement by the building principal. |

Level III

3 – 1 Fighting

3 – 2 Gambling

* 3 – 3 Theft of personal and/or school property

3 – 4 Acts which threaten the safety and well-being of students and/or staff: engaging in any behavior (by word or act) that encourages, incites, or instigates threatening or aggressive acts which can create the risk of harm to another person.

3 – 5 Extortion- use of intimidation, coercion or force

* 3 – 6 Vandalism of personal and/or school property

3 – 7 Using profane, obscene, indecent, immoral, or offensive language and/or gestures, and/or possession of obscene, indecent, immoral, or offensive materials.

3 – 8 Sexual conduct, including unwelcomed sexual contact, or recording and/or transferring sexually suggestive images through personal electronic devices.

3-9 Bullying (as defined in Board Policy JDDA)

Disciplinary Action

First Violation

Minimum: School suspension from one to three days, ALC, corporal punishment

Maximum: School suspension (three days), report to authorities when applicable

Repeated or Flagrant Violation

Minimum: School suspension (three days), ALC (ten days), and/or Levels 3-4 and 3-8 Teacher Support Team interventions

Maximum: School suspension (three days) and possible assignment to DeSoto County Alternative Center pending the results of a disciplinary hearing.

* For theft or vandalism restitution shall be made regardless of other punishment

Level IV

4 – 1 Possession, use or under the influence of alcohol, synthetic drugs, counterfeit drugs, illegal drugs, narcotics, controlled substance(s) or paraphernalia.

4 – 2 Assault on a student. Assault is defined as purposely or recklessly causing or attempting to cause bodily injury (including pain or discomfort) to another.

4 – 3 Assault on a school employee. Assault is defined as purposely or recklessly causing or attempting to cause bodily injury (including pain or discomfort) to another.

4 – 4 Directing profanity, vulgar or threatening language, and/or obscene gestures toward a staff member.

4 - 5 Participating in sexual activity including but not limited to sexual intercourse, sexual contact or exposing intimate body parts while attending a school-sponsored or school-related activity on or off school property.

Any student in violation of the above shall be suspended by the principal for three days and ordered to appear for a disciplinary hearing before a District Hearing Officer.

Disciplinary Action

Minimum: Assignment to the DeSoto County Alternative Center and a report will be made to the appropriate law enforcement authorities.

Maximum: Expulsion

Students below grade 6 may be given other punishment.

Level V

5 – 1 Possession and/or use of a weapon as defined in MS CODE § 97-37-17. Weapons possession on educational property. The definition of weapon for the sake of this policy also includes any instrument used as a weapon which is capable of causing death or serious physical injury. Also, any toy or look-alike weapon that looks enough like an authentic weapon to be reasonably mistaken as authentic. Examples of weapons include, but are not limited to guns, rifles, pistols, toy guns, knives, toy knives, craft knives, utility tools, scissors, air or gas operated weapons, AirSoft pistols, BB guns, air rifle, air pistol, daggers, slingshots, razors, dynamite cartridges, bombs, grenades, mines, etc.

Disciplinary Action

Minimum: Possession other than gun will result in assignment to the DeSoto County Alternative Center and a report will be made to the appropriate law enforcement authorities.

Maximum: Possession of a fire arm/gun or use of other weapon will result in expulsion from

school for a period of not less than one year (under certain circumstances expulsion can be from the student's assigned school to the DeSoto County Alternative Center).

For students below grade 6, the hearing officer may recommend other punishment if the behavior does not require expulsion and the student is likely to benefit from remediation.

5 – 2 Sale or distribution, or conspiring to sell counterfeit drugs, synthetic drugs, illegal drugs/alcohol, narcotics or controlled substance(s)

Disciplinary Action

Minimum: Assignment to the DeSoto County Alternative Center and a report will be made to the appropriate law enforcement authorities.

Maximum: Expulsion

For students below grade 6, the hearing officer may recommend other punishment if the behavior does not require expulsion and the student is likely to benefit from remediation.

5 – 3 Students are prohibited from wearing, displaying, or possessing in any manner on school property or at school-sponsored events clothing, apparel, accessories, drawings, or messages associated with any gang or social club that is associated with criminal activity, as defined by law enforcement agencies.

Disciplinary Action

Minimum: Mandatory student/parent/resource officer/administrator meeting to investigate situation and determine proper discipline consequence.

Repeated: Assignment to the DeSoto County Alternative Center

Maximum: Expulsion for repeated violations and/or gang activity that includes but is not limited to:

- Acts which disrupt the process of orderly education
- Recruitment with use of intimidation
- Tagging or marking
- Assault
- Battery

For students below grade 6, the hearing officer may recommend other punishment if the behavior does not require expulsion and the student is likely to benefit from remediation.

5-4 Threats of violence or harm: Any spoken, written, gestured or electronically communicated threat that disrupts the educational environment of the school and/or suggests a student intends to cause bodily harm or carry out an act of violence against district property, students, employees, or others (e.g. bomb threats, school shooting threats, etc.-=).

Disciplinary Action

Students found to have made threats of violence or harm against district property, students, employees or others will be subject to expulsion from school for a period of not less than one year (under certain circumstances expulsion can be from the student's assigned school to the DeSoto County Alternative Center).

In addition to these penalties, provisions of the Mississippi Criminal Code are applicable to illegal behavior. Principals are required to report illegal activities to the police. Students committing any crime or involved with any criminal behavior are subject to arrest by local law enforcement.

The DeSoto County Board of Education permits individual schools to adopt additional regulations governing actions not covered by Conduct Code. However, such additional regulations may neither substitute for nor negate any of the provisions, in spirit or intent of the Conduct Code, and **must be approved in writing by the School Superintendent.**

DUE PROCESS

In cases where the imposition of punishment is for a suspension of three (3) days or less, the student will be orally informed of the charges lodged against him. The student shall have a right to respond and refute these charges. There may be a delay between the time that "notice" is given and the time of the parent/student right to respond. A parent will be notified of the suspension by telephone, if possible, and in writing. The student's parent/guardian has a right to discuss this matter further and have the charge and punishment explained by the administration along with all other rights provided by board policy.

DISCIPLINARY HEARINGS

When a student appears before a disciplinary hearing, the student will be subject to additional punishment up to and including suspension of more than three (3) days, assignment to an alternative educational setting for more than ten (10) days, or an expulsion from school.

For additional information on due process and disciplinary hearings, please refer to Board Policy JDAAA - Disciplinary Procedures.

ALTERNATIVE PLACEMENT PROCEDURES

After a student is referred for consideration of placement at DeSoto County Alternative Center (DCAC), the District Review Board and Transition team will determine appropriate placement for the student. Once a student is accepted into DCAC, the District Review Board and Transition Team will develop an Individualized Instruction Plan (IIP) for each student. The plan will follow the program and class schedule of the home school. DCAC follows the frameworks that are established by the state of Mississippi for the subject matter to be taught in each course. Certified personnel will send a daily feedback sheet home that requires a parent signature for all students attending DCAC.

An Individualized Education Plan (IEP) committee meets to determine every change of placement for our special education students. Students with special education rulings follow their IEP while at DCAC.

Parents are notified of the recommendation for placement at DCAC during the disciplinary hearing. The home school will contact the parent once acceptance is granted by the District Review Board. All parents and students will meet with a DCAC administrator to discuss the DCAC program and requirements. The student shall complete a minimum of thirty (30) successful days prior to returning to his/her home school.

The District Review Board consists of school-level administrators, district-level administrators, and counselors as determined by the Director of Pupil Services.

FELONY CHARGES AND CONVICTIONS FOR OFF-CAMPUS CONDUCT

If a student commits a crime off campus and is formally charged with a felony or an act that substantially disrupts or has the potential to disrupt the educational process the student will be recommended for reassignment or expulsion.

Conferences

Administrators and teachers will be happy to speak with you about your student's progress. Please email the teacher or your students counselor to schedule a conference. Should you need to meet with an administrator, please call the main office.

Please be advised that we will be unable to accommodate drop-in conferences.

Dress Code (DeSoto County School Board Policy JCDB)

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. Students' 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 covers every detail of proper grooming. Violations of the Dress Code will be dealt with in accordance with the Desoto County Schools Code of Discipline. It will be treated as

insubordination and will be handled as stated in the Code of Discipline of the Desoto County Schools. Insubordination is a Level II violation.

First Violation: Administrator-Parent conference, home suspension, ALC, or in-school suspension.

Second Violation: School suspension (three days)

Repeated Times: Suspension from school pending a disciplinary hearing

1. Hair must be neat, clean and worn in a manner that does not interfere with vision or cause a 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 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, such as, alcohol, drugs, tobacco, gambling
 - b. Profane, suggestive or violent language
 - c. Derogatory symbols; remarks directed to any ethnic group
4. Sufficient underclothes must be worn appropriately and must not be exposed.
5. Tank tops, tube tops, muscle shirts, spaghetti straps, thin straps, or tops that expose the midriff, any part of the bust, excessive part of the back, are excessively tight or are distracting in class are not permitted. No slits in shirts are to be above the waistline of pants or skirts. Shirts are to be tucked in. Blouses/tops made to be worn outside should be at least three (3) inches below the waistline and no longer than five (5) inches below the waistline.
6. Students in grades 6 thru 12 may wear walking shorts or Bermuda shorts that are knee length. They should not be excessively tight or baggy. Athletic shorts are not permitted unless they are a part of an approved gym class or athletic class/activity.
7. Knee length dresses and skirts are allowed. No slits in these skirts or dresses above the kneecaps are allowed.
8. No spandex articles of clothing are allowed.
9. Shoes must be worn at all times, and no house shoes are allowed. Shoes with laces should be laced and tied.

10. No visible tattoos will be allowed. Neither male nor 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 organized athletics have the option to ban all jewelry due to safety reasons and/or 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 must 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 meets the dress length guidelines specified in #7. (Per item #7, the top should hit the knee.)
15. Pants must have no exposed skin above the knee.
16. Hats, caps, sweatbands, or other head coverings are not to be worn in the buildings or on the grounds of the school except for medical reasons as prescribed by a physician. Head coverings as part of a religious belief will be allowed if there is sufficient proof the student is a practicing member of the religious sect. Head coverings may be worn if authorized by the faculty and/or administration, if it is part of a uniform (i.e., wearing a full baseball uniform during games or practice) or as deemed necessary. (Face coverings (Masks and face shields) permitted during COVID-19.)
17. Specific outfits designated for extracurricular activities and decisions concerning any questionable clothing will be left to the discretion of the principal.
18. Local principals or their designee have the power and discretion to make all decisions on their campus

Added specifically by and for Lewisburg High School:

19. Blankets are not permitted. If a student is cold they may wear a sweater, sweatshirt, or jacket.

Deliveries to School

- Students need to ensure that they bring everything they need for a successful school day with them in the morning.
- Items delivered to the school during the day will be available for pickup during class changes. Items will not be delivered to classrooms and students will not be called out of class to get their delivery.
- Outside food or drinks will not be delivered to students.

Early Graduation (Desoto County Board Policy IFG)

Early graduation involves the completion of all high school academic requirements in less than a traditional four-year program. Any high school student who will complete the number of Carnegie units and other existing standards required by both the state and the district prior to completing eight (8) semesters of high school work may petition to graduate early.

- Students may petition the high school principal to graduate one semester early, and the principal may grant the request without board approval.
- If a student requests to graduate more than one semester early, the principal must submit the request by December 1 of the current school year for board approval. The student must meet one of the following criteria to make the request:
 - A non-Senior who will turn 18 before December 1st of the current school year.
 - A student who has been retained in one or more grades.
 - A student with a hardship situation (child, family, etc.)
 - If none of these apply, the student must be on track to receive a traditional diploma with an academic endorsement.
 - If there is an emergency situation and a request is made after December 1st, a district committee will review the request to determine if submission to the school board is warranted.
- 3. A student's plan may be terminated at any time due to academic, behavioral, or attendance issues.

Early Release/Late Arrivals (DeSoto County School Board Policy JGFCB)

Seniors must be enrolled in two courses all four terms. Seniors are eligible for early release and/or late arrival if they meet the following requirements:

- Must have met College or Career Readiness Benchmarks ACT sub scores of 17 in English and 19 in Math or earned a Silver level on ACT WorkKeys suite of assessments. For seniors that have not met the benchmarks, to qualify for early release (work release) students must meet the following requirements:
- Have a GPA of 2.5 and have passed or meet the assessment option requirements for all four end-of-course assessments
AND
- Are on track to meet the diploma requirements
AND
- Are concurrently enrolled in the appropriate Essentials for College Math or another mathematics course above their Junior year mathematics course and/or Essentials for College Literacy or another English Language Arts course above their Junior level English Language Arts course
OR
- Have a GPA of 2.5 and have passed or meet the assessment option requirements for all four end-of-course assessments
AND

- Are on track to meet the diploma requirements
AND
- Students meet postsecondary requirements for placement and are enrolled in ENG Comp I and/or MAT College Algebra or have previously earned credit for ENG Comp I and/or MAT College Algebra

If a student is released early and desires to return for extracurricular activities, he/she is allowed to do so.

Any student desiring early release or late arrival must have a signed parental permission form on file.

Equal Educational Opportunities (DeSoto County School Board Policy JAA)

Each student in the DeSoto County School District will have equal educational opportunities regardless of race, color, creed, sex, handicap, religion or marital status. No student shall be excluded on such basis from participating in or having access to any course offerings, athletics, counseling, employment assistance, or extra-curricular activities.

Further, the DeSoto County School District prohibits sexual harassment of or by any student. This policy applies to conduct during and relating to school and school-sponsored activities. Any student who engages in the sexual harassment of anyone in the school setting may be subject to disciplinary action.

Exterior Door Policy

- Students, please be aware that at no time should an exterior door be opened or propped open to let someone in the building. Opening exterior doors could result in suspension.
- Students with late arrival should follow the section of the student handbook labeled “Late Arrival.”

Fifth Year Seniors (Desoto County Board Policy IHDB)

If a student returns to a DeSoto County High School as a fifth year senior, the student will only enroll in the needed courses. The student will not be required to attend two courses all four terms.

Gang Policy (Desoto County Board Policy JCBB)

The DeSoto County School District prohibits gang activity, defined hereinafter. Students who engage in gang activity will be subject to discipline pursuant to the District's Code of Discipline, up to and including possible expulsion.

A "gang" is defined as a group that initiates, advocates, or promotes illegal activities, activities that threaten the safety or well being of persons or property on school grounds, or at supervised school functions, or activities that are harmful to the education process.

Prohibited "gang activity" includes, but is not limited to:

1. Soliciting students to become gang members;
2. Participating in gang initiation or other gang ceremonies;
3. Deliberately wearing, displaying or possessing prohibited gang symbols;
4. Engaging in gang-related violence or threats of violence;
5. Threatening others, including threats by brandishing a weapon or a replica of a weapon on school campuses, or at supervised school functions; or
6. Engaging in any behavior undertaken in such a manner as to be reasonably likely to incite violence or endanger persons or property.

Prohibited "gang symbols" may include any type of clothing decoration, jewelry, patches, bandanas, gang names, depiction of gang signs or symbols, and/or body signal/movement which is recognized as denoting a gang or is a sign, signal or movement utilized in connection with gang communications, including, but not limited to those appearing with the "Gang Awareness" pamphlet attached hereto as well as the additions thereto in the future. School officials will keep a booklet containing known "gang symbols" in each school office. Students and parents who may have questions regarding this policy should contact the school principal for further clarification of any part of the policy.

Students may be disciplined for engaging in any activity prohibited by this policy including the prohibited "gang activity" enumerated in the third paragraph hereof. District officials will

cooperate with local law enforcement to provide the school with gang information to aid in the prevention of violence, gangs, and drugs in our schools. This information shall include, but is not limited to: gang names, colors, symbols, signals, and gestures associated with gangs (all of which are prohibited gang activity). Amendments and updates to the list of prohibited gang symbols and gang activity and/or handbook must be submitted to the Director of Pupil Services for approval. Thereafter, the Director of Pupil Services will distribute the amended and/or updated information to the appropriate district officials.

Each school shall make regular announcements to the student body advising that gang activity and gang symbols are strictly prohibited.

Notwithstanding anything to the contrary contained herein, nothing herein prohibits the display of recognized religious symbols such as the Star of David or the Crescent or the Cross unless these or other religious symbols are altered or augmented in some way.

Notwithstanding anything to the contrary contained herein, wearing of clothing or particular colors in and of itself is not prohibited unless the clothing (color or otherwise) is worn in combination with other prohibited gang signs or symbols. The wearing or displaying in any manner of gang names however, is prohibited

Grading Policy (DeSoto County School Board Policy IHA)

General Provisions for Grading

Minimum Standards

Students must demonstrate mastery of the content required for each grade/course.

Content for grades 6-12 is determined by Mississippi College and Career Readiness Standards for Language Arts, Mathematics, Science, and the Mississippi Content Frameworks for all remaining subjects.

Monitoring Student Progress

Each teacher has the responsibility of identifying pupils who are not making satisfactory progress toward the achievement of grade level or course objectives.

Teachers are encouraged to notify parents during each grading period if students do not meet minimum requirements. Progress Reports will be sent at week four or week five of the nine-week period.

Teachers are not required by district policy to take a specified number of grades. However, any grades taken must be posted to the electronic grade book bi-weekly.

The following guidelines apply to all subject areas:

1. The DeSoto County School District requires that the Mississippi College and Career Readiness Standards for Language Arts and Mathematics and the Mississippi Curriculum Frameworks for all other subject areas be included in the course scope and sequence. The district provides a curriculum manual for each teacher.
2. Required lesson plans are developed and include all of the components outlined and approved by the school district.

Grades 9-12

Each term grade is computed by averaging the grades for that term. Eighty percent 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, mid-term tests, etc. Twenty percent of the grade will be the grade received on the end of course final exam for half credit courses and end of term exams for full credit courses. In full credit courses, the final grade will be the average of the two term grades.

Advanced Courses, Advanced Placement Courses, and Dual Enrollment/Credit Courses will be weighted as outlined in policy IHEA.

Exemption Policy (Grades 9-12)

The absence requirement in the DeSoto County Schools exemption policy has been reinstated for the 2022-2023 school year.

For the 2022-2023 school year in order for a student to be exempt from a final exam, he/she must

- Have an eighty-five (85) or above average and does not have more than four (4) days/periods unexcused absences for final exams in full credit courses.
- Have an eighty-five (85) or above average and does not have more than two (2) days/periods unexcused absences for final exams in half credit courses.
- Have not been assigned to an Alternative Learning Class (ALC) for more than five (5) days, have not been suspended and/or placed in DeSoto County Alternative Center (DCAC) or the Juvenile Detention Center (JDC) at any time during the semester. (August - December or January - May)

DCS GRADING SCALE

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

Grade Revisions

In accordance with House Bill 696 and State Board Policy 403, DeSoto County Schools will follow the following guidelines regarding the changing of student grades.

Any change of grades, other than the final grade, shall be addressed with the teacher who issued the grade and the building level administrator.

Any change of a final grade (as recorded on the cumulative folder or permanent record) shall be presented and approved by a panel consisting of, at a minimum, the teacher issuing the grade, the building level administrator, and a central office administrator.

Written documentation (which includes the signatures of all panel members) of all actions must be included in the cumulative folder and available for review by the Mississippi Department of Education. Any changes or corrections must be made on the cumulative folder and permanent record as required by the Mississippi Cumulative Folders and Permanent Records Manual of Directions.

DeSoto County Schools does not mandate or require the awarding of a minimum grade.

Graduation Requirements (DeSoto County School Board Policy IHF)

All 2018-2019 incoming freshmen must meet one of the following graduation options: 1) Traditional 24 Credit Diploma, 2) Traditional 26 Credit Diploma with a Career Technical Endorsement, 3) Traditional 26 Credit Diploma with an Academic Endorsement, or 4) Traditional 28 Credit Diploma with a Distinguished Academic Endorsement. Incoming freshmen (2018-2019 and beyond) with Significant Cognitive Disabilities are eligible to earn an Alternate Diploma.

All students are required to meet the Mississippi Department of Education state assessment requirements.

Contents of each required and elective course must include the core objectives identified in the Mississippi College and Career Readiness Standards. Course titles and identification numbers must appear in the current edition of the Approved Courses for Secondary Schools in Mississippi. Students enrolled in grades 7 -12 may be awarded a Carnegie unit credit provided

the course content is a Carnegie unit bearing course in the current edition of the Approved Courses for the Secondary Schools of Mississippi Manual and meets the specifications outlined in the Mississippi Public School Accountability Standards. Enrollment in online courses listed in this manual must have prior approval granted by the principal.

Traditional Diploma - 24 Credit
(Entering ninth graders in 2018-2019 and thereafter)

See Appendix A-6 of the Mississippi Public Accountability Standards for additional details regarding allowable courses for each curriculum area.

Curriculum Area	Carnegie Units	Required Subjects
English	4	English I, English II
Mathematics	4	Algebra I
Science	3	Biology I
Social Studies	3 ½	World History, U.S. History, U.S. Government, Economics, Mississippi Studies
Physical Education	½	
Health	½	
The Arts	1	
College and Career Readiness	1	*Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence.
Technology or Computer Science	1	
Additional Electives	5 ½	
Total Units Required	24	

Requirements:

- Student should identify an endorsement area prior to entering 9th grade. Endorsement requirements can only be changed with parental permission.
- For early release, students must have met the College or Career Readiness Benchmarks (ACT sub scores: 17 English and 19 Math or earned a Silver level on ACT WorkKeys suite of assessments. For seniors that have not met the benchmarks, to qualify for early release (work release) students must meet the following requirements:
- Have a 2.5 GPA and have passed or meet the assessment option requirements for all four end-of-course assessments
AND
- Are on track to meet diploma requirements
AND
- Are concurrently enrolled in the appropriate Essentials for College Math or another mathematics course above their Junior year mathematics course and/or Essentials for College Literacy or another English Language Arts course above their Junior level English Language Arts course.
OR

- Have a GPA of 2.5 and have passed or meet the assessment option requirements for all four end-of-course assessments
- AND
- Are on track to meet the diploma requirements
AND
- Students meet postsecondary requirements for placement and are enrolled in ENG Comp I and/or MAT College Algebra or have previously earned credit for ENG Comp I and/or MAT College Algebra

Traditional Diploma with a Career and Technical Endorsement
26 Credits
(Entering ninth graders in 2018-2019 and thereafter)

See Appendix A-7 of the Mississippi Public Accountability Standards for additional details regarding allowable courses for each curriculum area.

Curriculum Area	Carnegie Units	Required Subjects
English	4	English I, English II
Mathematics	4	Algebra I
Science	3	Biology I
Social Studies	3 ½	World History, U.S. History, U.S. Government, Economics, Mississippi Studies
Physical Education	½	
Health	½	
Arts	1	
College and Career Readiness	1	Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence.

Technology or Computer Science	1	
CTE Electives	4	Must complete a four-course sequential program of study
Additional Electives	3 ½	
Total Units	26	

Additional Requirements:

- Earn an overall GPA of 2.5.
- Earn a Silver level on ACT WorkKeys.
- Earn two additional Carnegie Units for a total of 26.
- Must successfully complete one of the following:
 - One dual credit course
 - Work-based Learning
 - Earn a State Board of Education-approved national credential
 - One (1) AP, Diploma Program-IB, or Cambridge (AICE) course aligned to their career pathway. Students must earn a C or higher and take the appropriate exam

Traditional Diploma with an Academic Endorsement - 26 Credits
(Entering ninth graders in 2018-2019 and thereafter)

See Appendix A-8 of the Mississippi Public Accountability Standards for additional details regarding allowable courses for each curriculum area.

Curriculum Area	Carnegie Units	Required Subjects
English	4	English I, English II
Mathematics	4	Algebra I plus two additional math courses above Algebra I
Science	3	Biology I plus two additional science courses above Biology I
Social Studies	3 ½	World History, U.S. History, U.S. Government, Economics, Mississippi Studies
Physical Education	½	
Health	½	
The Arts	1	
College and Career Readiness	1	*Must occur in the student's junior or senior year, or in the

		student completion of a 4-year sequence.
Technology or Computer Science	1	
Additional Electives	7 ½	Must meet 2 advanced electives of the CPC requirements for MS IHLs
Total Units Required	26	

Additional Requirements:

- Earn an overall GPA of 2.5.
- Two (2) elective courses must meet MS IHL CPC requirements.
- Must successfully complete one (1) of the following
 19. ACT sub scores of 17 in English and 19 in Math
 20. Essentials of College Math or Essentials of College Literacy (in senior year)
 21. SAT equivalency subscore
- Earn two additional Carnegie Units for a total of 26
- Must successfully complete one of the following:
 - One AP course with a C or higher and take the appropriate AP exam
 - One Diploma Program IB course with a C or higher and take the appropriate IB exams
 - One dual credit course with a C or higher in the course

Traditional Diploma with a Distinguished Academic Endorsement

28 Credits

(Entering ninth graders in 2018-2019 and thereafter)

See Appendix A-9 of the Mississippi Public Accountability Standards for additional details regarding allowable courses for each curriculum area.

Curriculum Area	Carnegie Units	Required Subjects
English	4	English I, English II
Mathematics	4	Algebra I plus two additional math courses above Algebra I
Science	4	Biology I plus two additional science courses above Biology I
Social Studies	4	World History, U.S. History, U.S. Government, Economics, Mississippi Studies
Physical Education	½	
Health	½	
The Arts	1	
College and Career Readiness	1	*Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence.

Technology or Computer Science	1	
Additional Electives	8	Must meet 2 advanced electives of the CPC requirements for MS IHLs
Total Units Required	28	

Additional Requirements:

- Earn an overall GPA of 3.0.
- Two (2) elective courses must meet MS IHL CPC recommended requirements.
- Earn national college readiness benchmarks on each subtest established by ACT of 18 in English and 22 in Math or the SAT equivalency sub score.
- Earn four additional Carnegie Units for a total of 28.
- Must successfully complete one of the following:
 - One AP course with a B or higher and take the appropriate AP exam
 - One Diploma Program IB course with a B or higher and take the appropriate IB exams
 - One academic dual credit course with a B or higher in the course

Alternate Diploma Option

(Entering ninth graders of 2018-2019 and thereafter for students with significant cognitive disabilities)

See Appendix A-10 of the Mississippi Public Accountability Standards for additional details regarding allowable courses for each curriculum area.

Curriculum Area	Carnegie Units	Required Subjects
English	4	Alternate English I-IV
Mathematics	4	Alternate Math I-III Alternate Algebra
Science	2	Alternate Biology Alternate Science II
Social Studies	2	Alternate History Alternate Social Studies
Physical Education	½	
Health	½	Alternate Health
Arts	1	
Career Readiness	4	Career Readiness I-IV (Strands: Technology Systems, Employability, and Social)
Life Skills Development	4	Life Skills Development I-IV
Additional Electives	2	
Total Units Required	24	

Requirements:

- The Alternate Diploma is not equivalent to a traditional high school diploma and is not recognized by postsecondary entities that require a traditional high school diploma.
- All students are required to participate in the Mississippi Assessment Program-Alternate Assessment (MAAP-A) and achieve a level Passing or Proficient.
- Students who have met the criteria on their IEP for having a Significant Cognitive Disability (SCD) may participate in a program of study to earn the Alternate Diploma.

High School Grading Scales (DeSoto County School Board Policy IHA)

English, Foreign Language

Tests.	40%
Daily Grades	15%
Quizzes/Hwk.	25%
Exam	20%

Science

Tests/Projects.	40%
Daily Grades/Hwk.	15%
Quizzes/Labs.	25%
Exam	20%

Math

Tests	40%
Daily Grades	25%
Quizzes/Hwk.	15%
Exams	20%

Histories

Tests/Projects	40%
Daily Grades & Quizzes/Hwk.	40%
Exam	20%

Electives

Tests/Projects/ Quizzes/Labs.	50%
Daily Grades/Hwk.	30%
Exam	20%

*AP Courses will be weighted based on College Board approved syllabus per course.

Late Arrival Students

- Students who have late arrival to 2nd Block can enter through the B hall doors between 9:34-9:39. Outside of this time, the front entrance must be used.
- Those arriving for 2nd block are late if they are not in the classroom at 9:39 am.
- If you have make up work, remediation, club meetings, class meetings, etc, you are responsible for being in attendance during Patriot Time. To take part in Patriot Hour, late arrival students should use B hall entrance between 9:02-9:07. Outside of these times, the front entrance must be used.

Lunch Information

- Student lunches are free until October 11, 2022. On this date, students will begin paying for lunch.
 -

Breakfast	\$1.75
Breakfast (<i>reduced</i>)	\$0.30
Lunch	\$2.75
Lunch (<i>reduced</i>)	\$0.40

- Parents can prepay for lunches to eliminate sending money to school by going to www.mypaymentsplus.com and setting up an account. This service also allows parents to monitor balances and purchases, receive email and text notifications when the balance is low. There is also an app for your phone but, there is a fee for this service.
- Free and reduced meal applications are accepted online year-round at www.schoollunchapp.com. The online option is the fastest way to receive eligibility and is highly encouraged. New applications must be completed each school year. Meal benefits do not become effective until the application has been approved. Paper applications are available at the school upon request.
- LHS does NOT allow the drop off/delivery of fast food/beverages or ANY non-homemade meals to students.

Medicine (DeSoto County School Board Policy JG CDC)

- Administration of medication is foremost the responsibility of the parent/guardian. All medications that can be given outside of school hours without serious effects must be given before or after school. No narcotic pain medications will be given at school without prior authorization from the principal and/or Health Services Department at the Board of Education.
- Medications will only be administered if: A physician's order (a prescription label is considered an order) and a medical authorization form signed by a parent/guardian is received at school including the child's name, name of medication needed, and time of administration.
- Prescription medication must be supplied in the bottle dispensed by the pharmacy with the following on the label before the school can accept it: child's name, name of medication, how often the medication is to be given, the dosage, and the date of expiration. Non-prescription medication must be in the original package and it is up to the school principal if it can be given with parent consent only or parent consent plus a physician signature. The principal has the option of not allowing over the counter medication to be administered at their school.
- Medications will not be accepted in household containers, envelopes, baggies, etc.
- The first dose of any medication should be given at home in case there is an allergic reaction.
- Medications are to be stored in a locked cabinet in a secure location. Medications requiring refrigeration will be stored in a refrigerator in a secured area (medication and food must be stored separately).
- No medication will be administered without written parental/guardian consent. The schools will provide the parents/guardians with the necessary medication authorization forms and it is the parent's/guardian's responsibility to complete the form and return it to the school. The forms must be updated every school year and anytime there is a medication or dosage change. **NO CHANGES IN THE ADMINISTRATION OF THE MEDICINE WILL BE MADE UNTIL THE FORM IS SUBMITTED** to the designated staff member in the school.

If there is a change in the dosage of medication, the parent/guardian will have to also supply the school with a new doctor's order indicating the change.

- The designated staff member will maintain a daily log of medications administered to each individual student and will maintain these records in a secure location with the medication. The log should contain the student's name, date, medication given, time it was given, and the initials of the person who gave the medication along with a signature. If a medication dose is missed, the designated staff member is to document this on the daily log along with the reason why the medication was missed and notify the appropriate personnel. The school should keep medication logs on file for at least five (5) years.
- Students that have asthma are allowed to keep their inhaler with them as long as they have an asthma medication permission form signed by their doctor and on file with the school. These forms are provided by the schools and should be updated every year.
- Diabetic students should supply a diabetic care plan from their doctor to the school. Diabetic supplies are to be accessible to the student at all times. It is at the principal's (or principal designee's) discretion as to where medication and supplies are to be stored.
- Epipens are for severe allergic reactions. An Epipen care plan should be sent to the parent/guardian for them to get their doctor to complete and send back to the school. The Epipen should be stored as close to the student as possible, since it is for emergency use. Individual consideration will be given by the principal or principal designee to determine if the student is able to carry their own medication and properly self administer or if a designated staff member needs to keep and administer the medication.
- Emergency medications should be taken on field trips (eg. asthma inhalers, Epipens, diabetic supplies).
- The proper disposal of unused medications is important and it is the responsibility of the parent/guardian to obtain all unused medication from the school when the medication is discontinued, the school year ends, or the student transfers to another district or school. The unused medication has to be picked up by the parent/guardian by the deadline set forth by the school nurse and/or principal or it will be disposed of by a designated person at the school with a witness present. The medication disposal should be documented on the medication log and signed by both employees.
- Schools will not provide medications to students.
- Prescription drugs must be brought to the school by a responsible adult. A medication receiving form (see page 3 of policy) must be signed by the person bringing in the medication and an authorized staff member indicating the number of pills or amount of liquid received.
- All prescription drugs will be counted on a regular basis by two designated staff members. It is at the principal's or his/her designee's discretion as to how often this is to be done.
- Medications that are not FDA approved will not be administered at school.

MEDICAL MARIJUANA - DeSoto County Schools does not allow the administration or use of medical cannabis while on district or school property. Students are absolutely prohibited from possessing any form of medical marijuana or cannabis derivatives. Possession of such items will result in disciplinary action as outlined in DCS Board Policy JD.

Mississippi Compulsory School Law (DeSoto County School Board Policy JBA)

The term "minor" when used in any statute, shall include any person, male or female, under twenty-one years of age. Ms Code 1-3-27

DeSoto County School District shall comply with the requirements of the "Mississippi Compulsory School Attendance Law" (Ms Code 37-13-91). Appropriate reports as required by law shall be provided to the Mississippi Department of Education's Office of Compulsory School Attendance Enforcement.

COMPULSORY- SCHOOL-AGE CHILD

"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. A child, five (5) years of age, who enrolls in public kindergarten, will have to abide by the same guidelines as outlined in the §37-13-91.

Compulsory-school-age children must be enrolled in school unless the child is:

- a. Physically, mentally or emotionally incapable of attending school as determined by the appropriate school official based upon sufficient medical documentation;
- b. Enrolled in and pursuing a course of special education, remedial education or education for handicapped or physically or mentally disadvantaged children; or
- c. Being educated in a legitimate home instruction program. Ms Code 37-13-91 (3)

REPORTS

If a compulsory-school-age child has not been enrolled in school within fifteen (15) calendar days after the first day of the school year or if a child has accumulated five (5) unlawful absences during the school year, the principal shall, within two (2) school days or within five (5) calendar days, whichever is less, report, on the form provided by the State Department of Education, the absences to the school attendance officer. The principal, or his/her designee, shall report any student suspensions or student expulsions to the school attendance officer when they occur. MS Code 37-13-91 (6)

School districts shall maintain accurate records documenting enrollment and attendance in a manner that allows the State Department of Education to make an assessment of changes in enrollment and attendance, including dropout rates.

The State Department of Education shall compile annually a statewide report on school district effectiveness in reducing absentee problems, dropout rates, and other attendance-related problems during the previous school year, incorporate the information into the annual

Mississippi Report Card required by Section 37-3-53, Mississippi Code of 1972, on school district performance and offer technical assistance and coordination services to assist districts in improving performance.

UNLAWFUL ABSENCES / VALID EXCUSES

An "unlawful absence" is an absence during a school day by a compulsory-school-age child, which absence is not due to a valid excuse for temporary nonattendance. Days missed from school due to disciplinary suspension shall not be considered an "excused" absence under this section. Each of the following shall constitute a valid excuse for temporary nonattendance, provided satisfactory evidence of the excuse is provided to the principal or his/her designee:

- a. Attendance at an authorized school activity with the prior approval of the principal of the school district or his/her designee.
- b. Illness or injury which prevents the student from being physically able to attend school.
- c. When isolation is ordered by the county health officer, by the State Board of Health or appropriate school official.
- d. Death or serious illness of a member of the immediate family, which includes children, spouse, grandparents, parents, brothers, sisters, stepbrothers and stepsisters.
- e. A medical or dental appointment with prior approval of the principal or his/her designee, except in the case of emergency.
- f. Attendance at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness.
- g. Observance of a religious event, with the prior approval of the principal or his/her designee. (Approval should not be withheld unless, in the professional judgment of the principal or his/her designee, the extent of the absence would adversely affect the student's education.)
- h. Participation in a valid educational opportunity, such as travel including vacations or other family travel, with the prior approval of the principal or his/her designee. (Approval shall be based on the professional judgment of the principal or his/her designee but shall not be withheld unless the extent of the absence would adversely affect the student's education.)
- i. Other conditions sufficient to warrant nonattendance, with prior approval of the principal or his/her designee. However, no absences shall be excused when any student suspensions or expulsions circumvent the intent and spirit of the compulsory attendance law. Ms Code 37-13-91 (4)
- j. An absence is excused when it results from the attendance of a compulsory-school-age child participating in official organized events sponsored by the 4-H or Future Farmers of America

(FFA). The excuse for the 4-H or FFA event must be provided in writing to the appropriate school superintendent by the Extension Agent or High School Agricultural Instructor/FFA Advisor.

- k. An absence is excused when it results from the compulsory-school-age child officially being employed to serve as a page at the State Capitol for the Mississippi House of Representatives or Senate.

SCHOOL ATTENDANCE OFFICER

The superintendent and principals shall cooperate with the school attendance officer employed by the State Department of Education, pursuant to Ms Code 37-13-85.

Process Standard 10 is as follows:

- 10. The school district implements procedures for monitoring and reporting student absences as specified in the Mississippi Compulsory Attendance Law. (Ms Code 37-13-91)

The Mississippi Public School Accountability Standards for this policy are standards 10 and 11.

Non-Discrimination Statement (DeSoto County School Board Policy BAAB)

The DeSoto County School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups:

Compliance Coordinator
Office of Assistant Superintendent of Human Resources
DeSoto County Schools
5 East South Street
Hernando, MS 38632
662-429-5271

The Compliance Coordinator has been designated to address all inquiries regarding the following Federal policies:

Title VI – race, color, ethnicity, and national origin
Title IX – sex and pregnancy
Section 504 of Americans with Disabilities Act
Title II
Age Discrimination Act
Boy Scouts

After initial investigation, all inquiries shall be directed to the appropriate person(s). A thorough investigation shall be conducted in accordance with DeSoto County School Board Policy GAF: Staff Grievances and Complaints.

Parent Portal Access

Parents or Guardians can access their students' grades via the internet or smartphone by obtaining a username and password. This information can only be given to the legal parent/guardian. In order to do this, the following procedures must be utilized:

- Access the Parent Portal Parental Use and Responsibility Acknowledgement Form via the LHS website.
- The username and password will be emailed to the parent/guardian after the request is processed.

Students can also have access to Parent Portal and should see the attendance clerk for their logs.

Public Displays of Affection

LHS strives to maintain an educational atmosphere conducive for learning and marked by responsible and appropriate behavior. A student's failure to comply with a staff member or administrator's direction or request may result in disciplinary action.

Promotion/Retention (DeSoto County School Board Policy IHE)

Ninth – Twelfth Grade:

Ninth – Twelfth Grade:

Promotion in grades 9-12 is based upon earning Carnegie units. A Carnegie unit or half-unit is earned when a student completes the course with an average of 65 or better. Half-units are earned in courses designed to be completed in nine weeks. (Refer to Classification of Students – IEDB)

The high school academic program in the DeSoto County School District requires four (4) full years or eight (8) semesters of work. Students may not take courses that are sequential in nature

until the proper prerequisites have been successfully completed. (For example, a student may not take Algebra II without having passed Algebra I) Exceptions to this rule may be made for seniors who may be permitted to take two (2) sequential classes simultaneously.

The retention of a student for extracurricular purposes is prohibited.

Reporting Concerns Regarding School Safety

Students and parents are encouraged to report all dangerous and potentially dangerous situations and/or events directly to an administrator. Tips can be reported anonymously through the school web site or by calling the front office.

Restroom Policy

During class, students will be allowed to use the restroom with teacher permission only. Teachers will notify administration if they suspect that students are abusing restroom privileges. Students are required to go to the restroom on the same hall as the classroom they are currently enrolled.

Revopay Instructions

1. Go to revopay.com
2. Click "Make a Payment"
3. Enter Lewisburg High - and then click the blue bar under the school's name
4. Click - make a quick payment
5. Enter Account number - this is your student's MSIS number.
6. Verify info
7. Scroll Down and select "EX: AP USH Test Fees or ex: Band Member Bundle"

8. Select Payment
9. Enter credit card information
10. Write down or screenshot your confirmation number for your records.

Sale of Personal Property

Students are not allowed to sell clothing, candy, personal property or other goods for non-district fundraising purposes while at school. Students who violate this rule will be subject to disciplinary action.

Senior Privileges (DeSoto County School Board Policy JOAB)

Seniors are allowed two (2) college visit days per semester. The visits must be pre-approved by the principal or his or her designee, and documentation of the visits must be provided. A college visit will be documented as a school activity for attendance purposes.

Seniors may also enjoy the privilege of early release or late arrival if they meet the requirements as outlined in Board Policy JGFCB- Early Release- Late Arrivals. All seniors must be enrolled in two (2) courses all four terms.

Schoology Learning Management System for Online Learning

- How to log in:
 - ✓ In your browser, navigate to our domain, <https://desotoms.schoology.com/home>
 - ✓ Enter your Office 365 credentials.

Username:

Students' usernames are constructed using the following formula: First initial of first name, + first initial of last name, + last 6 digits of their lunch number.

■ Example: If Amy King's lunch number is 1234567, her DCS User account / email address is ak234567@dcsms.org

Password:

■ K-12 Students: The password is the same as your computer password and is your school mascot + your date of birth (mmddyy). ● Example: You attend Lewisburg High, and your birthdate is July 8, 2014, your password is Patriots070814

- If you have any questions, please visit <http://www.dcsdms.org/tickets/> to submit a help ticket. Sincerely, DeSoto County Schools
- Teacher use Schoology at the teacher discretion.

Snacks

Snack carts will be available for students to purchase snacks in their 1st block classroom during Patriot Time.

Student Driver Information

- Driving to school is a privilege for students who have a valid drivers' license and have purchased a parking pass.
- All vehicles parked on school campus must be registered and have a parking permit.
- Student parking is in the back-parking lot adjacent to the football field.
- Students are NOT allowed to park in front of the school and could be subject to disciplinary action.
- While the school will make efforts to maintain the safety of vehicles parked on campus, students are fully responsible for their vehicles and the school/district is not responsible for damage to or theft of student vehicles.
- The individual driver is responsible for
 - All items located inside the vehicle, which includes but is not limited to alcohol, synthetic drugs, counterfeit drugs, illegal drugs, narcotics, controlled substance(s) or paraphernalia, weapon(s)-including any toy or look alike weapon that could be reasonably mistaken for authentic will be considered. Tobacco products or substances used as smoking material, including electronic cigarettes (e-cigarettes), vapes, vaporizers, or any alternative nicotine product. In addition, clothing, apparel, accessories, drawings, or messages associated with any gang or social club that is associated with criminal activity, as defined by law enforcement agencies is prohibited.
 - Accurately registering his/her vehicle with the school
 - Notifying the front office of changes in vehicle information
 - Knowing and observing the schools' parking policies
 - Driving safely and with regard to the safety of others
 - Entering, parking and leaving the parking lot promptly
 - Having a valid pass, signed by an administrator, to go to his/her vehicle during the school day
- LHS Administration reserves the right to deny the privilege of parking and driving on campus.

Tardy Policy

Tardiness is cumulative across classes and is tallied by semester. Students who are not in the room when teachers close their door are tardy. When the bell finishes ringing, teachers should close their door and direct students to get a tardy in the Commons.

Tardiness to School:

- Tardy 1-4..... Warning
- Tardy 5..... Student Conference/Parent Contact
- Tardy 6-7...Warning
- Tardy 8ALC - 1 day
- Tardy 9.....Warning
- Tardy 10..... ALC - 1 day
- Tardy 11.....Mandatory Parent Conference
- Tardy 12.....Referral to Mr. Perkins

****Students who exceed 12 tardies per semester could face consequences up to removal from athletic or extracurricular activities, lose work release, or have senior privileges or driving privileges suspended.****

Tardiness between classes:

- Tardy 1-3.....Warning
- Tardy 4.....Student conference/Parent Contact
- Tardy 5+...ALC - 1 day

****Students who exceed 6 tardies between classes each semester could face consequences up to removal from athletic or extracurricular activities, have work release revoked, senior or driving privileges suspended at the discretion of the administration****

Technology and Instruction/Distance Learning Terms (DeSoto County School Board Policy IJ)

All users of district provided laptops, tablets, or other personal computing devices will comply at all times with the DeSoto County School District Technology policies. Any failure to comply may result in termination of user rights of possession effective immediately and the District may repossess the device. Any lost, stolen and damaged devices must be reported to school authorities immediately.

Title

The District has legal title to the property at all times. The user's right of possession and use is limited to and conditioned upon full and complete compliance with this agreement, the DeSoto County School District Technology policies, and all District policies and procedures.

Loss, Theft or Full Damage

If a device is stolen, the parent/guardian (in the case of a student) should immediately notify the school administration. At that time, the user or the parent/guardian will be required to file a police report. Once a police report has been filed, the district, in conjunction with the local law enforcement agency may deploy locating software to aid authorities in recovering the device. It is imperative that a lost or stolen device be reported immediately.

If a device is damaged, lost or stolen, the user or the parent/guardian may be responsible for the full replacement cost or be assessed a deductible for the repair. A chart listing the deductible and fees are included in this policy. The user or the parent/guardian of the device must report to district personnel within three calendar days of missing or damaged device.

Students who leave the district during the school year must return all devices and additional accessories to the school administrator.

Repossession

If the user does not fully comply with all terms of this agreement and the DeSoto County School District Technology policies, including the timely return of the property, DeSoto County School District shall be entitled to declare the user in default and come to the user's place of residence, or other location of the property, to take possession of the property.

Terms of Agreement

The user's right to use and possession of the property terminates no later than the last day of enrollment unless earlier terminated by the DeSoto County School District or upon withdrawal from DeSoto County Schools.

Unlawful Appropriation

Failure to timely return the property and the continued use of it for non-school purposes without the DeSoto County School District's consent may be considered unlawful appropriation of the District's property.

Fees for Device Use

Use and Maintenance Fees

- Parents/Guardians shall pay a non-refundable annual support fee of \$25.00 for students grades 6th-12th for the use of a DeSoto County School electronic device.
- Homebound students in grades K-5th will be assessed a \$25.00 fee annually for the use of a DeSoto County Electronic device.
- The annual fee can be paid online through a link on the district's website or at the school.
- For damage that occurs to any district device there will be a required deductible to cover damage by incident (i.e. 1st damage, 2nd damage) AND by incident type (i.e. cracked glass, broken LCD, bent frame, etc.).
- If the device is lost, stolen, or damaged beyond repair, the parent/guardian (in the case of a student) may be responsible for the replacement cost. A police/sheriff report will be required for all stolen devices.
- District may disable the device remotely to protect the device and/or data on the device.
- Seniors must clear all records and pay all fees before they shall be allowed to participate in commencement exercises.
- If there are fees that are outstanding, the district may take all legal measures that are available to recoup those fees.

Damaged Devices

Any damage must be reported to school authorities immediately. Power adapters, and sleeves, cases and hotspots must be returned to DeSoto County Schools or paid in full.

Deductibles- Fees

- First damage occurrence: \$50.00 deductible to cover damage.
- Second damage occurrence: \$50.00 deductible *plus* 25% of the repair cost to repair the laptop and possible loss of take home privileges.
- Third damage occurrence: \$50.00 deductible *plus* 50% of the repair cost to repair the laptop and loss of take home privileges.
- Fourth damage occurrence: Fair market value to repair the laptop or tablet. Full replacement cost for; computer device/current bid amount, adapter \$50.00, case \$25.00, hotspot \$84.00

Handling and Care

- Keep the device in the district-issued or approved sleeve and case if provided.
- Keep the device and sleeve free of any writing, drawing, stickers, or labels that are not applied by DeSoto County Schools.

- Use the device on a flat, stable surface.
- Do not place books on the device.
- Do not have food or drinks around the device.
- Wipe surfaces with a clean, dry soft cloth.
- Avoid touching the screen with pens or pencils.
- Do not leave the device exposed to direct sunlight or near any heat or moisture sources for extended periods of time.
- Do not remove bar code or existing labels that are on the device.

Power Management

It is the user's responsibility to recharge the device's battery, so it is fully charged by the start of the next school day.

Devices with no battery life must be charged in the classroom. The student may be required to forfeit use of the device for the entire time it takes to charge it.

All class work missed because of uncharged batteries must be made up on a student's own time.

Transport

- Transport the device in its protective case and sleeve.
- Do not leave the device in a vehicle for extended periods of time or overnight.
- Do not leave the device in visible sight when left in a vehicle. Monitoring and Supervision
- Do not leave the device unattended in an unlocked classroom or during an extracurricular activity.
- Do not lend the device to a classmate, friend, or family member. If any person damages the device, it will be the user's (parent/guardian in the case of a student) responsibility, and the damage cost policy will be in effect.
- Any attempt to "jailbreak" or remove the DeSoto County School District profile could result in disciplinary action, including suspension.
- Students are responsible for the safety and security of the device and any activity on the device.

User Data

All users are responsible for keeping backups of important data. If a device must be repaired there may be a need to reset it to the original settings. The technology department will not be responsible for any user data that might be lost as a part of the process.

Help and Support

Each school will have a designated Distance Learning Support Person. An online help ticket will need to be filled out and submitted.

Use of Personal Laptops and Tablets

In grades where students are issued a laptop or tablet by the district, students will not be allowed to use their personal laptops or tablets in place of a district device. The goal of the 1:1 initiative is to provide every student with the same device. If a parent refuses a device for home use, the student will be required to check out a device at school for use each day in class. The district is not able to provide support or install software on personal devices; therefore the use of personal devices is not a viable alternative to a district provided device.

Tobacco-Free School Policy (DeSoto County School Board Policy EBAB)

The DeSoto County Board of Education bans the use of all tobacco products in all school buildings and property in the district and on all school vehicles by all persons at all times. Tobacco products are defined as any substance that contains tobacco, including but not limited to, cigarettes, cigars, pipes, snuff, smoking tobacco, smokeless tobacco, or electronic cigarettes.

This ban extends to all employees, students, and patrons attending school-sponsored athletic events and meetings and to school-owned or operated vehicles and facilities. The board issues this ban in a sincere appeal to all employees, students, and patrons to cooperate in helping to create within our facilities a truly healthy environment for all concerned.

The Federal code states that neither a person nor a federal agency shall permit smoking within any indoor facility owned or leased or contracted for and utilized by such person or agency for provision of routine or regular kindergarten, elementary, or secondary education or library services to children.

Any failure to comply with a prohibition in this section shall be in violation of this section and any person subject to such prohibition who commits such violation may be liable to the United States for a civil penalty in an amount not to exceed \$1,000 for each violation, or may be subject to an administrative compliance order, or both. Each day a violation continues shall constitute a separate violation. In the case of any civil penalty under this section, the total amount shall not exceed the amount of Federal funds received by such person for the fiscal year in which the continuing violations occurred.

Visitors (DeSoto County School Board Policy KM)

Visitors with legitimate reasons for coming to the school are welcome in any of the DeSoto County District Schools.

The following regulations shall be observed during the visitation:

- All visitors must immediately report to the principal's office (including news media).

- If the principal has any reason to question the legitimacy of the visit, the superintendent's office shall be consulted.
- Teachers shall not be interrupted while teaching except for emergencies.
- Pupils from other schools and pre-school children are not allowed unless specifically invited and pre-arranged through the principal's office.
- News media must be granted permission by the Superintendent or his/her designee before they enter a school campus or they will be considered trespassing and are subject to fines and/or arrest.