

# Lewisburg High School

**2022-2023**

## ***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.



**2022-2023**  
**Lewisburg High School Student and Parent Handbook**  
**Grades 9 – 12**

**PRINCIPAL’S MESSAGE**

Welcome back Patriots! I am excited for the 2022-2023 school year! Over the past two years, we faced many challenges related to Covid-19, but our teachers and students made one of the greatest “Comebacks” in history! While the 21-22 school year brought many achievements, the rules and regulations surrounding Covid-19 made it difficult to navigate and truly excel. As we return to a new school year, I want our motto to be “Bring It.” We must all, teachers and students, “Bring Our Best, Bring It Today, Bring It On, Come What May.” Each Patriot must bring their very best effort and attitude to school each day to achieve our academic, athletic, and personal growth goals. And no matter what challenges we may face, our motto will be “Bring It...Come What May!” We have thrived through two difficult years. We are ready to tackle any challenge that COVID, Monkeypox, or any new global threat throws our way. As you begin this new year, I hope that you will embrace new opportunities with a positive “Bring It” attitude!

**#BRINGIT**

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).
- 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.

## 2022-2023 Bell Schedule

**Doors Open.....7:00 am**  
**Tardy Bell .....7:30 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 <sup>st</sup> lunch 11:21-11:48
2 <sup>nd</sup> lunch 11:53-12:19
3 <sup>rd</sup> lunch 12:24-12:50
4 <sup>th</sup> lunch 12:54-1:19

## DeSoto County Schools 2022-2023 Calendar

August 1, 2022	Teachers' First Day
August 4, 2022	Students' First Day
September 5, 2022	Labor Day Holiday
September 12, 2022	Progress Reports (LHS Date)
October 6, 2023	End of First Nine Weeks
October 10, 2022	Fall Break
October 13, 2022	Report Cards
November 7, 2022	Progress Report (LHS Date)
November 21-25, 2022	Thanksgiving Holidays
December 16, 2022	End of Second Nine Weeks
December 19, 2022 - January 2, 2023	Christmas Holidays
January 3-4, 2023	Staff Development Day
January 5, 2023	Students Return
January 5, 2022	Report Cards
January 16, 2023	Martin Luther King, Jr. Holiday
February 6, 2022	Progress Report (LHS Date)

February 17, 2023	Professional Dev. Day (Tentative)
February 20, 2023	President's Day Holiday (Tentative)
March 20, 2022	End of Third Nine Weeks
March 13 - March 17, 2023	Spring Break Holidays
March 23, 2022	Report Cards
April 7, 2023	Good Friday Holiday
April 10, 2023	Easter Break (Tentative)
April 17, 2022	Progress Report (LHS Date)
May 24, 2023	Students' Last Day (Tentative)
May 25, 2023	Teachers' Last Day (Tentative)
May 19, 2022	LHS Graduation

TENTATIVE MAKEUP DAYS:  
February 18th, April 18th, May 25<sup>th</sup>, May 26<sup>th</sup> and May 27<sup>th</sup>

**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 suspensions 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.

### **App for Lewisburg High**

To stay up to date with activities and events at LHS, download the Lewisburg High School App from the App Store, which is available for iPhone and Android Devices. Simply look for the picture on page one of this document.

### **Bullying and Harassing Behavior (Desoto County Board Policy JDDA)**

DeSoto County Schools prohibits 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 the 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 traffic to stop; 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 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 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 bus interior may result in student 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 (ie., 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 and out 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)

### DESOTO COUNTY SCHOOLS CODE OF DISCIPLINE 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.

### **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:

1. 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.
2. 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.
3. 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.
4. 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.
5. Any parent, guardian or custodian of a compulsory school age child who fails to attend a discipline conference to which such parent, guardian or custodian has been summoned under the provisions of this section, or 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.
6. 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 child has been removed by court order or decree.
7. 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 Possession and/or use of a tobacco product or substances used as smoking material, including electronic cigarettes (e-cigarettes), vapes, vaporizers, or any alternative nicotine product
- \* 2 - 5 Exhibiting any hostile physical or verbal actions
- \* 2 – 6 Bullying (as defined in Board Policy JDDA)
- \*\* 2 – 7 Unauthorized use of personal electronic devices (as defined in Board Policy IJBA).
- \* 2 - 8 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 possession or use of personal electronic devices (as defined in Board Policy IJBA):

**1st Offense: First offense will result in confiscation of the device and 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: School will take and keep device for 5 school days. After the device is retained for 5 school days, the electronic device will be returned to the student or his/her parent/guardian as determined by the building principal.**

**3rd Offense: School will take and keep device for 10 school days. After the device is retained for 10 school days, the electronic device will be returned to the student or his/her parent/guardian as determined by the building principal.**

**4th Offense: School will take and keep device for 20 school days. After the device is retained for 20 school days, the electronic device will be returned to the student or his/her parent/guardian as determined 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 Inappropriate sexual conduct, including unwelcomed sexual contact, indecent exposure, or transferring sexually suggestive images through personal electronic devices.

### **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 Using profane, obscene, indecent, immoral, threatening, or offensive language and/or gestures directly to a staff member

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 Weapon(s) possession or use of a weapon including any toy or look alike weapon

Any toy or look alike weapon that looks enough like an authentic weapon to be reasonably mistaken for authentic will be considered.

**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

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 Hearing**

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 JDAAAA - 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.

### **Conferences**

Administrators and teachers will be happy to speak with you at any time about your student's progress. Please email the teacher to schedule a conference or call the main office to schedule a time to meet with administration. Please be advised that we will be unable to accommodate drop-in conferences.

## Daily At Home Symptom Check

Parents/guardians are responsible for monitoring their student's symptoms/sickness prior to sending them to school. The following are questions that should be reviewed each morning.

- Is your student experiencing a sore throat, shortness of breath, or a new uncontrolled cough that causes difficulty breathing?
- Has your student had a fever in the last 48 hours?
- Has your student had new loss of taste or smell?
- Has your student had vomiting, diarrhea, or unexplained abdominal pain in the last 24 hours?
- Does your student have new onset headache, especially with fever?

If you answer “yes” to any of the questions above, please keep your student at home and call your physician before sending your student to school.

## 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 in the classroom.

## Early Graduation

A student who wishes to graduate one semester early may request permission to complete graduation requirements during the first semester of the student's senior year.

Parents/guardians are encouraged to meet with school counselors to develop a graduation plan. The students' intention to accomplish this shall be stated, in writing, to the principal prior to the beginning of their senior year. Eligible students can still participate in prom, graduation and other senior festivities that usually take place during the second semester. Once early graduation is approved, students will not be allowed to take courses 2<sup>nd</sup> semester with the exception of courses repeated that are required for graduation in the event of a course failure in the Fall semester.

The absence requirement in the DeSoto County Schools exemption policy has been removed for the 2021-2022 school year. Students are encouraged to stay at home if they are showing COVID-19 symptoms.

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.

1. Students may petition the high school principal to graduate one semester early, **and the principal may grant the request without board approval.**
2. **If a student requests to graduate more than a semester early, the principal must get approval from the school board.**
3. Early graduation request must be presented to the principal prior to the start of a student's senior year.
4. A student's plan may be terminated at any time due to academic, behavioral, or attendance issues.

***Because the overall weighted numerical average must include three grading terms of the Senior year, students who chose to graduate a semester or more early will not be eligible to be considered a Graduate of Distinction or Special Distinction.***

***Because the overall weighted numerical average must include three grading terms of the Senior year, students who chose to graduate a semester or more early will not be eligible to be considered for Valedictorian or Salutatorian***

## **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 will result in suspension. Students with late arrival should follow the section of the student handbook labeled “Late Arrival.”

## **Gang Policy**

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. **Students are encouraged to stay at home if they are showing any signs of illness**

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)**

In order to graduate from a DeSoto County Schools High School, 2018-2019 incoming freshmen must meet one of the following 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 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 or SAT equivalency sub scores). Alternately, a student must meet ALL of the following:
  - Have a 2.5 GPA
  - Passed or met all MAAP assessment requirements for graduation
  - On track to meet diploma requirements
  - Concurrently enrolled in Essentials for College Math or Essentials for College Literacy

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	
<b>Total Units</b>	<b>26</b>	

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 CTE dual credit or earn articulated credit in high school CTE course
  - Work-based Learning experience or Career Pathway Experience
  - Earn a State Board of Education-approved national credential

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
<b>Total Units Required</b>	<b>26</b>	



Additional Requirements:

- Earn an overall GPA of 2.5.
- Courses must meet Mississippi IHL college preparatory curriculum (CPC).
- Earn Mississippi IHL and community college readiness benchmarks (ACT sub scores 17 English and 19 Math as approved by postsecondary for non-remediation at most community colleges and IHL college ready courses in senior year, or the SAT equivalency sub score).
- 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 academic dual credit course with a C or higher in the course

Traditional Diploma with an 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	
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Additional Requirements:

- Earn an overall GPA of 3.0.
- Courses must meet Mississippi IHL college preparatory curriculum (CPC).
- 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 Elements I-IV
Mathematics	4	Alternate Math Elements I-III  Alternate Algebra Elements
Science	2	Alternate Biology Elements Alternate Science Elements II
Social Studies	2	Alternate History Elements (Strands: U.S. History and World History) Alternate Social Studies Elements (Strands: Economics and U.S. Government)
Physical Education	½	
Health	½	Alternate Health Elements
Arts	1	
Career Readiness	4	Career Readiness I-IV (Strands: Technology Systems, Employability, and Social)

Life Skills Development	4	Life Skills Development I-IV (Strands: Technology Systems, Personal Care, and Social)
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) with a score TBD.
- 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%

***Math***

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

**Science**

Tests/Projects.	40%
Daily Grades/Hwk.	15%
Quizzes/Labs.	25%
Exam	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 9:35-9:39. Outside of this time, the front entrance must be used.
- Those arriving for 2<sup>nd</sup> 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.

## Lunch Information

- Student lunches are free until October 11, 2022. On this date, students will begin paying for lunch.
  - Regular lunch \$2.75
  - Reduced lunch \$.40
  - Regular breakfast \$1.75
  - Reduced breakfast \$.30
- Parents can prepay for lunches to eliminate sending money to school by going to [www.mypaymentsplus.com](http://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](http://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.
- Due to COVID, no visitors are allowed during lunch.

## Medicine

Students are not allowed to have ANY medicine while on campus.

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

## 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 and email it to [Kathy.May@dcsms.org](mailto:Kathy.May@dcsms.org) along with a copy of the front of the parent/guardian's driver's license
- 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 Mrs. May in the front office for their log ins.

### **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, the school app 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 screen shot 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.

## Schoology Learning Management System for Online Learning

- Schoology will be the primary location for schoolwork if a student is absent for an extended period of time due to a positive COVID diagnosis or quarantine. Teachers will communicate Schoology expectations as needed.
- 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](mailto: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

## Snacks

Snack carts will be available for students to purchase snacks in their 1st block classroom during Patriot Time. Snacks and drinks will be \$1 each.

## Social Distancing

**Social distancing** means keeping a safe space between yourself and other people who are not from your household. To practice **social** or **physical distancing**, stay at least 3 to 6 feet (about 2 arms' length) from other people who are not from your household in both indoor and outdoor spaces.

## **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.
- 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 foyer.

**Tardiness to School:**

- Tardy 1-3.....Warning
- Tardy 4..... Student Conference
- Tardy 5.....Warning
- Tardy 6... ..... Parent will be notified
- Tardy 7 .....Warning
- Tardy 8 .....Mandatory parent conference and 1 day of ALC
- Tardy 9.....Warning
- Tardy 10.....Parent conference with Mr. Perkins
- Tardy 11.....Refer to Mr. Perkins

**\*\*Students who exceed 15 tardies per semester could face consequences up to removal from athletic or extracurricular activities, work release revoked, or senior privileges suspended at the discretion of the administration\*\***

**Tardiness between classes:**

- Tardy 1-3.....Warning
- Tardy 4.....Student conference and Parent Contact
- Tardy 5... .....Warning
- Tardy 6+ .....1 day ALC

**Technology and Instruction/Distance Learning Terms**

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.

# Traffic Flow Map

