



## 2025-2026 Student Handbook

FAIR ELEMENTARY (K-2)

LOUISVILLE ELEMENTARY (3-5)

EILAND MIDDLE (6-8)

LOUISVILLE HIGH (9-12)

NANIH WAIYA (K-12)

NOXAPATER (K-12)

LOUISVILLE REACHES

WINSTON-LOUISVILLE CAREER TECHNOLOGY CENTER

# Table of Contents

---

LMSD Calendar for 2025-2026	1
District Vision, Mission, Beliefs, Motto	2
Board of Trustees	2
Administrative Staff	3
School Admission Requirements	4
Registration	5-6
Instructional Management Plan	6
Visitors on Campus	6
Deliveries to Students	6
Vehicles on Campus	7
Solicitation/Fundraising by Students	7
MS Student Religious Liberties Act of 2013	7
Student Illness or Emergencies	7
Medication	8
Head Lice	8
Infectious Diseases	9
Tardies	9
Permission to Leave School During the Day	9-10
Student Absences from School	10-11
Cafeteria Rules and Prices	12
Textbook/ Chromebook Fines Assessment	12-13
Grooming and Dress	13-15
Phones and Personal Electronic Devices	15-17
Grading/Promotion Policy	17-20
WLCTC Policy	20-21
Exemption Policy	21
High School Honors	21-22
Individual Success Plan	22
Concordance Tables	23-25
Diploma Options	25
Dual Credit/Advanced Placement/Accelerated Courses	26-27

IHL Requirements	28-31
Credit Recovery Policy	32-33
Work Release Policy	33
Surveillance of Students	34
Student Discipline	34-37
MS School Safety Act	38
Corporal Punishment	38
School Bus Regulations	39-40
Bullying, Hazing or Harassment	41-42
Library Media Center Regulations	42
Technology Acceptable Use Policy	43-45
Cyberbullying	46-48
MSHSAA Requirements	49-50
Drug Testing Policy	50-54
REACHES/LMSD Alternative School	55-59
Tribal/Parental Involvement	59
The Family Educational Rights and Privacy Act	60
Asbestos Policy	60
Student Handbook Verification	61
Bullying Complaint Form	62
Active Parent	63

# Louisville Municipal School District Calendar

## 2025-2026

July '25						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August '25						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September '25						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October '25						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November '25						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December '25						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January '26						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February '26						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March '26						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April '26						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May '26						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June '26						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### Events / Holidays

Date	Description
July 14-25	Floating Days-Staff Decide(2 Days)
July 28-31	Professional Development
July 29	Prof. Dev. 10:00-11:30 Open House 2:00-6:00
August 1	Students First Day
September 1	Labor Day
September 3	Progress Reports Issued
September 29- Oct 3	1st Nine Weeks Exams
October 13-17	Fall Break
October 22	Report Cards Issued
November 12	Progress Reports Issued
November 24-28	Thanksgiving Holiday
December 15-19	2nd Nine Weeks Exams
December 19	60% Day for Students
December 22-31	Christmas Holidays
January 1-2	Christmas Holidays
January 5	Professional Development
January 6	Students Return - 2nd Semester Begins
January 14	Report Cards Issued
January 19	MLK Holiday
February 4	Progress Reports Issued
February 16	President's Day/Weather Day
March 2-6	3rd Nine Weeks Exams
March 9-13	Spring Break
March 25	Report Cards Issued
April 3	Good Friday Holiday
April 6	Easter Holiday/Weather Day
April 22	Progress Reports Issued
May 11-15	Senior Exams
May 15	Louisville Graduation
May 18-22	4th Nine Weeks Exams
May 19	Nanih Waiya Graduation
May 21	Noxapater Graduation
May 22	Last Day for Students 60% Day Last Day for Teachers



### **District Vision**

All Louisville Municipal School District students will graduate ready for college and/or career success.

### **District Mission**

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

### **Supporting Beliefs**

- ✓ All students can learn
- ✓ Student learning is the chief priority
- ✓ Safe, supportive, and trusting environment enhances student achievement
- ✓ Students with special needs require individualized services and resources
- ✓ Teachers, administrators, parents and community share responsibility for advancing the mission
- ✓ Committed to continuous improvement and the professional learning that supports that improvement
- ✓ All faculty, administrators, and staff will be highly effective in their roles

### **Motto**

Every Child-----Every Chance-----Every Day

### **Pledge to The Flag**

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

### **Board of Trustees**

District 1:	Thomas M. Dowd
District 2:	Renee P. Jones
District 3:	Brenda Johnson
District 4:	Jacqueline Steele
District 5:	Ronnie J. Ware

## **SCHOOL DISTRICT ADMINISTRATIVE STAFF**

Dr. David Luke	Superintendent
Belinda Swart	Assistant Superintendent, Federal Programs
Cynthia McDonald	Director of Curriculum & Professional Development
Dr. Paula Stokes	Director of MTSS
Stacie VanLandingham	Director of School Finance
Rosemary Lampley	Director of Special Education
Torya Blair	Director of REACHES
Jeffrey Woodward	Director of Technology
Clifton Smith	Director of Maintenance
Nan Hartness	Director of School Food Service
Thomas Kelly	Director of Events Security
Corey Coward	Director of Transportation
Danya Turner	Principal, Louisville High School
Monica Miller	Assistant Principal, Louisville High School
Tyrone Shorter	Athletic Director, Louisville High School
Dr. Melissa Davis	Interim Principal, Eiland Middle School
Glen Shurden	Interim Assistant Principal, Eiland Middle School
Drew Smith	Principal, Louisville Elementary School
Tareva Hill-Jenkins	Assistant Principal, Louisville Elementary School
Sarah Webb	Principal, Fair Elementary School
Kandi Shorter	Assistant Principal, Fair Elementary School
Julie Fancher	Principal, Nanih Waiya Attendance Center
Joseph Vowell	Assistant Principal, Nanih Waiya Attendance Center
James Courtney	Athletic Director, Nanih Waiya Attendance Center
Gina Smith	Principal, Noxapater Attendance Center
Maggie Kemper	Assistant Principal, Noxapater Attendance Center
Caleb Kelly	Athletic Director, Noxapater Attendance Center
Shane McDaniel	Director of Winston-Louisville Career & Technology Center
Dr. Lakicha Jernigan	Behavior Specialist

## School Admission Requirements (SB Policy JBC)

The State of Mississippi provides for a uniform system of free public schools for students enrolled in kindergarten through twelfth grade who have reached the age of five (5) on or before September 1 of the calendar year and have not reached the age of twenty-one (21) on or before September 1 of the calendar year. If Pre-kindergarten is offered, students must be four (4) years of age on or before September 1 of the calendar year. “Compulsory-school-age child means a child who has attained or will attain the age of six (6) years on or before September 1 of the calendar year and who has not attained the age of seventeen (17) years on or before September 1 of the calendar year; and shall include any child who has attained or will attain the age of five (5) years on or before September 1 and has enrolled in a full-day public school kindergarten program. Provided, however, that the parent or guardian of any child enrolled in a full-day public school kindergarten program shall be allowed to dis-enroll the child from the program on a one-time basis, and shall not be deemed a compulsory-school age-child until the child attains the age of six (6) years.” (Mississippi Code 37-13-91)

1. Any minor child who seeks to enroll in any school in the Louisville Municipal School District must be accompanied by the parent, natural or adoptive, who is legally responsible for said child, or by the guardian. (Mississippi Code 37-15-11)
2. Inter-District Transfers: No student who is a resident of the Louisville Municipal School District (the “District”) may transfer to attend school in another school district except as permitted by Miss. Code Ann. 37-15-29 (children of instructional personnel or certified employees, students who are transported in excess of 30 miles on school bus, and children of active military personnel). No student may transfer from another school district into the District without first having been released from their home school district pursuant to Miss. Code Ann. 37-15-31. The parents or guardians of all permitted transfer students must inform the Superintendent and the Board of the District each school year of the name of the student and the school district where the student will attend or the school district from which the student is transferring.
3. Intra-District Transfers: All students within the District must attend school in the student attendance zone where they reside. No student will be allowed to attend school in another attendance zone other than where they reside except permitted by the District’s federal desegregation order. Any parent or guardian applying for an intra-district transfer must comply with the District’s deadlines for application in advance of each school semester. All applications for intra-district student transfers must be made no later than July 1 of each year for the fall semester, and December 1 of each year for the spring semester. (Mississippi Code 37-15-29)
4. Any student transferring to a school in the Louisville Municipal School District from a non-accredited school (a school that is not accredited by the Mississippi Department of Education) or home instructional program within or outside of the State of Mississippi will be required to take a test to determine the grade and class to which the student shall be assigned. The principal or his/her designee shall administer the test or tests to the student within thirty (30) days after the filing of application for transfer. The test must be given **before** enrollment to determine placement. Notice of the giving of such test shall be given to the applicant not less than five (5) days prior to the date of the administration of such test. No student shall be assigned to a grade and class more than two (2) grades above or below the grade or class that the student would have been assigned to had the student remained in the school from which the transfer is being made. (Mississippi Code 37-15-33) (SB Policies 3801 & 3802)  
The following diagnostic tests should be administered for classification:  
Grades 1 – 2: Teacher end-of-the-year, or diagnostic placement test from school  
Grades 3 – 12: Diagnostic placement test from school
5. An enrollment form will be completed for a student entering the Louisville Municipal School District that contains the name, address, telephone number, date of birth from a certified birth certificate, social security number (optional), parent or guardian, family doctor, emergency contacts and other pertinent data.

## **Registration**

Students in grades 1-12 will register for school each summer. Parents/Guardian must bring two current proofs of residency to registration. Counselors and/or school officials will provide a registration code and assist with online registration via Active Parent.

## **Residency Requirements**

When enrolling a student in the Louisville Municipal School District, parent(s) or guardian(s) must present at least two (2) current (no more than 30 days old) **Proofs of Residency** in the parent's or guardian's name that reflect the residence street or designated road address inside Winston County. No post office box address will be accepted.

### **Documents Used for Proofs of Residency (SB Policy JBC)**

According to State Board Policy, a minimum of two (2) proofs of residency in the parent's or guardian's name is required for registration. The following documents are acceptable:

- Utility Bills (electricity, water, gas)
- Driver's License
- Voter Registration
- Apartment or Home Lease
- Automobile Registration
- Mortgage Documents or Property Deed
- Filed Homestead Exemption Application form
- Affidavit and/or personal visit by a designated school district official (This is temporary for 30 days.)
- Cable or Satellite Bill – within 30 days of date of registration
- Telephone/cell – within 30 days of date of registration
- Solid waste/garbage
- And, in the case of a student living with a legal guardian who is a bona fide resident of the school District; a certified copy of filed petition for guardianship is pending and final decree when granted.

### **Documents Required for Registration**

- Birth Certificate (If the person enrolling the student is not named on the birth certificate, that person must have a legal court document providing legal guardianship).
- MS Certificate of Immunization Compliance (MS Form 121 shot record)
- Social Security Number (optional)
- Withdrawal Slip (If transferring from another school)
- Report card (grades K-8) or Transcript (grades 9-12) (If transferring from another school)
- Two (2) current (no more than 30 days old) Proofs of Residency in Parent's/Guardian's Name
- Active Parent Registration



### **Immunization Compliance (SB Policy JBC)**

All students in pre-kindergarten through twelfth grade must have on file a MS Form 121 Certificate of Compliance (original document) stating that the student has received the required inoculations. This form may be secured from the health department or private physician. If the student has not had the inoculations, or if there is no record of the inoculations, the health department or physician will issue a temporary certification which is valid for ninety (90) days

### **Expelled Students – Enrollment**

Parents, guardians or students must indicate on the school registration form if the enrolling student has been expelled from any public or private school, or is currently a party to an expulsion proceeding. Failure to disclose facts may result in expulsion and/or alternative school. If a child's cumulative record or application for admission or enrollment indicates that the child has been expelled, the school district may deny the student admission/enrollment until the superintendent of the school, or his designee, has reviewed the child's cumulative record and determined that the child has participated in successful rehabilitative efforts including, but not limited to, progress in an alternative school or similar program. If the child is a party to an expulsion proceeding, the child may be admitted to a public school pending final disposition of the expulsion proceeding. If the expulsion proceedings result in the expulsion of the child, the public school may revoke such admission to school. If the child was expelled or is a party to an expulsion proceeding for an act involving violence, weapons, alcohol, illegal drugs or other activity that may result in expulsion, the school district shall not be required to grant admission or enrollment to the child before one (1) calendar year after the date of the expulsion (MS Code 37-15-9).

### **Instructional Management Plan (SB Policy ID)**

The Instructional Management Plan for the Louisville Municipal School District includes the instructional plan and management system provided by the Mississippi Department of Education (MDE). The Mississippi Curriculum Framework and the College and Career Readiness Standards in each discipline will serve as the basis of the minimum district curriculum. Teachers will add other goals and objectives that they deem appropriate, along with techniques, materials, activities, etc. which will enhance the attainment of these objectives. An alignment will be conducted in each discipline between the stated curriculum, the adopted textbooks, and the state selected standardized test objectives. Teachers will be provided with the materials, supplies, and support services needed for basic skills instruction.

### **Visitors on Campus**

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

### **Deliveries to Students**

To prevent disruption of instructional time and to ensure safety on school buses, deliveries to students at school are prohibited unless approved by administration. The school does not accept commercial delivery of food, flowers, balloons, candy or gifts to students and will direct the delivery to the home. There is to be no food or drinks in commercial cups or wrappers inside the cafeteria.

### **Vehicles (SB Policy JGFF)**

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

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

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

All students driving to school should have a valid Mississippi Driver's license and insurance.

### **Solicitation/Fundraising by Students (SB Policies JK; JKB)**

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

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

### **Mississippi Student Religious Liberties Act of 2013 (SB Policy IGAA)**

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

### **Student Illness or Emergencies**

In case of illness, the student should come to the school office if possible. A medical emergency form, signed by the parent or guardian and listing individuals to be contacted, will be kept on file in the office. A medical clinic is available to district students and staff on the campus of Fair Elementary between the hours of 8:00 am to 3:30 pm.

The parent or guardian will be notified as quickly as possible of the illness or emergency. School authorities may decide that immediate medical attention is necessary. However, attempts will continue to be made to notify the parent or guardian of the situation. Students must be fever free for 24 hours prior to returning to school unless cleared by a healthcare provider.

### **Administering Medication to Students (SB Policy JGC)**

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

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

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

### **Self-Administration of Medication of Asthma/Anaphylaxis Medications (SB Policy JGCDA)**

A student with asthma and/or anaphylaxis is allowed to possess and self-administer prescription asthma and/or anaphylaxis medication while on school property, buses, or school-related event or activity **IF**:

- The prescription asthma and/or anaphylaxis medication has been prescribed for that student as indicated by the prescription label on the medication;
- The self-administration is done in compliance with the prescription or written instructions from the student's physician or other licensed health care provider; and
- A parent of the student provides to the school:
  1. Written authorization, signed by the parent, for the student to self-administer the medication while on school property or at a school-related event or activity;
  2. A written statement, signed by the parent, in which the parent releases the school district and its employees from liability for an injury arising from the student's self-administration of the medication or willful misconduct;
  3. A written statement from the student's physician or other licensed health care provider, signed by the physician or provider, that states:
    - o The student is capable of self-administering the medication;
    - o The name and purpose of the medication;
    - o The prescribed dosage of the medication;
    - o The times at which or circumstances the medication may be administered; and
    - o The period for which the medication is prescribed.

The physician's statement must be kept on file in the nurse's office or office of the principal.

- If a student uses his medication in a manner other than prescribed, he/she may be subject to disciplinary action under the school codes. The disciplinary action shall not limit or restrict the student's immediate access to the medication.
- The school nurse or trained school employee is authorized to administer auto-injectable epinephrine to a student who the school nurse or trained school employee, in good faith, believes is having an anaphylactic reaction, whether or not the student has a prescription for epinephrine.

### **Communicable Diseases - Head Lice (SB Policy JGCC)**

For any student who has had head lice on three (3) consecutive occasions during one (1) school year, the principal shall notify the county health department of the recurring problem of head lice with that student. The student shall not be allowed to attend school until proof of treatment is obtained. '41-79-21 (1999).

### **Chronic Infectious Diseases (Hepatitis B, Covid, Aids, Etc.)**

A student with a chronic infectious disease shall be removed from the classroom temporarily and until the district's medical advisor in consultation with the student's physician determines whether the student's presence in the school poses a risk of transmission of such chronic infectious disease to others.

### **Tardies**

No student should be tardy to school if the tardiness could be avoided. Punctuality is expected of all students. The principal or his/her designee will keep a record of the "unexcused" tardies in the office.

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

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

### **Consequence of Excessive Tardies for High School Students**

If a student is tardy, the student must:

- Any students arriving after the tardy bell by any mode of transportation other than LMSD provided transportation must be signed in by a parent.
- Make sure the attendance clerk knows the student is present; otherwise, the student's record will reflect absence all day.
- On the fourth tardy, and each one thereafter, the student will be referred to the administration for more severe consequences which may include corporal punishment, In-school Reassignment (ISR), or out-of-school suspension (OSS). The parent/guardian will be notified that there is a problem.
- On the 5<sup>th</sup> tardy, any student that drives a personal vehicle to school will lose his or her driving privilege for a period of 1 week. Further tardies can result in the loss of their driving privilege.
- Tardies will start over at the end of each semester.
- Excessive tardies for elementary students will be discussed with parents.

### **Tardiness Between Classes**

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

### **Permission to Leave School During the Day**

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

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

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

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

## **Elementary Check-Out**

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

## **Student Absences from School**

The Louisville Municipal School District Board of Trustees believes that good attendance, with a minimum of tardiness and absenteeism, is essential if students are to gain maximum benefit from the school district's instructional program. The school board thus directs the superintendent to develop administrative regulations governing tardiness and absences (excused and unexcused).

The administrative regulations shall be based on all applicable state laws governing absenteeism and tardiness and shall include (but not limited to) the counting and reporting of students to the Mississippi Department of Education for attendance purposes, expectations for good student attendance, parent responsibility, excused and unexcused absences, and tardiness. Initial administrative regulations and any future changes to such administrative regulations shall be approved by the Louisville Municipal School District Board of Trustees before implementation.

**Attendance Reporting:** In order for a student to be considered as having attended school for a full day, the Louisville Municipal School District Board of Trustees specifies that each student must be present for 63% of his or her individual instructional day as fixed by the local board of trustees for each individual school. For purposes of reporting absenteeism, a student who has an absence that is more than thirty-seven percent (37%) of the student's instructional day, as fixed by the board of trustees for the school at which the student is enrolled, shall be considered absent the entire school day.

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

When a student/parent provides adequate documentation from a licensed physician of any illness causing excessive absenteeism, the documentation will be considered as an extenuating circumstance that will be communicated with the assigned MDE attendance officer to be excused.

Verification for an absence should be presented on the day of the student's return to school but no later than two (2) school days after the absence. Four parent notes will be accepted.

### **Student absences for the following reasons are excused:**

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

Sixteen unexcused (16) absences will result in no credit for a one-unit course, and eight (8) absences will result in loss of credit in a one-half credit course. To be counted present, a student must be in attendance at least fifty (50) percent of a class period.

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

### **Readmission of Student to School After an Absence**

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

- The parent or guardian must send a written note to the principal's office explaining the absence. **A student is limited to four (4) parent notes per school year (One parent note can be written for up to two consecutive days. Absences of three or more consecutive days will require a doctor's excuse or will be counted as multiple parent notes). After four (4) parent notes, the student will receive an unexcused absence.**
- A medical verification of an illness or doctor's appointment should be presented unless the school called verifying the child was sick at school and needed early dismissal.

### **Notification of Parent or Guardian of Accumulated Absences**

Notification of student absences is always shown on Active Parent, Report Cards, and Progress Reports. The parent will be notified when the student accumulates the following absences:

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

### **Make-Up Tests/Work (SB Policy JBD)**

A student will be required to take a test on the appointed day if the test was announced prior to the student's absence. If the student is absent on test day, the student will be required to take the test on the day the student returns to school. In situations of extended illness, the student is responsible for working with the teacher(s) involved to establish a make-up test schedule.

Work missed as a result of an unexcused absence cannot be made up. The administrative regulations shall specify that no absence will be excused when it is due to suspension, expulsion or other disciplinary action. However, to avoid adopting a policy or administrative rule that would ensure a student's failure, the Louisville Municipal School District may adopt a provision that permits or requires suspended students who are not immediately placed in a REACHES program to make up work within specified deadlines.

If the absence is excused or an out-of-school suspension (unexcused), it is the responsibility of the student to contact each teacher immediately upon returning to school to determine a time when the work will be completed.

### **Schedule for Students to Complete Work After an Absence**

The following schedule should be followed for missed work with an excused absence. Failure to complete work within the designated time, will result in deduction of points and students not receiving full credit.

- |                         |                                       |
|-------------------------|---------------------------------------|
| • 1 day absent          | 1 day to complete work                |
| • 2 days absent         | 2 days to complete work               |
| • 3 days absent         | 3 days to complete work               |
| • 4 days or more absent | Develop make-up schedule with teacher |

## **Cafeteria Rules**

Table manners should be as refined in the cafeteria as table manners at home. Students are expected to help keep the cafeteria clean. Strict adherence to the lunch schedule must be observed.

The following are specific rules to observe in the cafeteria:

- Students are not allowed to carry food into the cafeteria from a fast-food restaurant that is wrapped or in bags or boxes displaying a logo.
- Cutting line and holding places in line are forbidden.
- Students shall not leave the cafeteria without the expressed permission of the teacher to whom assigned.
- Food is not to be taken into the hallways or classrooms from the cafeteria.

## **Cafeteria Prices (All Students Eat FREE)**

### **Textbooks (SB Policy ICFA)**

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

### **Textbook Fine Assessment (To be used as a guide in assessing fines)**

#### **DAMAGE**

Writing/drawing/scribbling in book  
Torn pages  
Excess wear/damage but still usable  
Cover of book damaged  
Spine damaged  
Water damaged but still usable  
Water damaged, not usable  
Pages missing, not usable  
Obscene writing or drawing on or in the book  
Non-returned (lost, etc.) book

#### **FINE**

\$1.00 per page  
\$1.00 per page  
10% of cost of the book  
25% of cost of the book  
25% of cost of the book  
25% of cost of the book  
\*Cost of the book  
\*Cost of the book  
\*Cost of the book  
\*Cost of the book

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

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

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

### **Chromebook Damage, Repair, Lost, Stolen**

- Chromebooks that malfunction or are damaged must be reported to the administration immediately. The school district will be responsible for repairing Chromebooks that malfunction. Replacement Chromebooks may be issued to students when they leave their Chromebooks for repair. Please note that there may be a delay in getting a Chromebook should the school not have enough to distribute. Replacement Chromebooks will only be issued for use in school after all fines have been paid.
- Chromebooks that have been damaged from student misuse, neglect, or are intentionally damaged will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to Chromebook that are intentionally damaged or lost.
- Chromebook damage: Students may be responsible for any and all damage as circumstances warrant.
- Chromebooks that are stolen must be reported immediately to the school administration.

### **Item Replacement Cost**

- Chromebook (includes device & management software) -- Replacement at current cost
- Charger/Power Adapter -- Replacement at current cost
- Screen -- Replacement at current cost
- Keyboard/Touchpad -- Replacement at current cost

### **Grooming Standards**

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

### **Dress Code**

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

It is virtually impossible to write a dress and grooming code, which will address every detail and aspect of appropriate dress and grooming; therefore, it may become necessary for the building administrator to make a judgment as to whether a student is properly groomed and/or dressed.

A student who is not appropriately attired or exhibits grooming which is determined and/or causes a disruption to the educational environment shall be asked to refrain from wearing the inappropriate attire in the future and/or shall be required to make arrangements for more suitable or appropriate dress. If the arrangement for more suitable clothing requires the student to be absent from class, the absence will be designated as unexcused. The student will be placed in ISR until the student's clothing meets District dress code policy.

It should be a matter of personal pride for a student of the Louisville Municipal School District to maintain high standards of neatness and appropriateness of dress and appearance. By action of the Louisville Municipal School Board, the following clothing and accessory requirements must be met:



## **Bottoms**

- No slogans or words should be on the seats of pants. Patches, emblems, written slogans, obscene pictures or symbols or lewd, profane or suggestive language or any clothing/accessories in poor taste will not be allowed.
- Pants must be worn at the waist. No Sagging!
- Jeans, khakis, dress pants, and shorts may be worn. Athletic shorts are allowed.
- Shorts and skirts may not be more than 3 inches above top of the knee caps.
- Jeans with holes will not be allowed if the holes are more than 3" from top of the kneecap.
- Leggings, tights, jeggings, yoga pants (tight fitting pants) worn by themselves are not allowed. But they may be worn as long as the shirt, skirt, or shorts are at least to the tip of the student's longest fingertip while standing straight up.
- Wind suits, joggers, and warmup suits are allowed.
- No pajama pants, sleepwear, or lounge wear outer clothing will be allowed.

## **Tops**

- Clothes must cover the front and back of midriff completely as well as show no cleavage. If the student extends his/her arms above their head and the midriff/stomach is exposed, this is a dress code violation.
- Any article of clothing which contains or depicts the following is prohibited: substance illegal by law for minors - alcohol, drugs, tobacco; profane, suggestive, and/or violent language; derogatory, symbols or remarks directed to any ethnic group.
- Males must tuck their shirts in if the shirt reaches the bottom of the student's closed fist if arms are extended by the student's side.
- Only 2' wide or wider straps from the neck to the shoulder on short sleeve shirts will be allowed (off shoulder sleeves are not allowed). No sun-back or spaghetti strap dresses or shirts, muscle shirts, or mesh shirts are allowed.

## **Other**

- No house shoes, cleats, skate shoes, or slippers are allowed.
- No attire should be so tight that you can see undergarment.
- No inappropriately sized attire shall be allowed by either gender. For example, clothing should not be several sizes too large or too small.
- No hats, bandanas, hoods, or head coverings of any kind are to be worn in the building.
- No gang, occult, or deviate group grooming, related symbols/slogans, and/or related dress will be allowed.
- Trench coats, duster coats, and other similar items are not allowed.
- Coats can be no longer than mid-thigh.
- Hooded coats and pullovers may be worn. However, hoods themselves may only be worn when weather conditions (cold or wet) dictate such. However, hoods are not to be worn inside school buildings.
- No body piercings by female or male students will be allowed other than in the ear or nose. Nose piercings are limited to small studs. No hoops or other types of piercings in the nose are allowed.

\*Exceptions may be made for school sponsored activities. The principal or designee has the final decision determining if the attire is acceptable.

## **Administrative Discretion**

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

## **Dress Code Compliance Policy**

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

## **School Telephones**

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

## **Personal Electronic Devices**

**USE OF ELECTRONIC DEVICES IS NOT PERMISSIBLE ON CAMPUS DURING OPERATING SCHOOL HOURS.** This includes, but is not limited to cell phones, earbuds, smart watches, etc. During operating school hours or on bus routes, all such devices must not be visible or turned on unless given permission by official Louisville Municipal School District employees. If a student is found using his/her electronic device inappropriately, a staff member will direct the student to surrender the device. The student will be expected to comply or face consequences for defiance.

## **Consequences for Noncompliance**

- 1st Offense – Cell phone or device will be confiscated for the remainder of school day and parent, guardian or approved checkout person will be required to pick up the device.
- 2<sup>nd</sup> Offense – Cell phone or device will be confiscated for seven (7) days. A parent, guardian or approved checkout person will be required to pick up the device.
- 3<sup>rd</sup> Offense -- Cell phone or device will be confiscated for 30 days. A parent, guardian or approved checkout person will be required to pick up the device.

## **Refusal to Surrender Device**

If a student refuses to surrender his/her device, the consequences become more severe.

- First Offense -- 5 days In-School Reassignment (ISR)
- Second Offense – 10 days In-School Reassignment (ISR)
- Third Offense – 30 days REACHES

## Acceptable Use Policy

### Definitions

Definitions for purposes of this policy:

#### 1. Eligible Students:

A student whose parent/guardian signs and agrees to the terms of the district's Student Use of Personal Electronic Devices and Acceptable Use Policy User Agreements.

#### 2. Electronic Device:

An electronic device is defined as any device that a student is in possession of which electronically communicates, sends, receives, stores, reproduces or displays voice and/or text communication or data. These include, but are not limited to cellular phones, smart phones, music and media players, smart watches, tablets, laptops, notebooks, netbooks, e-Readers, and iPods.

#### 3. Unacceptable Electronic Devices:

An unacceptable electronic device includes, but is not limited to, phone, gaming devices or consoles, modems, routers, televisions or accessories.

#### 4. Unauthorized Use:

Unauthorized use of personal electronic devices includes, but is not limited to, the following:

- Possessing, viewing, sending or sharing video or audio information having sexual, violent or threatening content on school grounds, school events or school buses shall be prohibited and may result in disciplinary action and/or confiscation of the personal device.
- Transmitting school materials for unethical purposes such as cheating.
- Any activity which may be in violation of a Louisville Municipal School District policy and/or procedural directive.
- Damaging, or attempting to damage the network, equipment, materials or data physically or electronically.
- Accessing unauthorized district computers, networks and information systems.
- Use of any electronic device which disrupts the instructional day.

#### 5. Authorized Use:

Louisville Municipal School District shall permit student possession of personal electronic devices on all district property and at all district sponsored activities while the student is under the supervision of district staff. These devices shall be kept out of sight and silenced or powered off during the instructional day unless otherwise permitted by district or school procedures.

### Prohibitions

- Personally-owned electronic devices are not permitted to connect to the Internet through a 3G, 4G, or any other content service provider.
- Electronic devices shall not be used in any way that violates district policy or that threatens, humiliates, harasses, or intimidates school-related individuals, including students, employees, and visitors; or violates local, state, or federal law.
- Electronic devices shall **NOT** be used during state tests as mandated by Mississippi Assessment Program.
- All notebooks, netbooks, and MacBooks must have antivirus software installed with updates activated, if applicable.

- Streaming of any audio or video must be reserved for classroom activities only. Cloud-based music and videos personally owned by a student are not allowed.
- Tech support, **charging and printing** will not be provided for student-owned devices.

### Potential Disciplinary Actions

All violations will be subject to the disciplinary actions for possession of electronic equipment/device as listed in Louisville Municipal School District Student Handbook's Consequences for Disciplinary Infractions on the Discipline Ladder.

A campus administrator, in the exercise of reasonable discretion in response to student misbehavior, abuse of the privilege, or other reasonable cause, may deny or cancel the privilege of possessing an electronic device.

### Security of Devices

**Louisville Municipal School District is not liable for any device stolen or damaged on campus.** Students shall be personally and solely responsible for the security of electronic devices brought to school. The school shall not assume responsibility for theft, loss, damage, or unauthorized calls made with an electronic device. If devices are loaned or borrowed and misused by non-owners, device owners are jointly responsible for the misuse or policy violation(s). **LMSD provides wireless network access to be utilized by students, and is not responsible for any overages or other data charges.**

### Prohibitions on Audio/Video Recording

Camera, video or audio recording functions of electronic devices may pose threats to the personal privacy of individuals, exploit personal information, and/or compromise the integrity of educational programs.

Accordingly, the use of the audio recording, video recording or camera functions of electronic devices is strictly prohibited on school premises and buses at all times, unless teacher approval is given for specific instructional activities.

### Grading Policy

The established grading system for the Louisville Municipal School District is to communicate to parents a periodic evaluation summarizing significant factors of the student's adjustment in the total education program. The grading system is based upon student achievement and performance, bearing in mind that any system incorporates both subjective and objective considerations in student evaluation.

#### Objectives:

1. To motivate students to exert their best efforts in the learning process
2. To provide a uniform technique for converting numerical values to letter grades
3. To monitor each student's progress

#### Grading System:

The grading system is used to evaluate student performance for the purposes of promotion, retention, or alternative programs. The following numerical values shall be used in determining letter grades.

### Elementary (K-6) Grading Scales and Promotion Requirements

#### Grading Scale for Grades K-2

S+	(100 - 97)	V+	(88 - 85)	U	(74 and below)
S	(96 - 93)	V	(84 - 80)		
S-	(92 - 89)	V-	(79 - 75)		

### **Grading Scale for Grades 3-6**

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

### **Grades 7-12: Grading Scales and Promotion Requirements**

#### **Grading Scale for Grades 7-12 (SB Policies IHA & IHE)**

A	(100 – 90)	C	(79 – 70)	F	(64 and below)
B	(89 – 80)	D	(69 – 65)		

NOTE: In determining the nine weeks grade for a subject, the nine weeks examination counts 25% and the daily grades count 75%. Grades for TAG will not be used in these calculations. In an effort to keep parents and students more informed of standing based on classes students are enrolled in, the GPAs and Class Rank for 9-12 will be added to the Report Cards. It will be included at the end of each 9 week period. Please be reminded that all these may change daily as grades are entered. Daily grades may be monitored using an Active Parent account. Final GPAs, QPAs, as well as Class Rank for Seniors, will be calculated when final grades are entered.

### **Report Cards**

Students will receive report cards at the end of each nine-week period. Parents are encouraged to come to the school during designated school-day hours for conferences with teachers and administrators. During the school year, parents and teachers may schedule conferences when needs arise. Conferences can be scheduled by contacting the principal's office. Conferences with teachers must be scheduled during non-instructional time.

### **Student Achievement of Academic Excellence**

**Student achievement of academic excellence will be recognized as follows:**

Honor Roll	Overall average of 90 - 92
Distinction	Overall average of 93 or above
Special Distinction	End of Term Grades of 93 or above

**NOTE: End of term grades are used for calculations. Grades in Band, Driver Education, TAG, Computer Science, and Physical Education are not calculated in determining Honor Roll, Distinction, and Special Distinction.**

Any change of grades, other than a 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 a 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.

### **Minimum Requirements For Promotion**

#### **Kindergarten**

A student must obtain a passing yearly average of 75 or above in reading/language arts and mathematics and students must be able to recognize 75% or more of grade sight words to continue to the next level.

### **First Grade**

A student must obtain a passing yearly average of 75 or above in reading/language arts and mathematics and students must be able to recognize 75% or more of grade sight words to continue to the next level.

### **Second Grade**

A student must obtain a passing yearly average of 75 or above in reading/language arts and mathematics and students must be able to recognize 75% or more of grade sight words to continue to the next level.

### **NOTE:**

(1) **For kindergarten – second grade**, a Promotion Review Committee consisting of the principal and at least three (3) other professional staff members will review final course grades of 71-74 and other criteria that cause a student to be retained. K-2 students must be able to recognize 75% or more of grade sight words to continue to the next level.

(2) **For K – 2 special education students**, other considerations will be given when determining promotion such as goals stated in the student's IEP. The IEP committee will make a recommendation to the principal as to whether the student is to be promoted or retained.

### **Third Grade**

A student must achieve a passing yearly average (70 or above) in reading/language arts and mathematics, and in at least one (1) of the following subjects: social studies, science or health (combined averages for science/health count as one (1) subject in determining promotion); AND have a passing score on the MAAP ELA Grade Reading Summative Assessment as determined by MDE.

### **Literacy Based Promotion Act: Senate Bill 2347 (for Third Grade)**

Beginning in the 2014-2015 school year, a student MUST have a passing score on the MAAP ELA 3rd Grade Reading Summative Assessment as determined by MDE. A student who does not have a passing score on the MAAP ELA 3<sup>rd</sup> Grade Reading Summative Assessment will NOT be promoted to 4<sup>th</sup> grade unless the student meets the good cause exemptions for promotion.

### **Students may meet promotion requirements of the LBPA by:**

- earning a “met LBPA requirements” (level 3 or above) on the multiple-choice portion of the 3rd Grade MAAP ELA Assessment.
- achieving a “met LBPA requirements” (level 3 or above) on either of the two retest opportunities on the 3rd Grade Reading Alternative Assessment. \*
- achieving a Level 3 or higher on the 3rd Grade MAAP ELA Assessment after the writing is scored. \*

**\*Please note these methods of promotion are considered Good Cause Exemption D.**

### **Good cause exemptions for promotion are limited to the following students:**

- Limited English Proficient student who has less than two (2) years of instruction in an English Language Learner program;
- Student with a disability whose Individualized Education Program (IEP) indicates that participation in the statewide accountability assessment program is not appropriate, as authorized under state law;
- Student with a disability who participates in the state annual accountability assessment and who has an IEP or Section 504 Plan that reflects that the individual student has received intensive remediation in reading for more than two (2) years but still demonstrates a deficiency **OR** was previously retained in Kindergarten, First, Second, or Third Grade;
- Student who demonstrates an acceptable level of reading proficiency on an alternative standardized assessment approved by the State Board of Education; and
- Student who received intensive intervention in reading for two (2) or more years but still demonstrates a deficiency in reading **AND** who was previously retained in Kindergarten, First, Second or Third Grade for a total of two (2) years and has not met exceptional education criteria

## **Grades 4 - 6**

A student must achieve a passing yearly average (70 or above) in reading/language arts and mathematics, and in at least one (1) of the following subjects: social studies, science or health. The combined averages for science/health count as one (1) subject in determining promotion.

### **Note:**

- (1) **For grades 3-6**, a Promotion Review Committee consisting of the principal and at least three other professional staff members will review final course grades of 67-69 that cause a student to be retained.
- (2) **For grades 3-6 special education students**, other considerations will be given when determining promotion such as goals stated in the student's IEP. The IEP committee will make a recommendation to the principal as to whether the student is to be promoted or retained.

## **Promotion Requirements for Grades 7 & 8**

A student must obtain a passing yearly average (65 or above) in reading/language arts, and mathematics, and in at least one (1) of the following subjects: social studies, or science.

### **NOTE:**

- (1) **For grades 7-8**, a Promotion Review Committee consisting of the principal and at least three other professional staff members will review final course grades of 62-64 that causes a student to be retained.
- (2) **For grades 7-8 special education students**, other considerations will be given when determining promotion such as goals stated in the student's IEP. The IEP committee will make a recommendation to the principal as to whether the student is to be promoted or retained.

## **Carnegie Units**

Mississippi Public School Accountability Standards, 2023

Standard 14 Note: 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.

## **Classification of High School Students**

Students will be classified as to Carnegie units earned.

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

## **Vocational /Career Technical Education Participation Policy**

The Louisville School District School District is committed to providing a quality program of Vocational/Career Technical Education and shall adhere to applicable state and federal laws, rules, and regulations.

Students who participate in the vocational/career technical program shall be required to complete all curriculum requirements for completion/graduation, as defined by the State Board of Education. Please refer to the student handbook or guidelines for vocational procedures. The superintendent/designee shall develop procedures to support this policy.

Legal Reference: Mississippi Code of 1972 Section 37-31-69

Louisville Municipal School District students will have priority to take vocational classes at the Winston Louisville Career & Technical Center before students from other institutions will be allowed to take vocational classes at the Winston Louisville Career & Technical Center.

All second-year courses at WLCTC, Nanih Waiya, and Noxapater will be considered accelerated and carry a weight of 1.1 instead of the traditional 1.0. Due to new Perkins's requirements, students completing a two-year program will have to complete a work-based learning experience or a national certification in their field.

### **Exemption Policy for Grades 3 – 12**

Exemptions will be allowed for students in grades 3-12 who have met the following criteria:

- No out of school suspensions
- No REACHES Placement
- All fines or dues have been paid

A student may choose to be exempted from their final exam in a subject with the appropriate average and number of absences. No other exemptions will be allowed. High school absences are counted by class periods. School related activities are NOT considered absences.

#### **Yearly average of:**

<b>80-84</b>	<b>No absences</b>
<b>85-89</b>	<b>No more than 3 absences</b>
<b>90-100</b>	<b>No more than 6 absences</b>

Students may be exempt from final exams in ½ credit courses with:

<b>80-84</b>	<b>No absences</b>
<b>85-89</b>	<b>No more than 2 absences</b>
<b>90-100</b>	<b>No more than 3 absences</b>

**Students who score ADVANCED on MAAP or MAAP-A are rewarded with 1 DAY OUT of school during the school year and will receive an excused absence that will NOT count regarding exemption. All other absences, whether excused or unexcused, count as absences when calculating exemption.**

### **Star Student Requirements**

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

### **Class Rank**

In an effort to keep parents more informed of their child's standing based on classes they are enrolled in, the GPAs and Class Rank for students grades 9-12 have been added to the Report Cards. It will be included at the end of each 9 week period. Please be reminded that ranks may change daily as grades are entered. Students and parents may monitor daily grades using your Active Parent account. Final GPAs and Class Rank for Seniors will not be calculated until teachers have entered final grades.

### **Valedictorian/Salutarian/Honor Graduates**

The criteria for selection of the valedictorian, salutarian, and honor graduate will be based on all credit courses taken towards graduation. The student having the highest and second highest grade point average during his/her school period shall be recognized as Valedictorian and Salutarian, respectively. Students earning an overall grade point average of 90 or above will be considered an Honor Graduate. Grades/credits earned through home schooling and non-accredited schools will not count towards Valedictorian and Salutarian. A student must have attended the respective high school for a minimum of four semesters, which is inclusive of their senior year to be considered for valedictorian or salutarian. The grade point average will be calculated at the start of the



3rd nine weeks to determine the top two students. Driver's education, band, chorus, physical education, and sports grades are not included in the average calculation. The averages are computed to the nearest hundredth. If there is a tie, the average is carried to the nearest thousandth to break it.

### **Hall of Fame**

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

### **Individual Success Plan (ISP) (SB Policy IHF)**

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

## UNIVERSAL CONCORDANCE TABLE EFFECTIVE 2021 – 2022 SCHOOL YEAR

Concordance tables, effective beginning with the 2014-2015 school year, provide opportunities for students who do not obtain a passing score on an EOC assessment to utilize a different graduation option, using a combination of the assessment scores with the final course grade. The tables provide the final course grade required to use with the scale score obtained on the EOC assessment. Students shall be enrolled in school to utilize the concordance table option.

The Mississippi Department of Education (MDE) and the Technical Advisory Committee (TAC) developed one universal concordance table that shall be used for each of the four EOC assessments. The concordance tables were developed during each of the EOC test administrations, and the universal concordance table concept will alleviate confusion in determining which concordance table to apply for each test administration.

### UNIVERSAL CONCORDANCE TABLE

Concordance Table	Scale Score			
Grade in Course	1049-1048	1047-1046	1045-1044	1043-1042
A	Pass	Pass	Pass	Pass
B	Pass	Pass	Pass	Fail
C	Pass	Pass	Fail	Fail
D	Pass	Fail	Fail	Fail

**ADDITIONAL OPTIONS IN LIEU OF PASSING THE END-OF-COURSE ASSESSMENT  
MISS. ADMIN. CODE 7-3: 36.5, STATE BOARD POLICY CHAPTER 36, RULE 36.5  
(EFFECTIVE 2013 - 2014 SCHOOL YEAR AND THEREAFTER)**

Mississippi Admin. Code 7-3: 36.5, State Board Policy Chapter 36, Rule 36.5 provides approved options for students to meet high school end-of-course (EOC) assessment requirements for graduation through approved alternate measures. Mississippi Admin. Code 7-3: 36.5, State Board Policy Chapter 36, Rule 36.5, applies to past, current, and future graduates and allows a student to meet the graduation requirements once he or she has failed to pass any required end-of-course (EOC) assessment one (1) time.

The following graduation options provide opportunities for students to obtain a certain score or level on the ACT, ASVAB, ACT WorkKeys, MS-CPAS, or other state-approved industry certifications. Students also may obtain a grade of "C" or higher in a dual credit/dual enrollment course, corresponding to the EOC assessment that was not passed.

**Notes:**

- ACT sub-scores resulting from non-college reportable accommodations **can** be used for graduation options, but the scores are non-college reportable.
- ACT sub-scores resulting from Residual ACT Testing **cannot** be used for graduation options.
- This option is available regardless of when the student took the SATP2, PARCC, or MAP/MAAP assessments.
- The college credit option is only applicable if the student is enrolled in high school and college at the same time. Student must meet the dual enrollment/dual credit admissions requirements of the community college partnering with the school district.
- The Graduation Options listed below are applicable to any EOC assessment.

Assessment Options	Math	Science	English	Social Studies
ACT	17	17	17	17
Dual Credit/ Enrollment	C or higher in College Algebra	C or higher in College Biology & corresponding lab	C or higher in College English Comp I	C or higher in College American History II
ASVAB + MS-CPAS OR Industry Certification	ASVAB (PICAT prescreen scores are not allowable) score of 36 <b>plus</b> one (1) of the following: <ol style="list-style-type: none"> <li>*CPAS score that meets the attainment level assigned by Federal Perkins requirements <b>OR</b></li> <li>Earn approved Industry Certification specified in the Career Pathway's Assessment Blueprint.</li> </ol>			
ACT Work Keys + MS-CPAS OR Industry Certification	WorkKeys Silver Level <b>plus</b> one (1) of the following: <ol style="list-style-type: none"> <li>*CPAS score that meets the attainment level assigned by Federal Perkins requirements <b>OR</b></li> <li>Earn approved Industry Certification specified in the Career Pathway's Assessment Blueprint.</li> </ol> <p>* Beginning in School Year 2022-2023, the MS-CPAS will no longer be administered.</p>			

**Composite (Combined) Score**  
**MISS. ADMIN. CODE 7-3: 36.4(3) State Board Policy Chapter 36, Rule 36.4(3)**  
**(EFFECTIVE 2022-2023 SCHOOL YEAR)**

Composite (Combined) Score Calculations provide opportunities for students who do not obtain a passing score on one or more EOC assessments. Students may utilize an additional graduation option by taking the average of all EOC assessments and achieving a minimal combined score of 1050. The student must have four scores (Algebra I, English II, Biology, and U.S. History). These four scores are added together and divided by 4. The student must have a 1049.5 or above. If a student has a COVID-related waiver from the 2019-2020 or 2020-2021 school year(s) for any required EOC assessment, the student is not eligible to use this option. Students shall be enrolled in school to utilize the composite score option.

**Example**

Calculate the student's composite (combined) score by determining the average score across all four assessments.

Assessment	Scale
Algebra (EOC)	1039
English II (EOC)	1048
Biology (EOC)	1055
US History (EOC)	1056

$$\text{Average Composite (Combined) Score} = \frac{1039+1048}{4} + \frac{1055+1056}{4} = \frac{4,198}{4} = 1049.5 = 1050$$

In the example above, the student can use the Composite Combined Score for Algebra I and English II.

**Mississippi Diploma Options can be found at the following link:**

<https://mdek12.org/secondaryeducation/diploma/>

## Weighted Grades Policy

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

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

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

## Dual Credit Courses

### Academic Eligibility

To be eligible for enrollment, a high school student must meet the following criteria:

- Be classified as a junior or higher;
  - Have a minimum overall high school GPA of 3.0 on a 4.0 scale; and
  - Obtain an unconditional written recommendation from his/her high school counselor, principal.
  - ACT score of 17 on the English section for English Composition I
  - ACT score of 19 on the Mathematics section for College Algebra
- OR
- Have a minimum high school GPA of 3.0 on a 4.0 scale;
  - Earned a minimum composite ACT score of 30 or the equivalent SAT score; and
  - Obtain an unconditional written recommendation from his/her high school counselor or principal.

### Career and Technical Education Eligibility

To be eligible for enrollment, a high school student must meet the following criteria:

- Be classified as a sophomore or higher;
- Have a minimum overall high school GPA of 2.0 on a 4.0 scale; and
- Obtain an unconditional recommendation from school administrator/counselor or CTE instructor.

\*If a student withdraws from the class, he/she is required to pay for the textbook.

\*If the Louisville Municipal School District pays for a dual-credit course for a student and the student drops the course, or student fails the course due to unexcused absences, the student will be responsible to refund the school district in the full amount of the course.

**The following Dual Credit courses are offered by the Louisville Municipal School District:  
East Central Community College**

Fee includes a textbook

- MAT 1313 College Algebra (3 hours) \$105
- MAT 1323 Trigonometry (3 hours) \$105
- BIO 1134 General Biology I with Lab (4 hours) \$130
- BIO 1144 General Biology II with Lab (4 hours) \$130
- HIS 2213 US History I (3 hours) \$105
- HIS 2223 US History II (3 hours) \$105
- ENG 1113 English Composition I (3 hours) \$105
- ENG 1123 English Composition II (3 hours) \$105
- CTE 1003 CTE Smart Start (3 hours) \$50
- CTE 1353 Introduction to STEM Professions (3 hours) \$50
- CTE 1333 Introduction to Healthcare Professions (3 hours) \$50

## **William Carey University**

Fee includes textbook

- PSC 2010 American Federal Government (3 hours) \$150

**Note: Class offerings and cost subject to change.**

### **Advanced Placement (AP) Courses**

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

A minimum of 10 students must be enrolled for the class to make. Course offerings also depend on the availability of certified staff.

Have an average of 90 in college prep classes and/or teacher's recommendation

- Score of **Advanced** on corresponding State test and/or teacher's recommendation
- Must have prerequisites listed below and/or teacher's recommendation
- MUST take the AP exam at the end of the course (Failure to take the AP exam at the end of the course will prohibit a student from enrolling in another AP course AND will result in the loss of the weight of the course.) Colleges and Universities are then able to grant college credit, placement, or both to these students based on AP Exam scores.

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

AP Language & Composition 10<sup>th</sup> Grade (Prerequisite-Honors English I)

AP Literature & Composition 11<sup>th</sup> Grade (Prerequisite-AP English II)

AP Calculus (Prerequisites -Alg. I, Geo, Alg. II, Alg. III)

AP U.S. History (Prerequisite-Honors English II)

AP Biology (Prerequisites-Biology/Chemistry)

### **Accelerated Courses**

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

- Complete 4 college preparatory courses (with the exception of Honors English I)
- Minimum ACT composite score of 18 (with the exception of Honors English I)
- Have a minimum GPA of 3.0 in college preparatory classes and/or teacher's recommendation

The following courses are considered "**accelerated**" courses:

Honors English I, II, III

Second Year Foreign Languages

Algebra III

Biology II

Physics

Chemistry I, II

Health Science II

Honors World History

Honors U.S. History

All Second Year WLCTC courses

# FRESHMAN ADMISSION REQUIREMENTS FOR UNIVERSITY SYSTEM INSTITUTIONS COLLEGE PREPARATORY CURRICULUM

**Begins with the incoming freshmen class of 2025**

*The high school course requirements set forth below are applicable to students graduating from high school and entering a public institution of higher learning.*

The minimum <b>REQUIRED</b> <sup>1</sup> CPC for full admission into a Mississippi public university is as follows:	The minimum <b>RECOMMENDED</b> <sup>2</sup> CPC for full admission into a Mississippi public university is as follows:
<b>English: 4 Carnegie units</b> <ul style="list-style-type: none"> <li>Units must require substantial communication skills (i.e., reading, writing, listening, and speaking). Compensatory Reading and Writing may not be included.</li> </ul>	<b>English: 4 Carnegie units</b> <ul style="list-style-type: none"> <li>Units must require substantial communication skills (i.e., reading, writing, listening, and speaking). Compensatory Reading and Writing may not be included.</li> </ul>
<b>Mathematics: 4 Carnegie Units</b> <ul style="list-style-type: none"> <li>Algebra I or its equivalent</li> <li>Math higher than Algebra I (2 units)</li> <li>Additional math higher or lower than Algebra I (1 unit)</li> </ul>	<b>Mathematics: 4 Carnegie units</b> <ul style="list-style-type: none"> <li>Algebra I or its equivalent</li> <li>Math higher than Algebra I (3 units)</li> </ul>
<b>Science: 3 Carnegie units</b> <ul style="list-style-type: none"> <li>Biology I or its equivalent</li> <li>Science higher than Biology I (2 units)</li> </ul>	<b>Science: 4 Carnegie units</b> <ul style="list-style-type: none"> <li>Biology I or its equivalent</li> <li>Science higher than Biology I (3 units)</li> </ul>
<b>Social Studies: 3 Carnegie Units</b> <ul style="list-style-type: none"> <li>Units must include integrated courses of social sciences and humanities promoting civic competence.</li> </ul>	<b>Social Studies: 4 Carnegie units</b> <ul style="list-style-type: none"> <li>Units must include integrated courses of social sciences and humanities promoting civic competence.</li> </ul>
<b>Arts: 1 Carnegie unit</b> <ul style="list-style-type: none"> <li>Includes any one Carnegie unit (or two ½ units) of visual and performing arts course(s) meeting the requirements for high school graduation.</li> </ul>	<b>Arts: 1 Carnegie unit</b> <ul style="list-style-type: none"> <li>Includes any one Carnegie unit (or two ½ units) of visual and performing arts course(s) meeting the requirements for high school graduation.</li> </ul>
<b>Advanced Electives: 2 Carnegie units</b> <ul style="list-style-type: none"> <li>Option 1: Foreign Language I and Foreign Language II</li> <li>Option 2: Foreign Language I and one unit from Option 3</li> <li>Option 3: (1) Any combination of an advanced level course above the required Carnegie units as noted in the (a) Office of Academic and Student Affairs CPC Manual and/or any (b) Advanced Placement (AP), Academic or Career and Technical Dual Credit (DC), International Baccalaureate (IB) or Advanced International Certificate of Education (AICE) course. (2) Completion of any two-year Career and Technical course may count as one unit. <u>Example: completion of both Health Sciences I &amp; II will count as an advanced elective.</u></li> </ul>	<b>Advanced Electives: 2 Carnegie units</b> <ul style="list-style-type: none"> <li>Option 1: Foreign Language I and Foreign Language II</li> <li>Option 2: Foreign Language I and one unit from Option 3</li> <li>Option 3: (1) Any combination of an advanced level course above the required Carnegie units as noted in the (a) Office of Academic and Student Affairs CPC Manual and/or any (b) Advanced Placement (AP), Academic or Career and Technical Dual Credit (DC), International Baccalaureate (IB) or Advanced International Certificate of Education (AICE) course. (2) Completion of any two-year Career and Technical course may count as one unit. <u>Example: completion of both Health Sciences I &amp; II will count as an advanced elective.</u></li> </ul>

<b>Technology or Computer Science Course: 1 Carnegie Unit</b> <ul style="list-style-type: none"> <li>A technology course is defined as one that emphasizes the use of technology as a productivity tool. Instruction should include utilizing various forms of technology to create, collaborate, organize, and publish information. The application of technology as a productivity tool, rather than specific hardware and/or software packages should be the focus of the course. A computer science course emphasizes computational thinking to solve problems. Courses will involve the study of computers and algorithmic processes, including their principles, their hardware and software designs, their applications, and their impact on society and should include focus on one or more of the following core concepts: computing systems, networks and the internet, data and analysis, algorithms and programming, and impacts of computing. Course</li> </ul>	<b>Technology or Computer Science Course: 1 Carnegie Unit</b> <ul style="list-style-type: none"> <li>A technology course is defined as one that emphasizes the use of technology as a productivity tool. Instruction should include utilizing various forms of technology to create, collaborate, organize, and publish information. The application of technology as a productivity tool, rather than specific hardware and/or software packages should be the focus of the course. A computer science course emphasizes computational thinking to solve problems. Courses will involve the study of computers and algorithmic processes, including their principles, their hardware and software designs, their applications, and their impact on society and should include focus on one or more of the following core concepts: computing systems, networks and the internet, data and analysis, algorithms and programming, and impacts of computing. Course equivalent or additional</li> </ul>
--	---

equivalent or additional advanced elective may be acceptable for non-Mississippi residents.	advanced elective may be acceptable for non-Mississippi residents.
<b>Total Carnegie units: 18 Carnegie Units</b>	<b>Total Carnegie units: 20 Carnegie Units</b>
<sup>1</sup> High school Carnegie units <b>required for regular admission</b> to an IHL institution <sup>2</sup> Recommended high school Carnegie units to enhance preparedness for college-level work  <b>Notes:</b> <ul style="list-style-type: none"> <li><b>Pre-High School units:</b> Courses taken prior to high school will be accepted for admission provided the course earns Carnegie credit and the content is the same as the high school course.</li> <li><b>Substitutions:</b> Advanced Placement (AP), International Baccalaureate (IB, Academic or Career and Technical Dual Credit (DC) and Advanced International Certificate of Education (AICE) courses may be substituted for each requirement in the College Preparatory Curriculum</li> <li><b>Course Acceptance:</b> A course may not be used to satisfy more than one requirement.</li> <li>The Required and Recommended College Preparatory Curricula (CPC) are approved by the IHL Board of Trustees and maintained by the IHL Office of Academic and Student Affairs.</li> </ul>	

#### **IHL Board Policy §602.B. FULL ADMISSION**

Full admission to any of the eight public universities will be granted to the following:

1. Have completed high school graduation requirements and the College Preparatory Curriculum (CPC) or have completed equivalent requirements as determined by admitting IHL institution; have a minimum cumulative GPA of 3.20 on a 4.0 grading scale as reported by the high school or as calculated by the admitting institution using an IHL-approved unweighted cumulative GPA calculator; and no ACT or SAT score is required; or
2. Have completed high school graduation requirements and the College Preparatory Curriculum (CPC) or have completed equivalent requirements as determined by admitting IHL institution; have a minimum cumulative GPA of 2.50 as reported by the high school or as calculated by the admitting institution using an IHL-approved unweighted cumulative GPA calculator or a class rank in the top 50%; and have an ACT composite score of 16 or higher; or



3. Have completed high school graduation requirements and the College Preparatory Curriculum (CPC) or have completed equivalent requirements as determined by admitting IHL institution; have a minimum cumulative GPA of 2.00 as reported by the high school or as calculated by the admitting institution using an IHL-approved unweighted cumulative GPA calculator; and have an ACT Composite score of 18 or higher.
4. Any student who does not meet the above requirements may be granted full admission by satisfying the NCAA Division I standards for student athletes who are “full qualifiers” or “academic redshirts”.
  - In lieu of ACT scores, students may submit equivalent SAT scores.
  - Beginning fall 2021, institutions will use the highest ACT or SAT subject test scores from the same test type when scores from more than one test date are submitted. This process is known as superscoring. A combination of ACT and SAT subtest scores cannot be combined to calculate a superscore.
  - In addition to their use for admissions, institutions may require ACT/SAT scores, ACCUPLACER, or other assessments for placement purposes prior to registration.
  - Students must submit a final, official transcript with a graduation date prior to the second term of enrollment.
  - Admitting institutions may establish additional admission requirements.

#### **IHL Board Policy §608. INTERMEDIATE COURSES**

- A. All entering students admitted under Board Policy 602 enrolled at an IHL university with an ACT Mathematics subtest score of 16 or less will be required to take Intermediate Mathematics during their first semester of enrollment. At the discretion of the admitting IHL institution, students whose Mathematics subtest score is 17, 18 or 19 may be required to take Intermediate Mathematics. Students with a minimum ACT Mathematics subtest score of 15 who have completed the Mississippi Department of Education approved mathematics transitional course with a grade of “80” or higher will not be required to take Intermediate Mathematics and should be enrolled in a college-level mathematics course during their first semester of enrollment.
- B. All entering students admitted under Board Policy 602 enrolled at an IHL university with an ACT English subtest score of 16 or less will be required to take Intermediate English during their first semester of enrollment. At the discretion of the admitting IHL institution, students whose English subtest score is 17, 18 or 19 may be required to take Intermediate English. Students with a minimum ACT English subtest score of 15 who have completed the Mississippi Department of Education approved literacy transitional course with a grade of “80” or higher will not be required to take Intermediate English and should be enrolled in a college-level English course during their first semester of enrollment.
- C. All entering students admitted under Board Policy 602 enrolled at an IHL university with an ACT Reading subtest score of 16 or less will be required to take Intermediate Reading during their first semester of enrollment. At the discretion of the admitting IHL institution, students whose Reading subtest score is 17, 18 or 19 may be required to take Intermediate Reading. Students taking Intermediate Reading should not be permitted to take reading-intensive courses, such as History. Students with a minimum ACT Reading subtest score of 15 who have completed the Mississippi Department of Education approved literacy transitional course with a grade of “80” or higher will not be required to take Intermediate Reading.
- D. Students taking two or more intermediate courses must enroll in the year- long Academic Support Program or some other IHL-recognized intervention strategy to promote success in the courses in which they are not fully prepared, according to ACT subtest scores and will not be permitted to take more than 17 semester hours.

- E. Intermediate courses may be delivered through a co-requisite model coupled with a credit bearing gateway course.
- F. Regarding course placement using an ACT subtest score, exemptions to this policy based on prior high school course performance, postsecondary course performance, or other academic experiences must be approved by the institution's Chief Academic Officer or designee.

IHL Board Policy §608 establishes 17 as the minimum ACT subtest scores for mathematics, English, and reading; however, it gives each IHL university the authority to require higher ACT subtest scores.

	English	Mathematics	Reading
Alcorn State University	17	17	17
Delta State University	17	20	17
Jackson State University	17	17	17
Mississippi State University	17	19	17
Mississippi University for Women	17	19	17
Mississippi Valley State University	17	17	17
University of Mississippi	17	19	17
University of Southern Mississippi	20	20	17

## **Credit Recovery Policy (SB Policy IDCAB)**

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

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

Students currently enrolled in grades 8-12 must follow the criteria below.

### **1. Admissions:**

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

### **Application Process:**

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

### **2. Timeline:**

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

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

### **3. Establishment of Minimum Criteria:**

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

### **Eligibility Criteria:**

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

4. Seniors of the current graduation year are given priority.

**Instruction/Methodology:**

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

**Content and Curriculum:**

- Administration and certified staff will assist with content.
- Computer assisted instruction is based on Mississippi Course Framework. Vendor provides training for teachers and staff. Technology provides support and training.
- On-line courses used for Credit Recovery are based on Mississippi Course Framework.
- Grade Results is aligned with the Mississippi Curriculum Frameworks & College and Career Readiness Standards.
- The objective for each course will be individually selected for students based on course pretest administered from assessment data.

**4. Evaluation of Student Progress**

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

**5. Grading**

- The student may receive only a score of 65% on any Credit Recovery course
- Upon completion of the course, grading will be assigned by Grade Results, and/or direct instruction by certified teacher, and a final grade of 65 will be recorded on the student's high school transcript, along with the Carnegie Units.

**Work Release Policy**

Work release or Late Start work release requests will be considered on a case-by-case basis for seniors only. The parent or guardian must provide information requested by the school to define the need for the work release. A student must at all times be in a program that will meet graduation requirements on time. Seniors can leave school for work release for no more than two (2) periods or arrive late to school not more than two (2) class periods.

For early release, students must have met College or Career Readiness Benchmarks (ACT subscore 17 English and 19 Math or earned a Silver level on ACT WorkKeys or SAT equivalency sub score). Alternately, a student must meet **ALL** of the following:

- Have a 2.5 GPA
- Pass or meet all MAAP Assessment requirements for graduation
- Be on track to meet diploma requirements
- Be concurrently enrolled in Essentials for College Math or Essentials for College Literacy

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

After receiving a request for work release and obtaining information from the parent or guardian to justify the need for the work release, the principal will call a meeting of a Review Committee to make a final determination. The Review Committee will be made up of at least the principal, the guidance counselor, two (2) teachers appointed by the principal, and a representative from the Central Office appointed by the superintendent. The decision of the Review Committee may be reviewed by the Board of Trustees upon the request of the parent or guardian.

## Electronic Surveillance Of Students

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

### Searches (SB Policy JCDA)

#### Requirements

- ALL searches must be pre-approved by the superintendent, principal, assistant principal or acting principal. No other district employee may authorize a search except where an emergency situation exists.
- At least two (2) LMSD employees must be present while a search is conducted. If, at the discretion of the administrator or employee conducting the search, the search is particularly intrusive, the person conducting the search and the witnesses, or at least one of them, should be the same sex as the student.
- No other student than the student who is the subject of the search may be present during the search. All searches must be reasonable in scope.

#### Searches Permitted

- **Assessment:** Students will be wanded for electronic devices as a secure measure prior to taking state tests.
- **Persons, Possessions, Lockers:** Searches of a student's person, possessions or lockers may be conducted if a district employee has prior individualized reasonable suspicion that a student has violated or is violating a district policy, school rules or regulations or the law and that the search will result in discovery of evidence of such violation. Students are not allowed to put locks on lockers.
- **Desks, Other School Property:** Searches of desks and other school property (except lockers) may be conducted at any time, with or without reasonable suspicion of a violation.
- **Vehicles:** Searches of vehicles driven to school by or for students may be searched by visual inspection with or without reasonable suspicion of a violation. If a visual search results in individualized reasonable suspicion of a violation, a more intrusive search of the vehicle may be conducted at the direction of the principal.
- **Canine Searches:** The district may at any time utilize canines to search vehicles, possessions not on the student's person, desks, lockers and other school property, with or without reasonable suspicion of a violation. A canine response indicating the presence of contraband constitutes reasonable suspicion and a more intrusive search may be conducted at the direction of the principal.
- **Group Searches:** Group searches are only allowed where the intrusiveness of the search is minimal, such as canine searches of lockers, desks or bookbags or automobile searches, etc.
- **Strip Searches:** No student shall be subjected to a strip search except where an emergency situation exists and with pre-approval by the principal. No student shall be asked to remove any article of clothing in the presence of a member of the opposite sex or of other students.

\*For more information on searches, see School Board Policy JCDA.

### Student Conduct And Discipline (SB Policies JCD; JCB; JDA)

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

#### Explanation of Discipline Policy

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

**Consequences for Disciplinary Infractions on The Discipline Ladder (SB Policies JCD, JD, JCB)**

<b>INFRACTION</b>	<b>CONSEQUENCES</b>
<b>Disrespect toward any staff member or substitute teacher</b>	<b>Step 2 - 5</b>
<b>Gross disrespect including profanity or threatening behavior toward any staff or substitute teacher</b>	<b>Step 5 - 6</b>
<b>Excessive tardiness (4 or more tardies)</b>	<b>Step 2 - 4</b>
<b>Open defiance of a teacher</b>	<b>Step 1 - 5</b>
<b>Profanity or vulgarity (to include acts, gestures, or symbols directed at another individual)</b>	<b>Step 1 - 6</b>
<b>Possession of obscene materials at school or on the bus</b>	<b>Step 1 - 5</b>
<b>Improper display of affection</b>	<b>Step 1 - 6</b>
<b>Possession of tobacco or tobacco-related products at school or at school-related events</b>	<b>Step 2 - 3</b>
<b>Smoking and/or use of tobacco product on school grounds or at school-sponsored events</b>	<b>Step 2 - 4</b>
<b>Use of, or possession of, or showing signs of (including smell) alcohol or illegal drugs (including Vapes, Vaping products, e-cigarettes, etc.)</b>	<b>Step 5 - 6</b>
<b>Sale of alcohol or illegal drugs on or near school grounds or at school-sponsored events</b>	<b>Step 6</b>
<b>Gang paraphernalia/activity</b>	<b>Step 3 - 6</b>
<b>Defacing or otherwise injuring property that belongs to the school district (to include restitution)</b>	<b>Step 1 - 6</b>
<b>Fighting or instigating a fight (physically or verbally) at school, on the school bus, or at school activities</b>	<b>Step 3 - 6</b>
<b>Use or possession of a firearm</b>	<b>Step 6</b>
<b>Use or possession of weapons other than firearms</b>	<b>Step 5 - 6</b>
<b>Use or possession of water guns or other toy guns</b>	<b>Step 3 - 6</b>
<b>Use or possession of fireworks</b>	<b>Step 4 - 6</b>
<b>Improper behavior in cafeteria or on the campus</b>	<b>Step 1 - 6</b>
<b>Improper behavior at assemblies, pep rallies, or other school activities</b>	<b>Step 1 - 6</b>

<b>Continuous disobedience or insubordination</b>	<b>Step 2 - 6</b>
<b>Unauthorized use of electronic devices (includes videoing or taking pictures of students and teachers)</b>	<b>Step 2 - 6</b>
<b>Stealing</b>	<b>Step 2 - 6</b>
<b>Cutting classes</b>	<b>Step 2 - 4</b>
<b>Leaving campus without authorization</b>	<b>Step 2 - 4</b>
<b>Gambling or possession of gambling devices</b>	<b>Step 2 - 4</b>
<b>Bullying, cyber-bullying, Harassment, intimidation, or threatening of other students, staff members, or substitute teachers. This includes sharing video recordings of fights or situations on campus.</b>	<b>Step 3 - 6</b>
<b>Refusal to identify oneself properly when requested to do so by a faculty or staff member</b>	<b>Step 2 - 5</b>
<b>Other misbehavior as determined by the administration including aiding disturbances on campus</b>	<b>Step 1 - 6</b>

Steps 1 – 6 are explained on the following page.

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

### **Severe Discipline Clause**

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

### **DISCIPLINE LADDER (SB Policy JCD)**

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

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

Step 1    1. Student conference/reprimanded.  
          2. Contact parent or legal guardian.

Step 2    1. Contact parent or legal guardian.  
          2. Corporal punishment or in-school suspension.

**If a parent or guardian does not want corporal punishment administered to a student as a means of discipline, then the principal should be notified in writing. See Refusal of Corporal Punishment on the next page.**

- Step 3
1. Contact parent or legal guardian (parent required to report for conference with the principal or his/her designee).
  2. In-school suspension or out-of-school suspension from one (1) to three (3) days.
  3. Loss of all school privileges during time of suspension.
  4. Multiple behavior referrals will constitute a referral to the behavioral specialist.
- Step 4
1. Contact parent or legal guardian (parent required to report for conference with the principal or his/her designee).
  2. In-school suspension or out-of-school suspension three (3) to five (5) days.
  3. Loss of all school privileges during the time of suspension.
- Step 5
1. Contact parent or legal guardian (parent required to report for conference with the principal or his/her designee).
  2. In school suspension or out-of-school suspension for five (5) to ten (10) days.
  3. Other terms as directed by District Discipline Appeals Committee/ loss of privileges during the time of suspension.
- Step 6
1. Recommendation for placement in Alternative Education Program.
  2. A student may be recommended for expulsion time if the principal feels that the student's actions warrant such recommendation.
  3. Criminal acts, acts of violence, and acts involving weapons will be reported and turned over to the proper law enforcement agency. In every case, an attempt on the part of the administration will be made to contact and inform the parent or guardian of the students involved.



**Mississippi School Safety Act of 2001  
(SB Policy JCB)  
(Senate Bill 2239)**

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

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

**Corporal Punishment  
(SB Policy JCD)**

Reasonable corporal punishment of a student is permitted as a disciplinary measure.

Corporal punishment shall be administered by the principal, assistant principal or teacher and shall be administered in front of another school employee. Corporal punishment shall not be administered in the presence of other students.

**Refusal of Corporal Punishment**

**GRADES K-2**

A student in Grades K-2 (and on Step 2 of the discipline ladder) whose parents DO NOT want corporal punishment administered to their child and inform the school in writing will be called immediately to come pick up their child for the remainder of the school day (out-of school suspension -unexcused) and/or conference with the administrator.) If the behavior occurs after 12:00 pm, the student will be suspended the next school day and the absence will be unexcused. Upon refusal of corporal punishment, the student will automatically be added to the No Paddle list.

**GRADES 3-12**

A student in Grades 3-12 (and on Step 2 of the discipline ladder) whose parents DO NOT want corporal punishment administered to their child and informs the school in writing OR a student who refuses to be paddled, will be assigned in-school reassignment (ISR) OR out-of school suspension (OSS) for up to 3 days, depending on the severity of the behavior. Upon refusal of corporal punishment, the student will automatically be added to the No Paddle list.

Note: To remove a child from the No Paddle list, a parent must come to the school office and put the request to paddle in writing.

**Due Process for Students**

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

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

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

## School Bus Regulations (SB Policy JCDAC)

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

Riding the school bus is a **privilege** that can be taken away if a student's conduct becomes a problem. Students who are suspended from riding his/her regular school bus for disciplinary reasons will not be allowed to ride any school bus during the time of suspension. If parents cannot provide transportation and a student does not attend school, the absence will be **unexcused**.

### **The following general instructions apply to students who ride buses:**

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

## **Disciplinary Procedures for Misconduct on School Bus**

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

- 1<sup>st</sup> Confirmed Offense Conference with student and parental contact (in writing, by telephone, or in person depending on the severity of the first offense).
- 2<sup>nd</sup> Confirmed Offense Three (3) days suspension from riding any bus.
- 3<sup>rd</sup> Confirmed Offense Five (5) days suspension from riding any bus.
- 4<sup>th</sup> Confirmed Offense Seven (7) days suspension from riding any bus.
- 5<sup>th</sup> Confirmed Offense Ten (10) days suspension from riding any bus.
- 6<sup>th</sup> Confirmed Offense A minimum of Ten (10) days suspension up to the remainder of the school year from riding any LMSD bus

### **HB 1283 - The "Mississippi School Safety Act of 2019"; enact.**

- To require school districts to develop and conduct an active shooter drill within the first 60 days of each new school semester for students and staff and to require all school district employees to attend Civilian Response to Active Shooter Events (CRASE) training annually
- To provide that the school safety grant program administered by the State Department of Education shall include a pilot program to implement a developmentally appropriate social and emotional curriculum for students in grades K-5
- To require school employees to complete a training or professional development course in mental health every two years
- To require the Mississippi Office of Homeland Security to develop a curriculum, train and certify threat assessment officers
- To require certified threat assessment officers to conduct annual inspections and threat assessment of each public school in the state, develop an improvement plan for each school inspected and provide reports of such findings to local law enforcement agencies and the local school board within four (4) weeks of completion
- To expand student access to local mental health resources under the Regional Behavioral Management Program with the development of state standardized Memorandum of Understanding (mou) between community mental health centers and facilities and school districts to include referral protocols and to train school personnel to conduct initial behavioral health screenings of students who experience stress or are at risk of harm
- To authorize additional state funding of School Resource Officers by the State Department of Education under the Mississippi Community Oriented Policing Services in Schools (MCOPS) program
- To authorize the State Department of Education to raise statewide awareness regarding the "See Something Say Something Act" and provide immunity from liability for good faith reporting of suspicious activity or behavior
- To direct the Department of Public Safety to establish the Mississippi Analysis and Information Center (MSAIC Fusion Center) in the Office of Homeland Security and to employ regional analysts dedicated to statewide social media intelligence platform threats and the dissemination of school safety information
- This act shall take effect and be in force from and after July 1, 2019.

## **Interrogations**

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

## **Hazing**

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

## **Student Complaints of Bullying or Harassing Behavior (SB Policies JDDA; JDAA-P)**

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

### **I. Definitions**

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

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

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

### **II. Procedures for Processing a Complaint (Form is attached at the back of the handbook.)**

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

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

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

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

### **Sexual Harassment Policy (SB Policies JB; JB-P)**

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

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

### **Stop It**

The Louisville Municipal School District has added an anonymous reporting system (STOP IT). Students, parents or community members may report issues. Please check the LMSD website or with your local school for more information.

### **Library Media Center Regulations**

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

- Books and magazines should be returned to their proper place.
- No materials are to be taken from the library unless checked out by the librarian or student assistants.
- All materials, when returned, should be placed in the designated location to be checked in by the librarian or student assistants.
- Students will not be allowed to check out more books until overdue/lost books are returned or until fines are paid.
- Students cannot check out books or materials for other students. Any student who checks out a book is responsible for that book until it is returned.
- All lost books will be assessed at the replacement cost of the book.

- Students desiring to use computers and technology in the library may do so with proper authorization from the librarian. Technology usage records will be kept and student users will be held responsible for their actions while using library/media center technology. All computer/technology users are expected to follow established rules for caring for the equipment and appropriate use of the internet. Students who violate these rules are subject to suspension of library/media center technology privileges.

### **Acceptable Use Policy (SB Policy IJB)**

The Louisville Municipal School District (LMSD) recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. The District is committed to helping students develop progressive technology and communication skills.

LMSD is committed to providing educational opportunities for all students and maintaining compliance with the Individuals with Disabilities Education Act 2004 (20 U.S.C. 1400 et seq.).

To that end, the District provides the privilege of access to technologies for student and staff use.

This Acceptable Use Policy (AUP) outlines the guidelines and behaviors that all users are expected to follow when using school technologies or when using personally-owned devices on school property, including:

The LMSD network is intended for educational purposes.

- All activity over the network or use of District technologies may be monitored, documented and retained.
- Access to online content via the network may be restricted in accordance with District policies and procedures and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- [Using an Internet filter and other technologies] The District makes a reasonable effort to ensure students' safety and security online, but it will not be held accountable for any harm or damages resulting or arising from use of LMSD technologies.
- Users of the District network or other technologies are expected to alert technology staff immediately of any concerns for safety or security.
- Users have no expectation of privacy.

### **Technologies Covered**

LMSD may provide the privilege of Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.

This Acceptable Use Policy applies to both District-owned technology equipment utilizing the LMSD network, the LMSD Internet connection, and/or private networks/Internet connections accessed from District-owned devices at any time. This AUP also applies to privately-owned devices accessing the LMSD network, the LMSD Internet connection, and/or private networks/Internet connections while on school property or participating in school functions or events off campus. LMSD policies outlined in this document cover all available technologies now and, in the future, not just those specifically listed or currently available.

### **Usage Policies**

All technologies provided by the District are intended for education purposes. All users are expected to use good judgment by following the LMSD student code of conduct and Student Use of Personal Electronic Devices policy. Users should be safe, appropriate, careful, and kind; should not try to disable or get around technological protection measures; use good common sense; and ask if they don't know. Accounts will be created for student's Pre-K–5<sup>th</sup> grade to access instructional programs.

## **Internet Access**

LMSD provides its users the privilege of access to the Internet, including web sites, resources, content, and online tools. Access to the Internet will be restricted as required to comply with CIPA regulations and school policies. Web browsing may be monitored, and web activity records may be retained indefinitely. **Users shall not access the Internet by any means other than the network connectivity provided by the district.**

**Accessing the Internet on campus via the usage of cellular wireless air cards or other means which bypass district filtering and monitoring is strictly prohibited.**

Users are expected to respect the web filter as a safety precaution, and shall not attempt to circumvent the web filter when browsing the Internet. The determination of whether material is appropriate or inappropriate is based solely on the content of the material and the intended use of the material, not on whether a website has been blocked or not. If a user believes a site is unnecessarily blocked, the user should submit a request for website review through the LMSD Technology Help Desk or restricted access screen.

## **Email**

LMSD provides faculty, staff and students in grades 6-12 with the privilege of email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

Users provided with email accounts should use these accounts with care. Users should not send personal information and should not attempt to open files or follow links from unknown or untrusted origins. Users should use appropriate language and should only communicate with other people as allowed by District policy or the teacher or administrator.

Users are expected to communicate with the same appropriate, safe, mindful, courteous manner online as offline. Email usage may be monitored and archived.

## **Email and electronic document retention**

All emails and electronic documents created and shared with others inside or outside the District in conducting District business should be saved in user-designated folders on the user's computer. All District employee email will be archived for a minimum of one year. ParentSquare should be used as a means of communication with parents and students.

All District employees and students in Grades K-12 will be issued a District email account. Any official communications, e.g. teacher to parent, teacher to student, student to teacher, staff to staff, must be via the District's email system. This includes, but is not limited to, teachers who guide extracurricular activities such as clubs, choirs, bands, athletic teams, etc. District employees, who generate newsletters, memoranda, slide shows, graphics, etc. with their workstations, laptops, or other district equipment, should organize their computer's workspace (storage) using folders to store electronic documentation.

Use of "Internet Mail" by students and employees, such as Yahoo mail, Gmail, and POP3 accounts provided by their "home" Internet service providers are allowed at this time.

## **Policy**

In some cases, a separate network may be provided for personally-owned devices. Please remember, this Acceptable Use Policy applies to privately owned devices accessing the LMSD network, the LMSD Internet connection, and private networks/Internet connections while on school property.

## **Security**

Users are expected to take reasonable safeguards against the transmission of security threats over the LMSD network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. Users should never share personal information.

If users believe a computer or laptop they are using might be infected with a virus, they should alert technology staff. Users should not attempt to remove the virus themselves or download any programs to help remove the virus.

## **Netiquette**

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users should recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should only use known or trusted sources when conducting research via the Internet.

Users should remember not to post anything online that they would not want students, parents, teachers, or future colleges or employers to see. Once something is online, it cannot be completely retracted and can sometimes be shared and spread in ways the user never intended.

### **Plagiarism**

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they did not create themselves, or misrepresent themselves as an author or creator of something found online.

Information obtained via the Internet should be appropriately cited, giving credit to the original author.

### **Personal Safety**

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks and should carefully safeguard the personal information of themselves and others. Users should never agree to meet in person someone they meet online without parental permission.

If users see a message, comment, image, or anything else online that makes them concerned for their personal safety or the safety of someone else, they should immediately bring it to the attention of an adult (teacher or administrator if at school, parent if using the device at home).

### **Cyber bullying**

Cyber bullying including, but not limited to, harassing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking will not be tolerated. Users should not be mean or send emails or post comments with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student a hostile school environment.

Engaging in these behaviors or in any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyber bullying can be a crime. Users should remember that online activities may be monitored.

All students will be educated about appropriate online behavior, including interacting with other persons on social networking websites and in chat rooms, and cyber bullying awareness and response.

### **Examples of Responsible Use**

I will:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully and alert staff if there is any problem with their operation. encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher, administrator, or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use District technologies at appropriate times, in approved places, for educational pursuits.

This is not intended to be an exhaustive list. Users should use their own good judgment when using District technologies. You can also visit [www.commonsensemedia.org](http://www.commonsensemedia.org) for further information.



## Mississippi Cyberbullying Law

What is cyber bullying? Cyber bullying occurs when one child or teen uses the Internet, cell phone or other type of social media to harass, embarrass or taunt another child or teen. Often, children use cyber bullying to get revenge on someone, or boost their self-esteem by putting other children down. Others do it because they think it's funny or because they are bored. Some examples of cyber bullying include:

- Setting up a profile pretending to be someone else or hacking into someone's social networking profile.
- Posting photos of someone online without his/her permission.
- Harassing someone through text messages, instant messages, or in a chat room. Sending embarrassing photos or messages by e-mail or on a cell phone, or sharing messages with people other than the intended recipient.
- Writing harmful information or lies on a personal blog or website.

Understanding the **Mississippi cyberstalking laws** make it a felony to use electronic mail or electronic communication to:

- Threaten bodily harm to a person, provoking a fight, or harm to his or her family or property,
- Communicate repeatedly in order to threaten, terrify or harass a person,
- Make false statements concerning death, injury, illness, criminal conduct, or indecent conduct.
- The laws also prohibit knowingly allowing anyone else to use your computer or other device to threaten, harass, or make false statements. A conviction can lead to a maximum fine of \$5,000 and up to two years in prison (Miss. Code Ann. 97-45-15).

Although cyber bullying usually occurs while students are surfing the net at home, it often translates into problems at school, creating an uncomfortable learning environment. The new law allows schools to discipline cyber bullying that occurs at school or at a school sponsored function and requires students and teachers with knowledge of bullying to report it to a school official immediately. However, it is ultimately a parent's responsibility to detect cyber bullying at home. What parents should tell their children:

- Not to encourage or participate in cyberbullying.
- To report any cyber bullying or other bullying they witness.
- Not to just remain silent, but to speak up when a peer is being bullied. Most of the time, when a person speaks out for a bullying victim, the bully fears social repercussions and stops.
- Empowerment is the most important tool for fighting cyber bullying.

## Consequences of Bullying

Consequences of confirmed cyber bullying include, but are not limited to, out-of-school suspension, alternative placement, and possible expulsion.

- 1<sup>st</sup> Offense – 3 days out-of-school suspension, minimum of 7 days of alternative placement, parent conference, and charges pressed with the appropriate law enforcement agency.
- 2<sup>nd</sup> Offense – 5 days out-of-school suspension, minimum of 30 days of alternative placement, parent conference, and charges pressed with the appropriate law enforcement agency.
- 3<sup>rd</sup> Offense -- 5 days out-of-school suspension, minimum of 45 days of alternative placement, parent conference, and charges pressed with the appropriate law enforcement agency.

## Limitation of Liability

LMSD will **not** be responsible for damage or harm to persons, files, data, or hardware.

While LMSD employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

LMSD will not be responsible or liable for, financially or otherwise, for unauthorized transactions conducted over the LMSD network.

Violations of this policy may have disciplinary consequences, including:

- Suspension of network, technology, or computer privileges;
- Notification of parents;
- Detention or suspension from school and school-related activities;
- Employment disciplinary action up to and including termination of employment;
- Legal action and/or prosecution.

Employees, students, and parents/guardians shall be required to sign the District's Acceptable Use Policy annually before Internet or network access shall be allowed.

### **Acceptable Use Policy and Procedures**

The District recognizes the value of computer and other electronic resources to improve student learning, teaching, instruction, research and communication to enhance the administration and operation of its schools. To this end, the LMSD provides Intranet (internal) and Internet (external) connections for staff, students, and faculty. LMSD encourages the responsible use of computers, computer networks, including the Internet, e-mail, and other electronic resources in support of the mission and goals of the LMSD and its schools.

In order to access District services such as the Intranet and Internet via the District Network, each user must sign a Statement of Assurance (SOA) to acknowledge agreement with this Acceptable Use Policy (AUP) stating that he/she has read and acknowledges agreement with all the sections below.

The operation of the LMSD network is guided by policy or policies set forth by the Board of Education of Louisville Municipal School District, District administration, the Mississippi Department of Education, and/or all applicable local, state and federal Laws. This AUP does not list every applicable policy or law, but sets forth some specific policies particular to LMSD.

### **Monitoring of Network Use**

All data transferred and /or transmitted over the LMSD network can be monitored and recorded at any time. All data transferred or transmitted over the network can be tracked and identified, and originating users can be held liable if their use of the network violates any established policy, regulation, or law. Any data stored on District-owned equipment may be archived and preserved by the District for an indefinite period. Such data includes, but is not limited, to email, text documents, digital photographs, music and other digital or electronic files.

### **School District Ownership**

All data transferred over the District network or stored on any District-owned equipment/media is the property of LMSD.

### **Consequences of Policy Violation(S)**

The use of the District Network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Any student or District employee, including contract services (outside parties), who violate any policy, regulation, or law regarding use of the District Network will be identified and corrective and /or punitive actions will be taken.

All users of the LMSD network are charged with reporting violations or misconduct to their teachers, supervisors, or the Network administrator. Users who fail to report violations are subject to the same disciplinary actions as those who violate the policy.

Violations of these procedures may result in, but are not limited to, loss of access privileges, disciplinary action by the District, and / or involvement of law enforcement authorities.

### **Disclaimer of Liability**

LMSD disclaims all liability for the content of materials to which a student or employee may have access on the Internet and for any harm or damages suffered as a result of the student or employee member's Internet use. Because the Internet and e-mail is an unregulated, worldwide vehicle for communication, information available to employees and students is impossible to control. Therefore, LMSD shall not be responsible for:

- Any damages a student or employee may suffer, including, but not limited to, loss of data or interruption of services.

- For the accuracy or quality of information obtained from or stored on any of its network or client systems,
- Financial obligations arising through the unauthorized use of the systems,
- Theft, loss or damage to personal electronic devices,
- Any actions or obligations of a student or employee while accessing the Internet outside the public-school system for any purpose.

While LMSD takes steps to protect users from inappropriate material, to intercept unlawful and malicious actions from affection users, to safeguard users, no system is perfect. Those risks must be recognized and accepted by users who sign the Acceptable Use Policy's Statement of Assurance.

### **Filtering**

LMSD uses an aggressive Content Filter and SPAM filter. LMSD complies with the regulations of CIPA, the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)], to provide Internet content filtering services for staff and students. Filtering services are a means of protection from objectionable sites but cannot provide 100% protection. Therefore, LMSD provides no guarantees but will attempt to protect employees and students from accessing such objectionable Internet sites. In the event that inappropriate material is accessible, LMSD will not be held liable.

### **Prohibited Actions**

- The following actions on the District Network are specifically prohibited, and this list is not all inclusive but by way of example:
- Installing software, software application, utility, plug-in or other such operations without the approval of the technology office;
- Creating, downloading, storing, sending, or displaying offensive messages or pictures including but not limited to pornographic or other sexually explicit material;
- Inserting, using, or attaching non-approved disks, CD-ROMs, or other media storage devices into or with computers;
- Using obscene, profane, or vulgar language;
- Harassing, insulting, intimidating, or attacking others;
- Giving out personal information about another person such as home address or phone number;
- Engaging in any practice(s) that threaten the network and other technological tools;
- Violating copyright laws;
- Downloading entertainment/music/video/movie software or other files for transfer to a user's home computer, other personal computer, DVD, or any music/movie device. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the LMSD. Software, files, and/or licenses owned by LMSD cannot be transferred to staff or student personal or home computers.
- Using the password of others to access the network or any other electronic information or telecommunication services;
- Accessing the documents, files, folders, or directories of others without permission from the owner of the files;
- Using the network and telecommunication services for commercial promotion, product endorsement, or advertisement not previously approved by the LMSD School Board
- Using the network, electronic information, computer-driven software and telecommunication services for personal gain or convenience;
- Conducting business other than that deemed academic in nature over the network;
- Misusing the resources of the district's network, electronic information, computer-driven software, or telecommunications service equipment and supplies;
- Promoting causes that are religious in nature, with no apparent educational or instructional value; and/or
- Violating this or other procedures and guidelines established and set forth by LMSD Technology Office.
- Attempt to bypass network controls and filters.

## **Mississippi High School Activities Association Requirements for Participation in Extracurricular Activities**

### **(SB Policy JT)**

**(Including Athletics, Band, JROTC, Cheerleading, Choir, Dance, Speech/Debate)**

- Any pupil who becomes 19 years of age prior to August 1 shall be ineligible for interschool competition.
- The MHSAA eligibility rules require each student participating in MHSAA sanctioned competitions to make “satisfactory progress toward graduation.” Each school district determines the requirements for “satisfactory progress toward graduation” through its graduation requirements. Each school district must interpret this according to its requirements. In situations which require “judgment,” schools are directed to “interpret the rules for the benefit of the students.” Additionally, according to Mississippi law, a student must maintain a grade point average of at least 2.0 or a C average. This will be measured at the conclusion of the first semester using the semester averages of all the courses the student is taking. Students who do not have a 2.0 or a C average for the first semester will be ineligible for the second semester. At the end of the school year, each student’s grade point average for the year will be assessed. This assessment will reflect the average for the entire year using the final grades for each course. If the student does not have a grade point average of at least 2.0 or a C average, he/she will become ineligible for the fall semester.
- Students may attend summer school, extended school year, take correspondence classes, participate in credit recovery programs and take advantage of other related options to establish a 2.0 or C average to regain eligibility. Students must complete these programs prior to the first day of the next year or the next semester.
- A student athlete may become eligible for the second semester only once during his/her high school career if he /she fails the year end average the previous year, by achieving at least an overall 2.0 or C average at the end of the first semester. This will be done in order to keep the student on track for graduation.

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

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

### **Exception to Mississippi High School Activities Eligibility Rule**

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

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

## **Requirements for Participation in Extracurricular Activities 7<sup>th</sup>, 8<sup>th</sup>, & 9<sup>th</sup> Grades (SB Policy JI)**

### **Academic Requirements:**

#### Fall Eligibility Requirements

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

#### Spring Semester Eligibility Requirements

The same guidelines stated above apply for the spring semester.

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

### **Age Requirements**

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

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

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

## **Concussion Management & Return to Play (SB Policy JGEB)**

The following guidelines will be followed in the LMSD:

- Parents or guardians shall receive and sign a copy of the concussion policy before the start of the regular school athletic event season.
- An athlete who reports or displays any symptoms or signs of a concussion in a practice or game setting shall be removed immediately from the practice or game. The athlete shall not be allowed to return to the practice or game for the remainder of the day regardless of whether the athlete appears or states that he or she is normal.
- The athlete shall be evaluated by a health care provider working within the provider’s scope of practice.
- If an athlete has sustained a concussion, the athlete shall be referred to a licensed physician, preferably one with experience in managing sports concussion injuries. The athlete who has been diagnosed with a concussion shall be returned to play only after full recovery and clearance by a healthcare provider.
- Return to play after a concussion should be gradual and follow a progressive return to competition.
- An athlete shall not return to a competitive game before demonstrating that he or she has no symptoms in a full supervised practice.
- Athletes shall not continue to practice or return to play while still having symptoms of a concussion.

## **Student Drug Testing Program Extracurricular Activities Purpose and Intent**

Participation in school-sponsored extracurricular activities such as interscholastic athletics is a privilege. Illegal drug use of any kind is incompatible with participation in any extracurricular activities on behalf of the school district. Students who participate in extracurricular activities are respected by the student body and are expected to hold themselves as good examples of conduct, sportsmanship, and training. Accordingly, students in extracurricular activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible example of conduct, which includes avoiding the use or possession of illegal drugs. This policy is intended to complement all other policies, rules and regulations of the Louisville Municipal School District regarding possession or use of illegal drugs.

This policy has been adopted to promote the safety, health and well-being of the students of the district. This policy is not intended to be disciplinary or punitive in nature. The sanctions of this policy relate solely to limiting the opportunity of any student found to be in violation of the policy to participate in any extracurricular activities. There will be no academic sanction for violation of this policy. This policy shall apply to all participant students in grades 6 - 12. The reasonable suspicion testing discussed herein below shall apply to all participant students in grades 6 - 12. In an effort to help protect the health and safety of students involved in extracurricular activities, including, but not limited to, any club, athletic, band, choral, cheerleader, vocal program, and dance team from drug, and/or alcohol use and abuse; in an effort to help protect the health and safety of our whole student population, administration, faculty, staff and visitors from the potential dangers of being in contact with those who use and/or abuse drugs and/or alcohol; in an effort to prevent, deter and detect drug and alcohol use; and in an effort to reduce the use of drugs and alcohol, the Board of Education (the "Board") of the Louisville Municipal School District (the "District") adopts the following policy for drug and alcohol testing of all students in grades 6 - 12 who participate or seek to participate in extracurricular activities, including, but not limited to, any club, athletic, band, choral, cheerleader, vocal program, and dance team. This policy applies to all students in grades 6 through 12 who are involved in extracurricular activities, including, but not limited to any club, athletic, band, choral, cheerleader, vocal program, and dance team.

Additionally, any parent or legal guardian of a student in grades 6 through 12 who is not otherwise covered by this policy may voluntarily agree to have this policy apply to said student at parent cost in which case the parent would pay the testing agency directly.

### **I. Purpose**

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

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

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

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

## **II. Definitions**

### **Contracting Agency:**

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

### **Covered Students(s):**

Any student in grade 6 - 12 who is involved in one or more extracurricular activities, including, but not limited to, any club, athletic, band, choral, cheerleader, vocal program, and dance team; and any other student who voluntarily participated in the Drug and Alcohol Testing program. The reasonable suspicion testing discussed herein below shall apply to all participant students in grades 6 - 12. Designated School System Representative The school district employee who has been designated by the Board of Education to receive all information from the Drug Testing Agency and Contracting Agency; including, but not limited to, test results and the names of students to be tested.

### **Drug Testing Agency:**

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

### **Parents(s)/Legal Guardian(s):**

Legal parents or guardians or custodians that are Court or Department of Human Services appointed.

### **Positive Test or Positive Result:**

A test result, which indicates the presence of alcohol or one or more of the prohibited drugs, which are enumerated in the "Substances to be Screened" section of this policy, in the student's specimen, an adulterated specimen, a substituted specimen or a refusal to produce a specimen.

### **Specimen(s):**

A tissue or product of the human body chemically capable of revealing the presence of drugs or alcohol in the human body.

## **III. Consent**

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

## **IV. Reasonable Suspicion Testing**

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

## **V. Implementation**

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

The names of all Covered Students will be placed on a random selection list. The District will conduct random, unannounced testing of up to 25% of all Covered Students during the course of each calendar year. The Drug Testing Agency will provide computerized random sample lists to the Designated School System Representative. The list of students in the random pool will be updated periodically. The number of activities in which a student is involved will not increase the student's chances of being chosen at a random test. Each Covered Student's name will be placed on the random list only one time per calendar year regardless of the number of activities in which the student is involved. All testing will be done pursuant to this Policy. A Covered Student may not use his or her own medical provider or other means of testing. VI. Procedures for Testing Quality Control and Confidentiality Assurances:

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

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

Covered Students will be subject to drug and/or alcohol screening to test for any of the following substances, the use of which is expressly prohibited: Alcohol, Amphetamines, Barbiturates, Benzodiazepines, Cannabinoids, Cocaine, Dextromethorphan, Inhalants, Methaqualone Methamphetamine, Marijuana, Methadone, Opiates, Phencyclidine, Propoxyphene, and Steroids.

#### Drug Screening:

The drug screening shall consist of the collection of a specimen from the student by any assistant(s) from the Drug Testing Agency under the supervision of the District. The District reserves the right to utilize blood, hair, breath, saliva or urinalysis testing procedures. Each specimen shall be analyzed for the presence of one or more of the drugs identified above in this policy, by the Contracting Agency. The Contracting Agency shall report all results to the principal. The principal will then schedule a conference between the student and parent(s)/legal guardian(s) to discuss the positive test results. For purposes of this policy, a positive result shall mean a test result, which indicated the presence of one or more of the listed drugs in the "Substances to be Screened" section of this policy in the student's specimen, adulterated specimen, substituted specimen or a refusal to produce a specimen. The student and their parent(s)/legal guardian(s) shall be notified when a student tests positive. Effects of a positive result are outlined below.

#### **VII. Release of Test Results**

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

1. As directed by the specific, written consent of the student authorizing release of the information to an identified person;
2. To the Superintendent or his/her designee, Designated School System Representative, school principal, school counselor, athletic director, band director, sponsor, choral director, vocal director, the head coach of any interscholastic sport in which the student is a team member and/or a drug counselor designated by the Superintendent or his/her designee;
3. To the student's parent(s)/legal guardian(s); or
4. As mandated and required by any Court of law after efforts have been made to quash any request. All Covered Students will be required to execute a consent or release form permitting the District to release test results and related information to the school officials who have a need to know.



### **VIII. Effect of A Positive Result**

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

All students who test positive in a confirmative substance test will be subject to discipline up to and including immediate suspension from all activities. Any student's specimen that is found by the collection site, laboratory or testing agency to have adulterated or substituted will be considered equivalent to a positive test. All current students involved in extracurricular activities, who test positive for adulterants, or a substituted specimen will be subject to discipline up to and including discharge. For violations of using illegal drugs and alcohol that can be detected by a drug test, the following penalties, which will be cumulative from Grade 6 through 12, shall be administered. Any student who tests positive in a drug test under this policy shall be subject to the following consequences:

1. Any student testing positive will automatically be included in all future drug tests.
2. Students who test positive will automatically be removed from participating in activities for twenty-eight days.
3. The student shall remain a part of the team as a non-participant, and assist in duties as prescribed by the head coach and/or mentor.
4. At the end of the 28-day removal period students testing positive shall be drug tested again, and if at the end of the 28 calendar day removal period the testing laboratory determines that the student does not test positive for drugs; the student shall be reinstated in the extracurricular activity.
5. If the student tests positive at the end of the 28-day removal period, the student shall be excluded from extracurricular activities for the remainder of that school year.
6. Two positive test results in the same year will result in being excluded from extracurricular activities for the remainder of the year.
7. A student who tested positive in a previous year must test negative at the start of the new school year to be eligible for extracurricular activities.
8. For consequences 2 and 3 above, as an alternative, the student and parent/guardian may elect to participate in drug counseling through Community Counseling each week during the 28-day removal period, during which time the student will be eligible for full participation in extracurricular activities.
9. If the 28-day follow-up testing day falls on a Saturday, Sunday, or school holiday, the student shall be tested on the preceding regular school day.

### **IX. Appeal Process**

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

# **REACHES**

## **LMSD Alternative School**

### **Behavior Management Plan**

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

### **Point System**

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

### **Student Conduct**

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

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

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

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

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

### **Assignments and Daily Activities**

The teacher support team at each school develops an individualized instructional plan (IIP) for each student referred to REACHES. Upon enrollment in Louisville REACHES, students will be given classes that are as closely parallel to those he/she were taking at his/her home school. Student electives may vary due to feasibility of space and/or equipment.

Highly qualified certified teachers will also be assigned to REACHES to ensure the success of our students. A lab facilitator will manage and provide direct supervision for a separate elementary (K-6) and secondary (7-12) classroom.

Students who are placed at REACHES are responsible for completing all assignments, projects, assessments, etc. assigned by the home school teacher. All requirements must be met by the specified due date(s). Failure to meet all requirements by given due dates will result in the student failing the course. Teachers at the home school will be responsible for grading all assignments once they are returned. Facilitators of REACHES will coordinate the efforts of distributing and retrieving all assignments to be returned on a specific date.

### **Personal Belongings and Appearance**

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

### **Breakfast/Lunch**

- Breakfast and lunch will be provided by the Louisville Middle School Cafeteria. Students are NOT allowed to bring food or drinks on the school campus or inside the building from home or outside the premises.

### **Bathroom Breaks**

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

### **Telephone Usage**

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

### **Extra-Curricular Activities**

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

## Classroom Rules and Student Responsibilities

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

### Consequences for Disciplinary Infractions on the Discipline Ladder

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

### Discipline Ladder

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

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

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

**\*\*\*\*\* IMPORTANT NOTICE \*\*\*\*\***

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

**Transportation**

**No student will be allowed to ride a bus to REACHES who has been placed in REACHES for an aggressive behavior act toward another student or staff member at school or on a bus. No REACHES students are allowed to drive themselves to school.** Parents/legal guardians of REACHES students may transport them to REACHES. Students who are eligible to ride a bus will be provided transportation to REACHES. All students who are allowed to ride a bus must obey all school bus rules. Buses will unload at Louisville REACHES, and students must go directly into the Alternative Education building. The **first time** a problem occurs while riding the bus, while waiting for the bus, or going to and from the bus, the student will possibly lose his/her bus riding privilege. It will then be the responsibility of the parent/guardian to provide transportation for the student to and from REACHES.

**Attendance**

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

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

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

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

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

## **Truancy Laws**

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

## **Tardies**

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

## **Reassignment from REACHES to the Regular Classroom Program**

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

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

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

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

---

## **TRIBAL/PARENTAL INVOLVEMENT (Policy Ref: JBPA)**

It is the intent of the LMSD that all Indian children of school age have equal access to all programs, services, and activities offered within the school district. Information related to the educational programs and activities of the LMSD are posted on the district's website (<http://louisvillek12.org>).

The LMSD provides ways for the Mississippi Band of Choctaw Indians and parents of Indian children to submit comments and recommendations. Comments and recommendations can be submitted by email to [district@louisville.k12.ms.us](mailto:district@louisville.k12.ms.us) or verbalized to the administrative offices at the schools at any time during the year.

## **The Family Education Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

### **Asbestos Inspection of School Buildings**

Please be informed by this notice that in compliance with the U.S. Environmental Protection Act (EPA) and Asbestos Hazard Emergency Response Act (AHERA), all school buildings of the Louisville Municipal School District have been inspected to identify and assess the condition of all Asbestos Containing Building Materials (ACBM). A management plan has been developed to establish guidelines for managing the ACBM. The EPA requires re-inspections of any asbestos materials every three years with continued surveillance reports and documentation of any and all activities involving the disturbance of asbestos materials to include: abatement, repairs, cleanup, etc.

Management plans containing documentation of all activities involving ACBM are on file at each school administrative office and the office of the superintendent of schools. Any interested party should feel free to go to any of these locations to view the plans during normal office hours.

**STUDENT HANDBOOK VERIFICATION**  
**LOUISVILLE MUNICIPAL SCHOOL DISTRICT**

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

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

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

\_\_\_\_\_ I **agree** with the terms and conditions of the Internet Acceptable Use Policy as described in the Student Handbook and agree with my child abiding by the policy. (Pgs. 39-44)

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

\_\_\_\_\_ I **agree** with the terms and conditions of the Student Use of Personal Electronic Devices Policy as described in the Student Handbook and agree with my child abiding by such policy. (Pgs. 13-16)

\_\_\_\_\_ I **do not agree** with the terms and conditions of the Student Use of Personal Electronic Devices Policy as described in the Student Handbook and do not agree for my child to abide by such policy. **I understand that my child will not be allowed to bring an electronic device to school.**

\_\_\_\_\_ I **agree** that LMSD may contact my phone numbers on my student's contact list for various legitimate informational and emergency purposes.

\_\_\_\_\_ I **do not agree** that LMSD may contact my phone numbers on my student's contact list for various legitimate informational and emergency purposes.

\_\_\_\_\_ **I agree** that LMSD may drug test my child according to the policy described in the student handbook.

---

Parent's Printed Name

---

Parent's Signature

---

Date

---

Student's Printed Name

---

Student's Signature

---

Date



**Mississippi Department of Education  
Allegation of Bullying Complaint Form**

**School  
Louisville Municipal School District**

**Victim Name:** \_\_\_\_\_ Grade \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

**Perpetrator Name:** \_\_\_\_\_ Grade \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

Witness Name: \_\_\_\_\_ Grade \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

Witness Name: \_\_\_\_\_ Grade \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

Witness Name: \_\_\_\_\_ Grade \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

Witness Name: \_\_\_\_\_ Grade \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

Facts of the Allegation(Who, What, When, Where, Why)

---



---



---

Is this a Title IX issue: (Sexual Harassment) Yes \_\_\_\_\_ No \_\_\_\_\_

What was the nature of the bullying allegation?

Race Religion Sex Creed Color National Origin  
Appearance Behavior Sexual Orientation Other Differentiating Characteristic \_\_\_\_\_

Received by School Official: \_\_\_\_\_  
Date Signature

Received by Principal: \_\_\_\_\_  
Date Signature

Investigator Assigned: \_\_\_\_\_  
Date Signature

Investigation Returned to Principal:  
Attach Report \_\_\_\_\_  
Date Signature of Investigator

Notification of parents \_\_\_\_\_  
Date Signature of Principal

Parent Appeal to Superintendent \_\_\_\_\_  
Date Received Date Forward to

Superintendent  
Superintendent Notification of parents \_\_\_\_\_  
Date Signature

Parent Appeal to School Board \_\_\_\_\_  
Date Signature

School Board Meeting w/parent \_\_\_\_\_  
Date Signature

School Board Final Notification \_\_\_\_\_  
Date Signature

## Active Parent

The Louisville Municipal School District wants every parent or guardian to know what is going on in their child's educational life. The best way to let you know this material is through Active Parent. Through Active Parent, you can check your child's grades, attendance, and behavior. You can also schedule a meeting with your child's teacher. Your participation in Active Parent is **mandatory**.

### Steps for joining Active Parent.

1. Go to <https://ms8020.activeparent.net/>
2. Follow the steps of entering your name, a password and the names and date of birth of your children. If you have more than one child in the school district, you can register all of them at the same time.

In order to check parent participation, please indicate you have registered by signing below, dating, and adding your phone number.

---

Parent's Name

---

Date

---

Phone Number