

# **Lafayette High School**

160 Commodore Drive  
Oxford, MS 38655  
662-234-3614

Student Handbook  
2015 - 2016

Glenn Kitchens  
Principal

Greg Lewis  
Assistant Principal  
Assistant Athletic Director/Title IX Coordinator

Grant Crockett  
Assistant Principal

This Handbook belongs to:

Student: \_\_\_\_\_

## Central Office Staff

Dr. Adam Pugh, Superintendent of Education  
Dr. Jeremy Stinson, Elementary Curriculum and Testing Coordinator  
Mr. Patrick Robinson, Secondary Curriculum and Federal Programs Coordinator  
Mr. Gary Drewrey, Athletic Director and Transportation Supervisor  
Mr. Greg Lewis, Assistant Athletic Director

## Lafayette County School Board

Mr. Ken Hewlett, President  
Mr. Bill McGregor, Secretary  
Mr. Bob Colston  
Mr. Johnny Parker  
Dr. Judith Thompson

## Lafayette High School Faculty and Staff Directory

<u>Name</u>	<u>Subject Area</u>	<u>Email Address</u>
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Atkinson, Marisa	English/Journalism	<a href="mailto:marisa.atkinson@gocommodores.org">marisa.atkinson@gocommodores.org</a>
Austin, Paul	German/Drawing I, II	<a href="mailto:paul.austin@gocommodores.org">paul.austin@gocommodores.org</a>
Babb, Rebekah	Counselor, Grades 11, 12	<a href="mailto:rebekah.babb@gocommodores.org">rebekah.babb@gocommodores.org</a>
Bautista, Loidha	Spanish/Yearbook	<a href="mailto:Loidha.bautista@gocommodores.org">Loidha.bautista@gocommodores.org</a>
Bullard, Daisy	English	<a href="mailto:Daisy.bullard@gocommodores.org">Daisy.bullard@gocommodores.org</a>
Burt, Corey	STEM	<a href="mailto:corey.burt@gocommodores.org">corey.burt@gocommodores.org</a>
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Grosskopf, Thomas	Art	<a href="mailto:Thomas.grosskopf@gocommodores.org">Thomas.grosskopf@gocommodores.org</a>
Helm, Tamekia	Consumer Sciences	<a href="mailto:Tamekia.helm@gocommodores.org">Tamekia.helm@gocommodores.org</a>
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Martin, Deborah	Drama / Gifted	<a href="mailto:Deborah.martin@gocommodores.org">Deborah.martin@gocommodores.org</a>
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Quarles, Tammy	Counselor, Grades 9, 10	<a href="mailto:tammy.quarles@gocommodores.org">tammy.quarles@gocommodores.org</a>
Quong, Josh	English	<a href="mailto:Joshua.quong@gocommodores.org">Joshua.quong@gocommodores.org</a>

### Faculty and Staff Directory (continued)

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Rice, Harvey	ROTC	<a href="mailto:Harvey.rice@gocommodores.org">Harvey.rice@gocommodores.org</a>
Roberts, Ann	Librarian	<a href="mailto:ann.roberts@gocommodores.org">ann.roberts@gocommodores.org</a>
Robertson, Eric	PE / Coach	<a href="mailto:eric.robertson@gocommodores.org">eric.robertson@gocommodores.org</a>
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Williams, Nikki	History	<a href="mailto:nikki.williams@gocommodores.org">nikki.williams@gocommodores.org</a>
Wray, Molly	Math	<a href="mailto:molly.wray@gocommodores.org">molly.wray@gocommodores.org</a>

A statement of teacher qualifications will be on file in the Lafayette County School District Office and the LHS Office.

### Mission Statement

The Lafayette County School District believes that all children can learn. Our mission is to provide a quality education. All students will be required to spend sufficient amounts of time on tasks to master basic skills. Materials and support services will be provided to ensure the understanding and mastery of these objectives. Requirements regarding testing, grading, promotion, retention, and graduation are based upon student performance as stated in our district specifications.

The provision of quality formal education is the primary function of the school district. All other activities are dedicated to be supportive of the educational efforts. All employees of the school district are considered essential to achieving the school district's mission. A staff evaluation and personnel development program is available to help individuals accomplish the job for which each is employed. Such effort should assure an orderly, healthy and safe atmosphere when pupils are in the care of the school district. We will work toward building a more effective school each year.

### Philosophy

Education is the process by which students may acquire academic, vocational, and social skills that promote intelligent and productive participation in a free and complex society. It is the prime responsibility of the school system to arrange for each student to acquire a level of competency in fundamental skills, to develop respect and appreciation for our democratic system as practiced in our nation, to acquire vocational skills relative to the individual's needs and to experience social situations which aid in teaching him/her to work cooperatively and productively with his/her peers. Basic to our philosophy is the belief in the worth of each individual student. His/her needs, interests, abilities, goals and potential must be recognized and considered in the development of curriculum and co-curricular programs and in guidance and counseling.

Students must be given the opportunity to develop physically and emotionally as well as intellectually. The relationship between the school and community should be beneficial to both. Open, active communication and interaction between the school and community are essential in working toward common goals. The school shall take advantage of the human and physical resources of the community whenever possible. Furthermore, it is the responsibility of the school to reinforce the values of the community. Parents and patrons should benefit from the local education process.

The goal of Lafayette High School is to provide an adequate physical plant, sufficient equipment and materials, a flexible, student-centered curriculum and a well-trained staff in order to facilitate the educational process and meet the needs of students so that they may reach the highest educational achievements of which they are physically, emotionally, socially and intellectually capable.

### Visitors

Visitors must have a valid photo ID. All visitors are to report to the LHS Office for a visitor's pass before being allowed to see any faculty member. **Students are not allowed visitors, only the principal will approve an exception to this rule.**

## Registration

### New Student Registration/Guardianship

According to law 37-15-11, whenever any minor child seeks or applies to enroll or gain entrance to any public school in this state, and the child is not accompanied by his/her parent (natural or adoptive), who is legally responsible for said child, or the child is not accompanied by his/her guardian (if a guardian has been appointed for him/her), the school official or officials or teacher to whom the child applies or reports for enrollment or admission, may delay consideration of the enrollment or enlistment of such minor child and require the parent(s) or guardian(s) to accompany the child to apply for enrollment and admission into said school for and on behalf of the minor child. **In other words, a legal document signed by a judge must be presented when someone OTHER THAN a parent registers a child. This document must prove that the person registering the student is a legal guardian. Students participating in summer activities must be registered for the new school year. Students not registered will not be allowed to participate.**

### REQUIRED FOR ENROLLMENT:

To enroll a child in school, parents must present school officials with the following:

1. Certified copy of the child's birth certificate (not the mother's copy). The County Health Dept. has forms for ordering this document.
2. Immunization record on a Mississippi Compliance Form 121 (From pediatrician or health department.)
3. Social Security Card.
4. Withdrawal or final report card from previous school. High school students need a transcript showing all course work.
5. MINIMUM OF Two (2) documents for proof of residency (see above) in the name of parent(s) or guardian(s) from the following list:

#### PROOF

Primary must be either:

1. Filed Homestead Exemption
2. Mortgage Documents/Property Deed (current year mortgage interest statement acceptable)
3. Apartment or Home Lease (cannot be handwritten receipt)

Secondary must be either:

1. Utility Bills (current within 2 months)
2. Automobile registration (current year)
3. Affidavit of Residency

Note: Student must be living with person who has legal custody (verified by birth certificate, divorce decree, or court documents awarding guardianship).

### Public Notice – Asbestos

THE LAFAYETTE COUNTY SCHOOL DISTRICT WISHES TO INFORM ITS STAFF, STUDENTS, AND PARENTS AS TO THE STATUS OF ITS ASBESTOS MANAGEMENT PROGRAM. THE DISTRICT HAS ON FILE WITH THE MISSISSIPPI DEPARTMENT OF EDUCATION AN APPROVED ASBESTOS MANAGEMENT PLAN. REMAINING ASBESTOS MATERIALS IN DISTRICT FACILITIES ARE IN GOOD CONDITION AND DOES NOT PRESENT HEALTH RISKS TO STUDENTS, EMPLOYEES OR THE GENERAL PUBLIC.

ASBESTOS MANAGEMENT PLANS ARE AVAILABLE FOR PUBLIC REVIEW AT EACH SCHOOL LOCATION AND THE DISTRICT OFFICE.



## 2015-2016 School Calendar

August 3, 2015	Staff Development Day	
August 4, 2015	Staff Development Day	
August 5, 2015	Staff Development Day	
August 6, 2015	Student's First Day	
September 7, 2015	Labor Day (Holiday)	
September 10, 2015	Progress Reports	
October 9-12, 2015	Fall Break -No Students	
October 13, 2015	School Resumes	
October 15, 2015	Report Cards	
November 12, 2015	Progress Reports	
November 23-27, 2015	Thanksgiving (Holiday)	
December 14-18, 2015	Semester Exams	
December 18, 2015	60% Day Final Day for Students	
December 21, 2015 -Jan 1, 2016	Christmas (Holiday)	
January 4, 2016	Staff Development Day	
January 5, 2016	Students Return	
January 7, 2016	Report Cards	
January 18, 2016	Dr. Martin Luther King Day (Holiday)	
February 4, 2016	Progress Reports	
February 15, 2016	President's Day (No School)	
March 14-18, 2016	Spring Break	
March 23, 2016	Report Cards	
March 25, 2016	Easter Holiday	
April 13, 2016	Progress Reports	
April 15, 2016	School Holiday	
May 16-20, 2016	Final Exams	
May 20, 2016	Graduation	
May 23, 2016	60% Day, Last Day for Students	
May 25-27, 2016	Make-up days for Inclement Weather	
First Semester:	Student Days 89	Faculty Days 94
Second Semester:	Student Days 91	Faculty Days 93

### The School Day

The school day begins at 7:50 AM and ends at 3:03 PM. The school day is divided into seven class periods with a morning break. Students should not arrive at school until 7:15 AM. Upon arrival to school in the morning, students who use their own transportation are to enter school through the east (front) doors, and the students who ride the bus will enter from the south side (where the buses release students) of the building.

7:15 – 7:44	Breakfast	11:45 – 1:11	5th Period with Lunch
7:45 – 7:50	Transition to First Period		11:45 – 12:10, 1st Lunch
7:50 – 8:45	1st Period with Morning Announcements		12:15 – 12:40, 2nd Lunch
8:45 – 8:49	Transition		12:45 – 1:11, 3rd Lunch
8:49 – 9:49	2nd Period, with Breaks		
	1st Break, 8:45 – 8:53	1:11 – 1:15	Transition
	2nd Break, 9:41 – 9:49	1:15 – 2:07	6th Period
9:49 - 9:53	Transition	2:07 – 2:11	Transition
9:53 – 10:45	3rd Period	2:11 – 3:01	7th Period
10:45 – 10:49	Transition		
10:49 – 11:41	4th Period		
11:41 – 11:45	Transition		

## **Oxford-Lafayette School Of Applied Technology Periods**

Leave 7:55	8:05 - 9:40
Leave 10:00	10:05 - 11:40
Leave 1:14	1:15 - 2:50

### **Morning Procedure**

Students who ride the buses will be dropped off at the south entrance to the commons area. Students who drive their own vehicle **and have purchased a parking permit** (\$20.00) will park their vehicle in their assigned parking place. Upon arrival to the high school, students are to report to a designated area assigned by the administration at the beginning of the year. Students participating in morning tutoring must present a note to teachers on duty in the halls.

### **Library**

The purpose of the school library is to provide books and other printed materials as well as library services most appropriate and most meaningful to students in their growth and development as individuals. Students may browse among the books as much as they like as long as they do so quietly and replace books in their proper places on the shelves. A book should never be taken from the library without being properly checked out at the circulation desk. No student will be allowed to check out material for another student. A fine of 5 cents per day will be charged for overdue books.

One set of encyclopedias may be checked out for overnight use. (Check with the librarian about this.) Otherwise, all reference books and magazines are not to be checked out, but can be used in the library. As nearly as possible, absolute quiet should prevail in the library. There should be no marking or defacing of the furniture or materials in any way.

## **Lafayette High School Policies/Procedures**

The day-to day activities at Lafayette High School are governed by policies and procedures that have been created to provide a climate that is conducive to a safe, clean, and fair education. Every effort has been made to make these policies all-inclusive; however, in the future if it is necessary, additional policies will be announced and enforced.

### **District Policies**

#### **Equal Opportunity Employment**

The district will not discriminate, in its operation, on the basis of race, color, creed, national origin, sex, marital status, age, religion or lack thereof, or handicapping conditions, in accordance with federal and state laws, and with accreditation standards. The Lafayette County School District will provide reasonable accommodations to qualified disabled persons. Persons wishing to apply for this service may contact the principal at the school or apply directly to Lafayette County Schools, ADA/504 Coordinator.

The following person has been designated as the Section 504/Americans with Disabilities Act Coordinator. Inquiries regarding nondiscrimination policies or requests for accommodations may be forwarded to:

Section 504/ADA Coordinator  
Lafayette County Schools  
100 Commodore Drive  
Oxford, MS 38655  
Phone # 601-234-3271

#### **Student Discrimination/Harassment**

Students in the Lafayette County School District are protected from discrimination, including harassment. It is the intent of the school board to maintain an environment free from discrimination/harassment of any kind. A complaint of discrimination/harassment should be filed with principal or his designee. The initial complaint may be filed orally but must be filed in writing within 14 days from the time a complaint becomes known. The written complaint must state the respondent's name, the nature of the alleged violation, the names of any witnesses to such alleged violation and requested action. The complainant will be informed of procedures for processing formal complaints at this time. Further information may be obtained in School Board policy JB-P. Policy books are located in each school office and each school library.

# Student Bullying

## **STUDENT COMPLAINTS OF BULLYING OR HARASSING BEHAVIOR**

Students and employees in the Lafayette 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**

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.

## Title IX

All provisions of Title IX of the Education Act of 1972 will be adhered to during this school term. The Lafayette County School District does not discriminate based on sex in its educational program or activities.

Title IX Coordinator - Greg Lewis  
Lafayette County Schools  
100 Commodore Dr.  
Oxford, MS 38655  
Telephone #662-234-3271

### Education for Homeless Children and Youth

The school district is actively seeking to enroll children and youth who are homeless. If you are homeless or know of a child or youth that is homeless and not attending school, please contact the following person who will provide information and assistance during the enrollment process:

Local Liaison: Patrick Robinson

Telephone: 662-234-3271

- *Who is considered homeless?* Any child or youth not attending school who lacks a fixed, regular, and adequate nighttime residence is considered homeless and includes those who are sharing housing with others due to loss of housing or economic hardship. It also includes children and youth who are living in hotels, camping grounds, emergency shelters, cars, bus or train stations or other similar settings. If you are not sure, please call.
- *What are the education rights of homeless children?* Our schools provide equal and comparable access to all students regardless of their home living situation. Homeless children and youth have specific rights that include:
  - a. Immediate enrollment in school and when desired or feasible at the "school of origin."
  - b. Prompt provision of necessary services such as transportation and meal programs.
  - c. Appropriate support services and programs for which they are eligible such as programs for gifted, children with disabilities, vocational education, and preschool.
  - d. Academic Assistance through the district's federally funded Title I program.
  - e. Parent or guardian involvement school activities.
- *What is the "school of origin"?* The term school of origin means the school the child or youth attended when permanently housed or the school in which the child or youth was last enrolled. It is the district's responsibility to consider the best interest of the child or youth when making a decision regarding what school to attend. Consideration must be given to placement at the school of origin unless doing so is contrary to the wishes of the parent or guardian.
- *What if there is disagreement regarding school placement?* The parent, guardian or unaccompanied youth (a youth not in physical custody of a parent or guardian) may appeal the placement decision if the district makes a placement in a school other than the school of origin or a school requested by the parent, guardian, or unaccompanied youth. The student will be immediately enrolled in the school in which enrollment was requested by the student or parent while an appeal is pending. The person indicated above will provide information and assistance regarding such an appeal.

### Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- a. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- b. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- c. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosures without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her



professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- d. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that **Lafayette County School District**, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, **Lafayette County School District** may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the **Lafayette County School District** to include this type of information from your child's education records in certain school publications. Examples include:

1. A playbill, showing your student's role in a drama production;
2. The annual yearbook;
3. Honor roll or other recognition lists;
4. Graduation programs, and
5. Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local education agencies receiving assistance under the *Elementary and Secondary Education Act of 1965* to provide military recruiters, upon request, with three directory information categories- names, addresses and telephone listings- unless parents have advised the **Lafayette County School District** that they do not want their student's information disclosed without their prior written consent. \*

**If you do not want Lafayette County School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by August 30, 2015. Lafayette County School District has designated the following information as directory information:**

- |                           |                                  |
|---------------------------|----------------------------------|
| - Student's name          | - Participation in officially    |
| - Address                 | recognized activities and sports |
| - Telephone listing       |                                  |
| - Photograph              | - Degrees, honors, and           |
| - Date and place of birth | awards received                  |
| - Major field of study    | - The most recent educational    |
| - Dates of Attendance     | agency or institution attended   |
| - Grade level             |                                  |

\*These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

## **504/ADA**

### **SECTION 504 -- AMERICANS WITH DISABILITIES ACT -- NONDISCRIMINATION**

The Lafayette County School District will not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities to the extent provided by law.

The following person has been designated as the Section 504 /Americans with Disabilities Act Coordinator and will handle inquiries regarding the Lafayette County School District's nondiscrimination policies, the filing of grievances, and requests for copies of grievance procedures covering discrimination on the basis of disability.

*Name of Coordinator, Section 504/ADA*  
School District Name:  
School District Address:  
Telephone: 662.234.2879

Mrs. Tiffany Babb  
Lafayette County School District  
100 Commodore Drive, Oxford, MS 38655  
Fax: 662.234.5128

### **SECTION 504 -- AMERICANS WITH DISABILITIES ACT PROCEDURES (EMPLOYEES AND SCHOOL VISITORS)**

Any person who believes that he/she or any class of individuals have been subjected to discrimination by the Lafayette County School District as prohibited by Section 504 of the Rehabilitation Act of 1973 or the Americans With Disabilities Act may file a complaint pursuant to the procedures set forth below, on his/her own behalf, or on behalf of another person or on behalf of persons with disabilities as a class. All persons are encouraged to file grievances to resolve any disputes arising under these laws. Your filing a complaint will not subject you to any form of adverse action, reprimand, and retaliation or otherwise negative treatment by school district personnel.

1. Within ten (10) days of when a complainant knew or should have known of discriminatory conduct, a complaint shall be given in writing to the Section 504/ADA Coordinator. The complaint shall describe specifically the time, place and nature of, and the participants in the alleged discriminatory acts. The Section 504/ADA Coordinator shall, within ten (10) days of receipt of the complaint, conduct or cause to be conducted a thorough investigation including questioning of all parties involved in the complaint. A written record shall be made of the statements by all parties involved. After the investigation is complete, the Section 504/ADA Coordinator shall meet with the complaining party and give a full report of the findings.
2. If the grievance or complaint is not satisfactorily resolved at Step 1, the complainant shall have ten (10) days to appeal the Step 1 findings to the Superintendent. The complainant shall present the complaint in writing, describing the reasons for his/her dissatisfaction with the results of Step 1. The Superintendent or his/her designee shall review all aspects of the complaint and complete an additional investigation if necessary. The Superintendent shall respond to the complainant in writing within ten (10) days of receipt of the written appeal.
3. If the complainant is not satisfied with the results of Step 2, the complaining party shall have fifteen (15) days from receipt of the Superintendent's decision to appeal the complaint to the school board. The appeal shall be in writing, describing the reasons for complainant's dissatisfaction with the results of Steps 1 and 2. The complainant shall have the opportunity to present an oral statement to the board before the board makes its decision. The board's decision shall be rendered within fifteen (15) days after receipt of the appeal.

LEGAL REF.: Section 504 of the Rehabilitation Act of 1973/Americans with Disabilities Act

### **Screening for Vision and Hearing Problems**

Any students in the Lafayette county School District who have not been successful in the regular educational program may be screened for vision/hearing problems as a means of determining whether vision/hearing problems are the cause of the child's lack of success in the regular program.

### **Crime Stopper Program**

A crime within and on school property is a reality. The Lafayette County School District has recognized the potential for criminal acts at school and has developed a Comprehensive Crisis Management.

**Management Plan:** This plan enables the school personnel to appropriately respond to the prevention and intervention needs of its students, staff, and community. As an extension of that effort, the school districts recognize the need for timely reporting of crime within its jurisdiction. Consequently, the districts have secured the access and use of the Lafayette County Crime Stoppers program to assist in deterring crime and violence among youth and teenagers.

This action is not a reactive response to an immediate threat. Rather, it is an effort to maintain the safe learning environment of the school district, and promote good citizenship on the part of its students and staff. Students, when given a sense of ownership within their school environment, will generally respond in a positive manner.

The school district will follow the procedural operations of the Crime Stoppers Program with some modification to focus on reporting crimes at school. **The Crime Stoppers number is 234-8477.**

## Physical Or Verbal Abuse

It is the policy of the Lafayette County School Board that each student will respect the person and feelings of all students, teachers, and employees of the school district and that violence and abuse, physical or verbal, of any kind whatsoever toward each other will not be tolerated. This abuse includes, but is not limited to, fights, physical altercations, struggles, and assaults defined in the student code of conduct as well as provoking a fight, hitting and/or throwing at another person with any object; including any part of the body. Abuse also includes any and all profanity, threats, and refusal to follow proper instructions or legitimate requests of faculty or staff with disrespectful words or actions.

Note: Students are reminded that any student, who makes a threat against a staff member or any member of the student body, either directly or indirectly, will be subject to the consequences outlined in the discipline code. **All threats will be taken seriously.** Students are to understand that at no time and under no circumstances are threats to be made in either an oral or written form.

## Head Lice

While head lice do not transmit any human diseases; they are a nuisance and require a cooperative effort on the part of parents and school officials to control. When a teacher suspects that a student has head lice or nits; the student will discreetly be sent to the office for an examination **in private**. If lice or nits are found, the parent will be notified and asked to pick up the student and treat him/her with an approved over-the-counter head lice treatment. Proof of treatment (the empty box) will be required before the student is allowed to re-enter school. **Students will not be allowed to return to school unless they are free of nits.** When a case of head lice is found in a room, a note will be sent home with every student in that room informing parents and requesting that they check their student that evening and treat if necessary. Under new state law, any student who has three recurrent cases of head lice will be referred to the State Health Department for treatment.

## Procedure for Contact with Students for Law Enforcement

It will be a matter of procedure for principals to attempt to inform parents of students whom law enforcement officials request to interview or when contact by law enforcement officials is occurring. This policy does not mean that principals will interfere with law enforcement procedures, especially in the case of warrants for arrest, but is only a notification procedure.

## Tobacco/Smoking/Vapor Devices

Consistent with the provisions of Public Law 103-227, 20 USC 6083, the Lafayette County Board of Education bans the use of all tobacco products on the Lafayette County School District campus and buildings and on all school vehicles by all persons at all times. Students are not allowed to use or possess tobacco in ANY form during school hours, on the school grounds prior to the opening and closing of a school day, while riding on a school bus, and during any function/location which falls under the heading of school jurisdiction. Possession of tobacco paraphernalia (ex: matches, lighter) is also a punishable act. In addition, vapor devices of any kind are not permitted on school campus. Discipline for such devices will carry the same consequence as tobacco/smoking.

## Alcohol and Drugs

It is prohibited and against school policy for any student to be found using or in possession of any alcoholic beverage or illegal drugs on a school bus, school property, or any function/location which falls under the heading of school jurisdiction. It is also prohibited for any student to come onto the school campus, come onto a school bus, or come into any extra-curricular activity or any function/location, which falls under the heading of school jurisdiction after having used alcohol or illegal drugs.

## Limited English Proficiency Instruction

The Lafayette County School District will provide a program of language instruction to students who have limited English proficiency. Student participation in any language instruction program or instruction in English as a second language is voluntary and requires written parental permission. However, the testing of ELL students using the WIDA-ACCESS does not require parent permission and is required by the state and federal government.

### IDENTIFICATION

Students who meet any one or more of the following criteria shall be identified as being limited in English proficiency. A student who:

1. was not born in the United States or whose native language is a language other than English and comes from an environment where a language other than English is dominant; or

2. is a Native American or Alaskan Native or who is a native resident of the outlying areas and comes from an environment where a language other than English has had a significant impact on the student's level of English language proficiency; or
3. is migratory and whose native language is other than English and comes from an environment where a language other than English is dominant; and
4. who has sufficient difficulty speaking, reading, writing, or understanding the English language and whose difficulties may deny such individual the opportunity to learn successfully in classrooms where the language of instruction is English or to participate fully in our society.

**REQUIREMENTS**

If this district receives federal funding for Limited English Proficient (LEP) Programs, the following will be provided:

1. Parents will be notified of their student's placement in a language program and their options associated with that placement. Notification will include the reasons for identifying the child as LEP and the reasons for placing the child in the specified program.
2. Students will participate in regular assessments in a manner that will yield an accurate assessment. Test waivers may be granted on a case-by-case bases for LEP students who demonstrate unusual and unique circumstances; however, students who have been educated in the United States for three years are required to participate in reading/language arts assessment in English.
3. Certification that teachers in the program are fluent in English as well as other languages used in instruction (if the district receives sub grants).
4. Evaluation of the program and the academic success and language achievement of the students in the program. Parents will be notified of:
  - a. Their child's level of English proficiency and how such a level was assessed.
  - b. The status of their child's academic achievement.
  - c. The method of instruction used in the program in which the child is placed, and the methods of instruction used in other available programs.
  - d. Information as to how the program will meet their child's educational strengths, assist him/her to learn English, and meet age-appropriate academic achievement standards.
  - e. Exit requirements for the program.
  - f. If the child has a disability, a statement as to how the LEP will meet the objectives of the child's IEP.

Consequences of inadequate yearly progress include notification of parents, development of improvement plans, and restructuring of programs or the district will lose federal funds. For non-English speaking parents, the district will arrange to provide translations of this information in their native language.

LEGAL REF: P. L. 107-110 (No Child Left Behind Act of 2001)

# Random Suspicionless Drug Testing Policy (RSDT Policy)

## Purpose

The purpose of the Lafayette High School Random Suspicionless Drug Testing Policy is to implement a proactive, preventive program that will help to eliminate the possible use of drugs by the students of Lafayette High School. This program will also increase the awareness of the dangers of drugs as well as insure that students who have a history of drug use are undergoing proper counseling. Finally, this program will insure that no student compromises their health and safety, as well as the health and safety of other students, by participating in activities or privileges while under the influence of drugs.

**Definitions:** The terms set forth below shall have the following meanings in this Policy, unless the context clearly otherwise requires. Except where the context otherwise requires, words referencing the single number shall include the plural number and vice versa.

**Drug:** Any controlled substances as is defined by the Uniform Controlled Substances Law of the State of Mississippi.

**Extra Curricular Activities And/Or Functions** (as defined below)

- **SPORT** - Any interscholastic athletic program, including cheerleading, sponsored by the Lafayette County School District.
- **SPORT SEASON** - A sport season begins on the first day of practice as allowed by the Mississippi High School Activities Association and ends when a team has completed its season. This policy will be in effect twenty-four (24) hours a day seven (7) days a week during a sport season.
- **CLUBS AND ORGANIZATIONS-** Any group that engages in any after school activity or off campus activity as well as any event, which is non-curricular in nature.
- **PRIVILEGES AND RECOGNITIONS-** Any right or recognition that is awarded to a student that is non-curricular in nature (ex: driving a vehicle on campus or participating in Homecoming)

## Policy Statement

The Lafayette High School has instituted a mandatory drug-testing program. The goals of this policy include the following:

- a) To provide for the health and safety of students
- b) To undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs
- c) To encourage students who use drugs to participate in drug or alcohol treatment programs
- d) To enforce this policy, the District will conduct drug testing as indicated

## Students Participating In the Policy

Students who are involved in the following activities or privileges will be required to participate in the Lafayette High School RSDT Policy. If a student refuses to participate in the Lafayette High School RSDT Policy, that student will not be allowed to participate in the activities and privileges covered by the policy. The activities and privileges covered are:

- a) Any sports, sport seasons, clubs, and organizations sponsored by the Lafayette County District.
- b) Any after school activity or off campus activity as well as any event, which is non-curricular in nature.
- c) Any right or recognition that is awarded to a student that is non-curricular in nature (ex: driving a vehicle on campus or participating in Homecoming)
- d) Participation in the Driver's Education Program.

From this point on, any student involved in the above activity and obligated to the Lafayette High School Random Suspicionless Drug Testing Policy will be referred to as RSDT (Random Suspicionless Drug Testing) Participants.

## Drug Education Program

Beginning with the 2002-2003 school year all participating students at Lafayette High School and Lafayette Middle School will adhere to this policy. The Lafayette County School administrators as well as the LHS and LMS staff will be expected to communicate this policy in the following manner:

- a) Every sport must have a pre-season meeting with parents or guardians to cover the expectations of the coach, cheerleader sponsor, and the RSDT Participant. The Student Drug Testing Policy will be explained, and the parent or guardian of each RSDT Participant shall sign a consent form at this meeting or prior to the beginning of the current sport season. A RSDT Participant shall not participate in any way until the consent form and certification of understanding have been properly executed.

- b) Every head coach and cheerleader sponsor shall conduct a minimum of one drug education meeting per season. The head coach and cheerleader sponsor shall prepare an agenda prior to any meeting and shall require each RSDT Participant to sign-in at all meetings. The agenda and the sign-in sheet shall be forwarded to the Athletic Department after each meeting. Such other drug education meetings shall be conducted as directed by the administration.
- c) Any RSDT Participant who has tested positive for drugs will be turned over to the Lafayette County Attendance Officer who will in turn find and suggest drug-counseling options for the RSDT Participant.

## Consent Form

Any student who is interested in participating in any organization, athletic program, privilege or other extracurricular activity listed under the heading in the this document, STUDENTS PARTICIPATING IN THE POLICY, will be required to sign a consent form which states that the student will agree to take the drug test if chosen by the company performing the test. The student also agrees to the consequences involved should the student test positive. The parent or guardian must also sign the consent form.

## Implementation of Test

A private company will conduct the implementation of the test. All names of RSDT Participants will be given to the company. This company will choose which RSDT Participant that will be tested. In addition, the company will decide when the testing will take place. The Lafayette County School Board will determine the drug testing company.

## Retest

In order for the RSDT Participants who have tested positive for drug use to participate in any activities or privileges, the RSDT Participant must submit to a mandatory urinalysis after the date on which the district received notification of the positive test result. A letter of request for testing must be submitted to the school by the parent/guardian by a specified time (see section entitled Consequences For Violations). If the RSDT Participant fails to submit the request, this will cause the suspension dates to be increased. In other words, if the RSDT Participant plans to become eligible to participate in any extra-curricular activities and/or functions at the end of the suspension, a letter of request must be submitted by the specified time. The school will be responsible for the test and the date it will be given. The RSDT Participant will be taken off campus by school administration to be tested.

## Reasonable Suspicion

The district will also conduct reasonable suspicion testing of RSDT Participants for both alcohol and drugs. A decision to conduct reasonable suspicion testing must be based on specific observations concerning the appearance, behavior, and speech or body odors consistent with drug or alcohol use. In the case of reasonable suspicion, the student will be removed from the school until the student is tested **at student's expense**. In the case where a student is tested positive, that student, due to the fact that he/she not only has traces of drugs in his/her system, but also is was seen to be clearly under the influence, will be subjected to the consequences stated in the Student Discipline Code, as item #2.

## Refusal to Be Tested

Any refusal to submit to a test when required by this policy is also treated as a positive test result. Whenever this policy talks about a positive test, it includes a refusal to submit to testing as well as a confirmed and verified positive test result certified by a testing agency.

## Notification of Test Results

The results of the RSDT Participant's drug test will be reported to him/her and the parent or guardian by the head coach, cheerleader sponsor or club sponsor in which the RSDT Participant is participating. Positive test results will be reported to the RSDT Participant and parent or guardian in the presence of the Principal. If the test is positive, the RSDT Participant and his parent or guardian will be informed which substance or substances tested positive.

## Consequences for Violations

### a) First Violation

- (1) The school shall notify the parent or guardian in a conference of the positive test result.
- (2) The RSDT Participant shall be suspended from all extra-curricular activities and/or functions for a minimum of twenty (20) actual school days in which he/she is participating. This includes all school events scheduled on holidays or weekends. If the violation occurs less than twenty (20) actual school days before the end of the school year, the suspension will carry over into the next school year in which the RSDT Participant participates.
- (3) The RSDT Participant shall submit to a mandatory urinalysis twenty (20) actual school days after the date on which the district received notification of the positive test result. A letter of request for testing must be submitted to the school by the parent/guardian by the 15<sup>th</sup> day of the suspension. **If the RSDT Participant fails to submit the request, this will cause the suspension dates to be increased.** In other words, if the RSDT Participant plans to become eligible to participate in any extra-curricular activities and/or functions at the end of the twenty (20) days suspension, a letter of request must be submitted by the 15<sup>th</sup> day of suspension. **The school will be responsible for the test and the date it**

**will be given. The RSDT participant will be taken off campus by school administration to be tested.** A positive test result shall constitute a separate violation of this policy and shall be treated as a second violation. The RSDT Participant will not be allowed to resume participation in extra-curricular activities and/or functions of the district until the RSDT Participant has had a negative urinalysis.

(4) A RSDT Participant guilty of a first violation shall not be eligible to tryout for or participate in any sport during the suspension period during the suspension period. A recommendation for counseling will be made to the parent/guardian for the RSDT Participant.

b) Second Violation

- (1) The school shall notify the parent or guardian that a second violation has occurred within two (2) consecutive calendar years.
- (2) The RSDT Participant shall be ineligible for all extra-curricular activities and/or functions for 45 days. A letter of request for testing must be submitted by the parent/guardian by the thirty-fifth (35) day.
- (3) Counseling for the RSDT Participant will be mandatory. The district's Drug Education Coordinator shall refer the RSDT Participant to an outside drug-counseling agency. Documentation of attendance and completion of counseling must be submitted by letter before eligibility is reinstated.
- (4) The RSDT Participant will submit to mandatory urinalysis during this calendar year as often as deemed appropriate by administration. The RSDT Participant will not be allowed to resume participation in any extra-curricular activities and/or functions of the district until the RSDT Participant has had a negative urinalysis.

c) Third Violation

- (1) For the third violation during any two (2) consecutive calendar years, the RSDT Participant will be ineligible to participate in any extra-curricular activities and/or functions for two (2) years.
- (2) The RSDT Participant will submit to mandatory urinalysis. A letter of request for testing must be submitted by the parent/guardian. A RSDT Participant must be tested and have a negative urinalysis before he or she can be reinstated.
- (3) Counseling for the RSDT Participant will be mandatory. The district's Drug Education Coordinator shall refer the RSDT Participant to an outside drug-counseling agency. Documentation of attendance and completion of counseling must be submitted by letter before eligibility is reinstated.

## **Record Keeping**

A separate Student Drug Testing File shall be maintained for each RSDT Participant and all documents, records, reports, and test results pertaining to a RSDT Participant shall be placed and kept therein. The record keeping and results of all testing will be held in the strictest confidence. The Student Drug Testing File will be accessible only to the Superintendent, Assistant Superintendent, Principal or Athletic Director, and to the head coach, cheerleader sponsor, or parent or guardian of the RSDT Participant.

## **Non-Punitive Nature of Policy**

No RSDT Participant shall be penalized academically for testing positive for illegal drugs. The results of drug tests pursuant to this policy will not be documented in a RSDT Participant's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process.

## **Random Suspicionless Vehicle Search Policy**

### **Purpose**

The purpose of the Lafayette High School Random Suspicionless Vehicle Search Policy is to insure that items prohibited by federal, state, local, and district policy are not brought on school campus.

### **Policy**

a) **Students Participating In Program**

Any student requesting a parking permit as well as any student who plans to take Driver's Education must participate in the program.

b) **Procedure**

On a designated school day, a number of students will be called to the office to have their vehicle searched. The students will be chosen at random by computer. School officials will conduct the search of the vehicle.

Any item found that is a violation of school policy will be dealt with in accordance to the Lafayette High School Student Handbook. Any item found that is in violation of federal, state, or local law will be turned over to the proper authorities. Any vehicle brought on campus without a parking permit can be searched immediately without supervision. Any student who plans to bring a vehicle on campus must either purchase a parking permit or request a pass from the office. All others can be searched.

## General Policy and Procedures

### School Jurisdiction

All policies and procedures outlined in this handbook, approved by the Lafayette County School Policy manual, or mandated by local, state, and federal laws will be strictly enforced by school administration while in school jurisdiction. School jurisdiction shall include, but not be limited to school property, property as describe in Section 97-37-17 of the 1972 Mississippi Code, buses, extra-curricular activities located at another school, or any school sponsored activity regardless of its location.

Any violation of policy, procedure, or law will be treated the same at an off campus activity or function or in transit to an off campus activity or function as it would if the violation had occurred on school property.

### Teacher/Parent Conferences

Our school recognizes the importance of parent-teacher conferences. At least one conference should be scheduled each year for parents of children in our school. The teacher shall arrange for additional conferences with the parents when children are having learning or behavioral problems. **Parents should contact the counseling office to arrange a conference time.** Many misunderstandings can be prevented by simple, direct communication.

### Textbooks

Lockers are not used at Lafayette High School. Each student will be given a set of textbooks to take home in classes that textbooks are normally issued. Student issued textbooks are to remain at home until the course has ended. Each classroom will contain a set of textbooks to be used during the school day. Extra textbooks will be available in the library for students to use during their study halls.

### Student Parking

Due to the limited amount of parking available for student parking, the number of students allowed to bring vehicles on campus will be restricted. All student-parking permits will be sold in the high school office. The following procedure will be used in offering student parking:

1. Seniors will be allowed the first chance to obtain student parking. This opportunity will be made available over a given amount of days, which will be announced during the first days of school.
2. Co-op students or any students whose class responsibilities make it necessary for them to leave during the school day will be given the opportunity to obtain a parking permit after the seniors have been given their opportunity.
3. Juniors, then sophomores, and then freshmen in that order will have the next opportunity to purchase parking permits.

### Purchasing a Parking Permit

The cost of purchasing a parking permit is \$20.00 (\$10.0 per semester). In the case where a permit is lost, the replacement permit will cost \$5.00. In order to purchase a parking permit, the following qualifications must be met.

The student must:

- a) Sign, along with the parent/ guardian, a consent form for Random Suspicionless Drug Testing as well as Random Suspicionless Car Searches
- b) have a valid driver's license
- c) have proof of liability insurance
- d) agree to comply by the terms of the parking permit which is signed by the student and parent/guardian
- e) understand that no off-road vehicle is allowed on campus
- f) agree to a car search by school officials if necessary for enforcement of a school rule
- g) park in assigned area only

**Students who do not have permission to leave are not to go to the parking lot or car for any reason during school hours.**

**NOTE: Every student who intends to bring a vehicle on campus must have his or her own**



**parking permit. Sharing of permits will not be allowed and under no circumstances can a permit or parking space be given to another student to use. Violation of this policy will result in the purchaser of the permit forfeiting the use of the parking space and NO REFUND WILL BE GIVEN.**

Any vehicle brought on campus without a parking permit can be searched immediately without supervision. Any student who plans to bring a vehicle on campus must either purchase a parking permit or request a pass from the office. All others can be searched.

## **Parking Violations**

Vehicles are to be driven on assigned areas only. At no time are vehicles to be driven through areas other than a paved or approved graveled area. Reckless driving, violation of parking procedures or excessive disciplinary problems will result in a student losing their parking permit and the privilege of driving their vehicle on campus and NO REFUND WILL BE GIVEN. As a fundraiser, the student council may write tickets to cars without decals. Fines shall be determined for each year by the current administration.

## **School Property**

All property at Lafayette High School is to be treated with respect. At no time and under no circumstances are students to touch or handle property that has been designated as off limits. Any such violation can result in removal from a class, suspension, and restitution.

## **Presence at Lafayette Middle School/Elementary School**

At no time are any Lafayette High School students to enter Lafayette Middle School or Elementary School during school hours without the permission from administration.

## **Student Presence on Campus**

Due to the fact that unsupervised students present a potential hazard to both the school and the student, school policy will mandate that any student who is not involved in a school related activity must be off campus by **3:30**. Additionally, students who are not involved in a school related activity will not be allowed in the school building after **3:30**. Students who are not involved in a school related activity cannot wait for a ride with a student who is involved in an activity. Bus transportation is provided for all students and if there is a situation where a student must stay later than **3:30**, that student's parent should provide an explanation. Failure to comply with this policy will result in ISS/OSS being assigned.

## **Food-beverages**

Water is the only acceptable beverage allowed in the classrooms. Food is not allowed in the classroom unless approved by teacher and administrator for educational purposes. All lunches will be eaten in the lunchroom. Any exception to this rule must be approved through the office.

A table will be set up by the front office if a parent chooses to bring a student their lunch. Lunches, snacks or any other food items are not to be delivered to the front office. The items are to be placed on the table with the students name and grade. The Lafayette County High School will not be held responsible for lost or stolen items from this table.

Parties, of any nature, are not allowed during lunch.

## **Cell Phones and Other Electronic Devices**

During the school day, electronic devices are not allowed outside of the educational spectrum. Teachers have the autonomy in their classroom to utilize student electronic devices for educational purposes. If a student violates rules set for a classroom, then the cell phone(s) or other electronic device(s) will be confiscated and retained for a period of not less than thirty (30) calendar days. In lieu of the thirty (30) day retention, the student may elect to pay a \$25.00 fine to have the device returned to the student's parent/guardian. Cell phones and other electronic devices are not allowed at any other time during the school day.

Failure to turn phone or other electronic device over to a staff member upon request will be considered an insubordinate act towards a school official. This act will be handled in the disciplinary procedures set in the student handbook. Students who have been suspended for insubordination in connection with cell phone/electronic device violation will still be responsible for surrendering the cell phone/electronic device or paying the \$25.00 fine upon return from suspension (LSCD School Board Policy JE).

The possession and/or use of any electronic communication device, including cell phone(s) or other electronic device(s) during the administration of scheduled statewide tests is prohibited. Lafayette High School/Lafayette County School District is not responsible for lost, stolen, or damaged cell phone(s) or other electronic device(s).

## STUDENT BRING YOUR OWN DEVICE POLICY

1. The **Lafayette County Acceptable Use Policy** will be in effect for **ALL** devices being used on campus. This includes all devices connected to outside network towers as well.
2. Students must access the Internet when applicable through the school-provided student network. Passwords are available through the classroom teacher.
3. Cellular telephones will only be allowed in classrooms at the teacher's discretion and with the teacher's direction. Internet searches, research, and student response will be the main use of smart phones in the classroom. In the event your child does not have a telephone or tablet to use during class, the school will provide an alternate means. Cellular telephones are not allowed in any place other than the classroom and with the teacher's permission.
4. All **other** electronic devices such as tablets, iPads, Kindles, etc. will be allowed in general population areas (i.e. gym, auditorium, lunch) as long as students follow all LCSD Acceptable Use Policies. The intent of this policy is to allow students to read or research when they have free time, not during in classroom instruction unless prompted by their teacher.
5. LHS will not be responsible for theft or damage of any device. Bringing these devices is NOT a requirement for any student at LHS.

## Delivery of Flowers, Gifts and Food

The schools will not accept deliveries of balloons, flowers, candy grams, etc. These items may not be delivered to the school office or individual rooms to students or school staff during school hours. Lunch may be provided for your student. Lunch parties are not permitted.

## Fund Drives

All fund drives will be held by approval of the principal ONLY. No fund drives will be allowed during the month of May. All money collected by students will be turned in to the sponsor.

## Checks

Lafayette High School will not accept any checks unless they are made payable to Lafayette High, and have the student's name and Activity/Sponsors name on it such as: J. Martin/Spanish and two telephone numbers. Lafayette High School reserves the right not to accept any checks at its discretion. Any check dishonored by the check writer's bank will be subject to a \$30.00 collection fee.

## Telephone

A student will not be excused from a class or a study hall to use the telephone **EXCEPT in a case of extreme emergency**. Students may make local calls from the office if there is an emergency. All calls will be limited to one minute.

**Note: Arrangements for transportation, money, items from home, or any need that is not deemed as an emergency should be taken care of before a student comes to school and will not be considered a reason for using the office phone. Also, students will not be called out of class to the phone unless it is an emergency.**

## Stealing

It is the policy of the Lafayette County School Board that each student will respect the property rights of others. Therefore, any student attending Lafayette County Schools who steals while on the school campus, on a school bus, or at any school function will adhere to the consequences listed in the Disciplinary Code.

## Cheating/ Plagiarism

If a student is caught giving or receiving information on tests or any graded activities, the materials may be taken up by the teacher and the student(s) given a grade of zero or an alternative assignment. Plagiarism is considered a serious offense and the importance of avoiding such practice is stressed throughout the high school.

## Public Nuisance

It is also prohibited for any student to come onto the school campus, come onto a school bus, or into any extra-curricular activity or function/location, which falls under the heading of school jurisdiction after having used alcohol or illegal drugs. Such an act will result in a School Board Hearing. Repeated acts will result in expulsion for up to one calendar year.

## **Gambling**

Gambling in any form is strictly prohibited on the school buses or on school property.

## **Substitute and Student Teachers**

Courtesy to substitute teachers (and student teachers) is one of the most vital ways to build good school-community relations. Students should treat substitutes with the same respect as that of the classroom teacher. The school is obligated to take action against any student who persists in being uncooperative and disturbing to the substitute or student teacher.

## **Teachers' Lounge**

At no time are students to enter the teachers' lounge. **This includes before and after school hours.**

## **Computer/Internet (Use Policy)**

### *Acceptable Use Policy*

The Lafayette County School District provides teachers, staff, and students the privilege of accessing the Internet over the district's network for the enhancement of learning and achievement. The Internet offers an abundance of research material pertinent for intellectual growth.

Use of the Internet and electronic communications require students to think critically, analyze information, write clearly, use problem-solving skills, and hone computer and research skills that employers demand. Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for students to participate in distance learning activities, ask questions of and consult with experts, communicate with other students and individuals, and locate material to meet educational and personal information needs.

This policy establishes expectations for responsible access and use of district technology resources by staff, students, parents/guardians and community members who use the services. District technology resources are to be used to support curriculum, instruction and learning opportunities for students and staff. All resources must be consistent with district guidelines for selection of educational materials. Additionally, these resources must be used to enhance and enrich the district's curriculum while providing for the varied instructional needs, learning styles, abilities and developmental levels of students.

The board believes the educational opportunities inherent in these tools far outweigh the possibility that users may procure material not consistent with the education goals of the district. However, the internet and electronic communications are fluid environments in which students may access materials and information from many sources, including some that may be harmful to students. The board acknowledges that while it is impossible to predict with certainty what information students might locate or come into contact with, it desires to take all reasonable steps to protect students from accessing material and information that is obscene, pornographic or otherwise harmful to minors, as defined by the board. Students shall take responsibility for their own use of district laptops, computers and computer systems to avoid contact with material or information that may be harmful to minors.

The board authorizes administration to adopt procedures for computer use consistent with this policy and for reviewing and evaluating its effect on instruction and student achievement.

It is the intent of the Lafayette County School District to:

- Provide access to educational publications, articles, images, etc.
  - Provide safe internet surfing for educational materials.
- Prevent inappropriate material entering or leaving the school's network via email, internet or other forms of electronic communications.
  - Prevent unauthorized and malicious attempts to access network resources.
    - Prevent unauthorized disclosure of personal information.
  - Abide by rules established by the "Child Internet Protection Act" (CIPA) (Pub.L106-554) Title XVII
- Educate minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms
  - Cyber bullying awareness and response

### **Access to Inappropriate Material**

Lafayette County School District has internet technology protection measures in place to prevent access to inappropriate material. These measures are in place to prevent students from visually accessing material, which may be obscene, pornographic, or harmful to minors. On a global network such as the Internet, it is not possible to control the content of all available materials. Computer security cannot be made absolutely perfect, and it is likely that a determined student or other individual could make use of district technology resources for inappropriate purposes. If any inappropriate materials surface, a supervising staff member must be contacted immediately.

### **Inappropriate Network Usage**

Students and their parents/guardians are advised that some Internet sites may contain defamatory, inaccurate, abusive, obscene, profane, sexually or racially offensive, threatening, or otherwise illegal material. LCSD does not condone the use of such materials and does not permit usage of such materials in the school environment. Internet access through Lafayette County School District network is a privilege, not a right; inappropriate network usage will result in disciplinary action. Lafayette County School District shall take actions to

uphold the safety and security of all users of the network.

All persons shall use district technology resources in a responsible, efficient, ethical and legal manner. Technology and ways of using technology are constantly evolving, every unacceptable use of said resources cannot be specifically described in policy. Therefore, some examples of unacceptable uses include, but are not limited to, the following [note: the school administration has discretion to determine which uses are unacceptable]:

- Uses the Internet or network for illegal, inappropriate, threatening or obscene messages/images, pornography, “sexting”, materials protected by trade secret, etc. Illegal is defined as any violations of local, state, or federal law.
- Violates copyright, license agreements or other contracts.
- Intentionally disrupts Lafayette County School District network traffic. This includes, but is not limited to uploading, creating, or transmitting computer viruses.
- Uses the Lafayette County School District network for personal gain, fraud, political campaigning or solicitation.
- Steals or damages data and/or equipment.
- Gains or seeks to gain unauthorized access to network resources. (E.g. attempting to gain or gain administrative rights to computers or network resources, attempting to override or bypass district installed content filters).
- Uses another student or staff account to access personal data.  
Discloses personal information about students or staff.  
Deletes or renames data owned by someone else.
- Adds unauthorized external devices to any computer. (E.g. external floppy drives, hard drives, jump drives, etc.)
- Adds any unauthorized device such as cell phones or computer to the network.
- Defames, intimidates, threatens, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner, known as “cyber bullying” whether on campus or off campus.

#### **Unauthorized software and devices/equipment**

Users are prohibited from using or possessing any software that has been downloaded or is otherwise in the user’s possession without appropriate registration and payment of any fees owed to the software owner. No persons are permitted to download any software on school-issued laptops without district approval through the appropriate process. LCSD will not support non-district devices/equipment. Personal or non-district owned equipment connected to the district network is not permitted.

#### **Consequences for violating Lafayette County School District policy**

Consequences will be decided on a case-by-case basis and are not limited to:

- Disciplinary action based on the LCSD Code of Conduct.
- Suspension or revocation of network privileges.
- Suspension or revocation of computer access.
- Legal action and prosecution by the authorities.
- Any other action deemed appropriate by school administrators.

#### **No expectation of privacy**

District computers, laptops and computer systems are owned by the district and are intended for educational purposes at all times. No person using district computer equipment, software owned, leased or controlled by the district, or websites, email or Internet access provided by the district has a reasonable expectation of privacy with respect to such equipment, software, websites, email or Internet access. The district reserves the right to monitor, inspect, copy, review and store all usage of district computers and computer systems, including all Internet and electronic communications access and transmission/receipt of materials and information at any time and without notice. All material and information accessed/received through district computers and computer systems shall remain the property of the district.

#### **Disclaimer**

Lafayette County School District will not be responsible for any damages suffered, including loss of data resulting from delays, non-deliveries, service interruptions, or inaccurate information. The user accepts personal responsibility for any information obtained while on the school network.

#### **School Property and Equipment Usage**

The Lafayette County School District may provide students with the use of Lafayette County School District property, including but not limited to equipment and computers. Students are asked to use utmost care in handling these items, and are required to return property at the end of the determined usage period. In addition, students may be responsible for loss or damage of school district property.

**Lafayette County School District  
Internet Safety Policy**

**Introduction**

It is the policy of Lafayette County Schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

**Definitions**

Key terms are as defined in the Children’s Internet Protection Act.

**Access to Inappropriate Material**

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

**Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the Lafayette County Schools online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

**Education, Supervision and Monitoring**

It shall be the responsibility of all members of the Lafayette County Schools’ staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of The Technology Director or designated representatives.

The Lafayette County Schools or designated representatives will provide age-appropriate training for students who use the Lafayette County Schools Internet facilities. The training provided will be designed to promote the Lafayette County Schools’ commitment to:

- I. The standards and acceptable use of Internet services as set forth in the Lafayette County Schools’ Internet Safety Policy;
- II. Student safety with regard to:
  - a. safety on the Internet;
  - b. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
  - c. cyberbullying awareness and response.
- III. Compliance with the E-rate requirements of the Children’s Internet Protection Act (“CIPA”).

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District’s acceptable use policies.

## **Medications**

It is recognized that some children are better able to attend school regularly because of the effective use of medication in the treatment of chronic disabilities or illnesses. Medication either should be given by the parents or taken at home. The Board of Education urges physicians to schedule the administration of medication at times other than during school hours. Where a student’s physician must require prescription or nonprescription medication during school hours, the District will cooperate.

School nurses are authorized to administer medication in the school setting upon written standing orders of a local physician who has agreed to be the physician of record for the district. These standing orders will include medical functions, tasks, or acts that have been delegated to the school nurse.

No medications may be administered without proper written consent of the parent/guardian.

The Request to Administer Medication Form must be completed by the child’s physician or guardian and approved by the school principal before administering medication to the child in school.

### **DELIVERY OF MEDICATION TO AND FROM SCHOOL**

- A. The parent or guardian is responsible for delivering one school week's supply of medication in the original container to the school nurse's office the first day of each school week unless other arrangements are made with the school principal. The empty container will be returned home the last school day of each week by the student.
- B. Medication brought to school by a student without prior approval from the principal will not be administered. In such cases, the parent will be notified immediately that he/she must come to the school in order that the medication may be administered.
- C. Unused medication will be returned to the parent or guardian only. The parent desiring medication to be returned must personally report to the school before 2 PM the last day of each school week.
- D. The parent or guardian is responsible for notifying the school immediately where:
  - 1. There is a change of physician.
  - 2. The medication or dosage is changed.
  - 3. The administration of the medication is to be terminated.
- E. Medication brought to the school by the parent or guardian must be labeled and in an appropriate container labeled by the pharmacy or physician with the date, student, name, dosage, time intervals and storage instructions. Liquid medication shall be delivered in unit-dose form if possible.

### **RECEIPT AND STORAGE OF MEDICATION**

- A. Medication shall be received for storage from parent only if the Request to Administer Medication authorization form is on file in the school office.
- B. The nurse, principal or designated office representative of the school shall receive the medication and compare instructions of medication container with information appearing on the Request to Administer authorization form.
- C. A locked cabinet or area with temperature, light, and humidity controls shall be provided for the storage of medication.
- D. If for any reason the school cannot furnish required or appropriate storage facilities for a particular medicine, the parent or guardian will be notified.

### **PROCEDURES FOR THE ADMINISTRATION OF MEDICATION - PRESCRIBED OR NON-PRESCRIBED**

- A. All medication to be administered to children shall be:
  - 1. Checked against the Request to Administer Medication authorization form.
  - 2. Recorded in the medication daily log.
- B. The identity of the child shall be verified before administering medication.
- C. The school principal or a designated office representative shall administer the medication or observe the child self-administer with one other adult present and not in the presence of other children. Teachers are not permitted to administer prescription or nonprescription medication to children unless first authorized by the principal to so do.
- D. Any side effects shall be reported immediately to the principal.
- E. Telephone numbers of parent/guardian and physician shall be entered on the Request to Administer Medication authorization form.

## **ATTENDANCE**

Regular attendance and academic success go hand in hand. {MS Code 37-3-49, 37-13-61 through 69, 37-151-5(j) and 37-151-7(3)(d)} requires students to regularly attend class sessions in order to receive Carnegie Unit Credit. Students must attend / meet guidelines set by *Mississippi Public School Accountability Standards, 2010*. **Students in a regular high school program:** may miss no more than 18 days in a full year course nor more than 9 days in a one semester course. Students who exceed this standard may not receive a grade, or Carnegie unit credit in that course. A notation of inadequate attendance (NC) may be recorded on the report card and on the transcript if the student is passing the course. If the student is failing the course, the actual failing grade will be posted on the report card and on the transcript. The student's parent or legal guardian will be notified of excessive absences, which may result in a student not receiving credit for that class.

Excessive absences and tardies may result in failure due to inadequate attendance. Absences due to medical issues must be documented in order to an exception to the 18 absences.

### **College Days**

Students classified, as seniors will be permitted two excused college days during their senior year. These visits should be used during the months of September through April. Students wishing to make a college visit should submit **a request in writing one week prior to the scheduled visit**. In order for the absence to be excused, the student must present a signed college visitation form upon his return to school. (Visitation forms are generally available on all college campuses). A college day absence will not count against exam exemption.

### **Admittance After Absence**

When a student returns from an absence of one or more days, the student must submit a written excuse from his/her parent or guardian to the attendance clerk or counselor stating the reason for the absence in order to receive an excused absence. The student will then be issued an admittance slip to class. The excuse shall contain the date written, the date/dates of the absence, the cause of absence, and the parent/legal guardian's signature. A medical excuse may be

required at the discretion of school personnel, depending on the total number of absences recorded for the student. Written verification must be submitted at least 3 days after the absences to receive excused absences.

### **Make-Up Work**

It is the student's responsibility to make up work that is missed. A student, who needs to make up work after an absence, must contact each of his/her teachers immediately upon returning to school to make arrangements for making up the work. The student will have the number of days missed to complete and turn in all missed assignments. On school-sponsored trips, assignments should be secured ahead of time and are due on the day the student returns to class. Out of School Suspension students have the opportunity to make up missed work.

**Requests for assignments in advance may be honored to the extent that the teacher and the principal deem them appropriate.**

## **Tardiness**

If a student is tardy to school, the student must:

- A.** report promptly to the attendance clerk for an admittance slip to class or, if necessary, for a late bus slip. Late buses will be excused, but the student is required to report to the attendance office for an admittance slip.
- B.** make sure the attendance clerk knows the student is present, otherwise the student's records will reflect absence all day.

Unexcused tardies will be dealt with in the following manner:

- A.** the classroom teacher will administer consequences for the first 3 unexcused tardies to that class
- B.** on the 4th **unexcused tardy**, and each additional tardy after the referral, the student will be referred to the administration for more severe consequences which may include corporal punishment, in school detention (ISD), or out-of-school suspension and the parent/guardian will be notified that there is a problem.
- C.** counting the number of allowable tardies restarts at the beginning of each semester.

**\*\*\*A student who misses more than 25% of a class period will be counted absent for that period.**

## **What to do when . . . .**

**A student wishes to leave the campus for the remainder of the day** - Secure a hall pass from the teacher to go to the office. No student will be permitted to leave campus unless the parent/guardian and/or emergency contact is physically present to sign the student out; or the principal or designee makes verifiable contact with the parent/guardian at the time of check out.

**A student wishes to leave the classroom** - Ask the teacher for a hall pass stating the reason the student needs to leave. Take the pass, attend to business promptly, and return to class.

**A student becomes ill at school** - Inform the teacher of the illness. If the student is unable to remain at school, the office secretary or student services will notify a parent or designee to come to the school and check the student out. A student may not leave school until someone appears at the principal's office for the student.

**A student has a doctor's appointment** - Report to the attendance desk before school on the morning of the appointment and present a note to the attendance clerk. Documentation from the medical appointment should indicate accurate dates and times. The student must present this slip to the teacher from whose class he/she wishes to be dismissed. Before leaving the building, the student must sign out at the attendance desk.

**No student will be permitted to leave school prior to the end of the normal school day at the request of or in the company of anyone other than a school employee, police officer, court official, parent or legal guardian, unless permission has previously been granted by the parent/guardian. It is the responsibility of the custodial parent to provide the school with legal documentation, which would prevent any person from picking up his/her child from school.**

## **Holidays**

School will be in session every day except for holidays designated on the school calendar. Students will not attend classes on Professional Development days, because all faculty will be attending required professional development.

## **Absences and Extracurricular Activities**

A student must be present a required number of class periods on the day of a school event to participate in the event or activity. A student who is absent on Friday may not participate during the weekend. Exceptions may be made in case of a death in the family, extreme emergencies, etc., subject to the prior approval of the principal. Being a required number of class periods of the school day means attending 5 of 7 class periods or 3 of 5 class periods, depending on the student's schedule. The Principal must approve all exceptions.

## Attendance Review

Excessive absences letters will be sent intermittently throughout the year.

Senior Excessive Absence: Excessive absences may result in the loss of participating in graduation exercises.

Note: A request to have an attendance review does not necessitate that the absences will be waived. Only long-term medical emergencies and extreme family emergencies will be considered.

## Homebound Students

Any student who is homebound because of accident or illness (on the part of that student) will be required to complete the same quantity and quality of class work as other students within the time designated by the teacher. The counseling center will not be responsible for sending home make-up assignments for students absent for less than two days. Students will be responsible for obtaining the make-up assignment upon return to school.

## Class Trips

The privilege of attending a class trip will be determined by the following criteria:

- a) Within the current school year, the student has not received a school suspension, 4 or more office referrals.
- b) The student receives an administrative recommendation not to attend the trip due to class conduct or grades.
- c) Student cannot miss more than 5 school days for non-MHSAA activities.
- d) Students who have missed more than 80% of the maximum number of days allowed for the course will not be allowed to participate in any non-MHSAA trips.

**Note: Additional criteria may be set by individual organizations and all exclusions and inclusions of students for class trips are subject to change at the discretion of school administration.**

## Jr./Sr. Prom

Tickets for the Prom are normally ordered during the first semester of school. Students purchasing these tickets are reminded that although a ticket may be purchased, the purchasing of the ticket does not guarantee that the owner of the ticket or their date will be allowed to attend the prom if the student has violated the policy pertaining to class trips. Only high school students in grades 9-12 will be allowed to go to the Prom. This exclusion includes a person who is not enrolled in a public or private school.

If at any time before or after the ticket to the prom has been purchased, the owner of the tickets or their date has received a school suspension, 4 or more office referrals (not including tardies), or has any unpaid fines, that person will forfeit the opportunity to attend the prom. It is the responsibility of the purchaser and their date to know that they have violated the class trip rules as clearly stated under "class trips", and not the class sponsors.

A list of those students not allowed to attend the prom will be distributed at least two weeks prior to the prom.

## Student Insurance

The Lafayette County School District does not have insurance that covers student accidents or injuries in any area of the schools or school sponsored activities: playground/break areas, school bus, athletic practice or events, or the classroom.

## Checkout Policy

Once a student arrives on campus, he/she cannot leave the campus unless he/she checks out through the office. **Checkout notes are not accepted at Lafayette High School.** If a student **must** check out early, a parent or legal guardian must come to the school and check out this student. No student will be allowed to leave this school unless a parent or guardian signs him/her out or in case of an **emergency**. In the case of an emergency, the principal or assistant principal must verify verbally with a parent that the student has permission to leave with a grandparent, relative, other responsible adult, or by their own vehicle. This absence may or may not be excused.

Note: When a student is checked out, the check out sheet must be completed. The parent or guardian as well as one of the office personnel must sign it. In the event that a student leaves without proper checkout procedure being followed, that student will be considered leaving campus without permission and subject to the consequences for violating that rule.

## Permanent Check Out

Only seniors and Co-op students will have the privilege of checking out on a permanent status. A parent must sign a permanent check out form in the office before the student will be allowed to leave. There may be exceptions to this rule only in cases of extreme emergencies. Students are not to come back to school once they have left the campus unless given special permission by the principal or assistant principal. **Failure for seniors on permanent check out to leave campus when scheduled will result in the loss of that privilege and placement in study hall(s).** Seniors in the alternative school will lose their early check out privilege.



## School Attendance Form (to obtain Driver's Permit/License)

In order to obtain a Driver's Permit/License the state of Mississippi requires a School Attendance Form. As the form implies, students must be in good standing with school attendance. Excessive absences above the school policy may restrict the student being issued a School Attendance Form.

## ACADEMICS

### Curriculum

Scholastic achievement as set forth by the Mississippi Accrediting Commission and the Lafayette County School Board of Education requires the completion of twenty-four (24) units for graduation for graduating classes. Lafayette High School follows the Common Core State Standards.

***NOTE: Seniors must finish all coursework by the last day of senior exams and have passing grades in order to be eligible to participate in the graduation ceremony. After exams a senior may earn credits in credit recovery in order to earn a diploma but are not eligible to participate in the graduation ceremony.***

### Required Subjects

The curriculum is flexible enough to offer a wide variety of courses to meet the needs of the entire student body.

Students should complete English I before they take English II. Student should complete English II before they take English III. Students should complete English III before they take English IV. English must be passed each year in order to move up in classification.

Freshmen and sophomore students should concentrate upon completion of the required subjects for graduation; whereas, junior and senior students should select courses that meet their needs for future college or occupational training.

It is important for students to plan their four years of high school before entering the ninth grade.

Course Load: Any student may elect to take 7 units of work during the regular academic year. All 7 units will be permitted. Each student will carry a minimum of six (6) and (1/2) one-half academic units of work (unless they are a senior) during the regular academic year.

Seniors may be enrolled in Dual Enrollment Courses off campus with approval of the Administration. Schedules may be flexible to accommodate dual enrollment. Seniors must be enrolled in four (4) academic courses throughout their senior Year.

## GRADUATION REQUIREMENTS STANDARD 20 Seniors 2013 and beyond

Curriculum Area	Carnegie Units	Required Subjects
English	4 <sup>1</sup>	English I English II
Mathematics	4 <sup>2</sup>	Algebra I
Science	4 <sup>3</sup>	Biology I
Social Studies	4	1 World History 1 U.S. History 1/2 Geography 1/2 U.S. Government 1/2 Economics 1/2 Mississippi Studies
Health and Physical Education	1 <sup>7&amp;8</sup>	1/2 Comprehensive Health or 1/2 Family & Individual Health and 1/2 Physical Education <sup>9&amp;11</sup>
Business & Technology	1 <sup>10</sup>	1 Computer Discovery or 1/2 Keyboarding and 1/2 Computer Applications

The Arts	1	Any approved 500.00 course or completion of the 2-course sequence for Computer Graphics Technology I and II.
Electives	5 <sup>11</sup>	
<b>Total Units Required</b>	<b>24</b>	

**1** Compensatory Reading and Compensatory Writing may not be included in the four English courses required for graduation; however, these courses may be included in the 5 general electives required for graduation. Accelerated English 9 can be accepted in lieu of English I. Accelerated English 10 and AP English Language Composition can be accepted in lieu of English II. Beginning school year 2010-2011 for all entering ninth graders, English I is a required prerequisite course for English II. English I may not be taken after a student completes English II.

**2** Compensatory Mathematics, Introduction to Engineering, and any developmental mathematics course may not be included in the four mathematics courses required for graduation; however, these courses may be included in the 5 general electives required for graduation. Effective with the eighth graders of 2008-2009, Pre-Algebra and Transition to Algebra may not be taken after a student completes Algebra I. **Beginning school year 2007-2008 for all entering eighth graders, at least two of the four required mathematics courses must be higher than Algebra I.** Effective with ninth graders of 2010-2011, Survey of Mathematical Topics may not be included in the two math courses higher than Algebra I. The allowable mathematics courses that can be taken which are higher than Algebra I are: Geometry, Algebra II, Advanced Algebra, Trigonometry, Pre-Calculus, Calculus, AP Calculus AB, AP Calculus BC, Discrete Mathematics, Statistics, and AP Statistics. MYP Geometry, MYP Algebra II, IB-DP Mathematics I, IB-DP Mathematics II, IB-DP Mathematical Studies I, IB-DP Mathematical Studies II are allowable mathematics courses higher than Algebra I for IB students. One of the four required mathematics units may be in Drafting if the student completes the 2-course sequence for Drafting I & II. One of the four required mathematics units may be in Survey of Mathematical Topics; however this course does not meet the mathematics requirement for admission to institutions of higher learning. Effective with the eighth graders of 2004-2005, Pre-Algebra, Transition to Algebra, and Algebra I, may be taken in the eighth grade for Carnegie unit credit. Effective with the eighth graders of 2008-2009, Geometry may be taken in the eighth grade for Carnegie unit credit.

**3** One unit may be in Introduction to Agriscience, Concepts of Agriscience, Science of Agricultural Plants, Science of Agricultural Animals, or Science of Agricultural Environment. Two units may be in the following courses if the student completes the 2-course sequence: Agriscience I & II; Allied Health I & II; Aquaculture I & II; Forestry I & II; Horticulture I & II; Plastics and Polymer Science I & II; and Technology Applications I & II. Two units may be earned by completing the Agricultural and Environmental Science and Technology (AEST) 3-course sequence: one unit in Concepts of Agriscience; one unit in Science of Agricultural Animals or Science of Agricultural Plants, or Science of Agricultural Environment; and one unit in Agriscience and Entrepreneurship. **Beginning school year 2008-2009 for all entering eighth graders, one unit must be a lab-based physical science.** The allowable lab-based physical science courses are Physical Science, Chemistry, AP Chemistry, Physics, AP Physics B, AP Physics C – Electricity and Magnetism, and AP Physics C – Mechanics. IB-DP Physics IB-DP Physics II, MYP Chemistry, IB-DP Chemistry, and I may be accepted as allowable lab-based physical science courses for students enrolled in the IB program. MYP Biology and IB-DP Biology I may be accepted in lieu of the Biology I requirement for students enrolled in an IB program.

**4** Based on the 2004 Mississippi Social Studies framework, Advanced Placement Human Geography is accepted in lieu of the required Geography course. A.P. United States History can be accepted in lieu of the required U.S. History From 1877 to present course. A.P. World History can be accepted in lieu of the required World History From 1795 to present course. A.P. Government and Politics: United States can be accepted in lieu of the required United States Government course. A.P. Macroeconomics or A.P. Microeconomics can be taken in lieu of the required Economics course. MYP World Geography is accepted in lieu of the required Geography course for students enrolled in the IB program. Advanced placement U.S. History is accepted in lieu of the required U.S. History from 1877 to Present. IB-DP History of the Americas I is accepted in lieu of the required U.S. History Course for students enrolled in the IB program. IB-DP History of the Americas II is accepted in lieu of the required Mississippi Studies, Economics, and/or U.S. Government courses for students enrolled in the IB program. MYP U. S. Government is accepted in lieu of the required Government course for students enrolled in the IB program. AP European History or AP World History can be accepted in lieu of World History.

**5** Based on the 2011 Mississippi Social Studies framework, A.P. World History can be accepted in lieu of the required World History from the Age of Enlightenment to Present course. A.P. United States History can be accepted in lieu of the required U.S. History from Post- reconstruction to Present course. A.P. Government and Politics: United States, can be accepted in lieu of the required United States Government course. A.P. Macroeconomics or A.P. Microeconomics can be taken in lieu of the required Economics course. A.P. Human Geography can be accepted in lieu of the required Geography course. MYP World Geography is accepted in lieu of the required Geography course for students enrolled in the IB program. IB-DP History of the Americas I is accepted in lieu of the required U.S. History Course for students enrolled in the IB program. IB-DP History of the Americas II is accepted in lieu of the required Mississippi Studies, Economics, and/or U.S. Government courses for students enrolled in the IB program. MYP U. S. Government is accepted in lieu of the required Government course for students enrolled in the IB program.

**6** Credit earned for the first year of Marketing and Economics (Vocational) may be accepted in lieu of ½ unit in Economics.

**7** The credit earned for a State/Local Government course in any other state by an out-of-state transfer student who enters after the sophomore year can stand in lieu of Mississippi Studies or Mississippi State and Local Government. If the transfer student took a State/Local Government course in a grade level that did not award Carnegie unit credit, then any other ½ unit social studies course may be accepted. An out-of-state student who transfers after the junior year may substitute any other ½ unit social studies course.

**8** Credit earned in Allied Health I/Health Science I may be accepted in lieu of Comprehensive Health or Family and Individual Health to meet the graduation requirement for ½ Carnegie unit in Health.

**9** Successful completion of JROTC I and JROTC II may be accepted in lieu of Comprehensive Health or Family and Individual Health to meet the graduation requirement for ½ Carnegie unit in Health beginning in the 2010-2011 school year and thereafter, when instruction includes all health components in the JROTC curriculum. If it is used to meet the graduation requirement for ½ Carnegie unit in Health, it cannot be used concurrently to meet the graduation requirement for ½ Carnegie unit in Physical Education as allowed in footnote #9 below.

**10** The graduation requirement for ½ unit in physical education may include participation in interscholastic athletic activities, band, dance and JROTC that meet the instructional requirements specified in the *Fitness through Physical Education Framework* and that are sanctioned by the Mississippi High School Activities Association.

**11** Evidence of proficiency in Keyboarding and Computer Applications is accepted in lieu of the required courses if the student earns one unit in any of the courses listed in the *Business and Technology Framework* (academic and vocational). ICT II may be accepted in lieu of Computer Discovery. MYP Computer Discovery may be accepted in lieu of Computer Discovery for students enrolled in an IB program.

**12** Only one elective unit in physical education including participation in interscholastic athletic activities, band, performance choral, dance or JROTC that meet the instructional requirements specified in the *Fitness through Physical Education Framework* and that are sanctioned by the Mississippi High School Activities Association may be applied each year to the minimum 24 required state units. If a local district has graduation requirements above the state requirements they may award additional credits as outlined in the local Board policy.

## Appendix A-3

### CAREER PATHWAY OPTION SENIORS OF SCHOOL YEAR 2011-2012

In 2010, Mississippi state policymakers passed legislation to create multiple pathways to a standard diploma. The 2010 legislative actions created a career pathway to a standard diploma, with the goal of improving Mississippi graduation rates and providing students with career and technical training that prepare students for postsecondary credential or certification programs and employable workplace skills. This legislative change created new section 37-16-17, Mississippi code of 1972, to provide for high school career option programs and career track curricula for students not wishing to pursue a baccalaureate degree.

Curriculum Area	Carnegie Units	Required Subjects
English	4 <sup>1</sup>	English I English II
Mathematics	3 <sup>2</sup>	Algebra I
Science	3 <sup>3</sup>	Biology I
Social Studies	3 <sup>4, 5</sup>	1 U.S. History ½ U.S. Government ½ Mississippi Studies
Health and Physical Education	½ <sup>6</sup>	½ Comprehensive Health, or ½ Family and Individual Health, or ½ Physical Education
Career and Technical	4 <sup>7</sup>	(Selected from Student's Program of Study)
Integrated Technology	1 <sup>8</sup>	Computer Discovery, ICT I, ICT II, 9 <sup>th</sup> STEM, or Computer Applications and Keyboarding
Additional Electives	2 ½ <sup>9</sup>	Courses selected from the student's approved program of study
Total Units Required	21 <sup>10</sup>	

## GRADUATION REQUIREMENTS Career Pathway Option

### SENIORS OF SCHOOL YEAR 2011-2012 and after

<sup>1</sup> Compensatory Reading and Compensatory Writing shall not be included in the four English courses required for graduation. The two additional English credits must be from the student's program of study which includes Technical Writing, Creative Writing, English III, English IV, or any college-level dual credit courses.

<sup>2</sup> Compensatory Mathematics may not be included in the three mathematics courses required for graduation. Effective with eighth graders of 2008-2009, Pre-Algebra and Transition to Algebra may not be taken after a student completes Algebra I. For students pursuing the Career Pathway Graduation Option, at least one of the required mathematics courses must be above Algebra I and selected from the student's program of study. The allowable mathematics courses that can be taken which are higher than Algebra I are: Geometry, Algebra II, Survey of Mathematical Topics, Advanced Algebra, Trigonometry, Pre-Calculus, Calculus, AP Calculus AB, AP Calculus BC, Discrete Mathematics, Statistics, and AP Statistics, or any college-level dual credit courses. Effective with the eighth graders of 2004-2005, Pre-Algebra, Transition to Algebra, and Algebra I, may be taken in the eighth grade for Carnegie unit credit. Effective with the eighth graders of 2008-2009, Geometry may be taken in the eighth grade for Carnegie unit credit.

<sup>3</sup> For students pursuing the Career Pathway Graduation Option, at least one of the required science courses must be above Biology I and selected from the student's program of study. If a student's program of study allows, one unit may be in Concepts of Agriscience (AEST). A second science unit may be earned by completing a two course sequence selected from the following three options: Science of Agricultural Animals, Science of Agricultural Plants, or Science of Agricultural Environment. Two units may be in the following courses if the student completes the 2-course sequence: Agriscience I & II; Allied Health I & II; Health Science I & II, Aquaculture I & II; Forestry I & II; Horticulture I & II; Polymer Science I & II; Technology Applications I & II and Engineering I & II.

<sup>4</sup> Advanced placement U.S. History is accepted in lieu of the required U.S. History 1877 to Present. The third social studies credit should be selected based on the student's program of study.

<sup>5</sup> The credit earned for a State/Local Government course in any other state by an out-of-state transfer student who enters after the sophomore year can stand in lieu of Mississippi Studies or Mississippi State and Local Government. If the transfer student took a State/Local Government course in a grade level that did not award Carnegie unit credit, then any other ½ unit social studies course may be accepted. An out-of-state student who transfers after the junior year may substitute any other ½ unit social studies course. Credit earned for the first year of Marketing and Economics (Vocational) may be accepted in lieu of ½ unit in Economics.

<sup>6</sup> Credit earned in Allied Health I/Health Science I may be accepted in lieu of Comprehensive Health or Family and Individual Health to meet the graduation requirement for ½ Carnegie unit in Health. Interscholastic athletic activities, band, and ROTC if they meet the instructional requirements specified in the *Fitness through Physical Education Framework* may also be accepted.

<sup>7</sup> Career and Technical (CTE) courses must be based on the student's program of study and should include dual credit/dual enrollment options as found in Section 37-15-38 of the Mississippi Code of 1972.

<sup>8</sup> Evidence of proficiency in technology is accepted in lieu of the required courses if the student earns one unit in a technology-rich academic or career technical course related to their program of study.

<sup>9</sup> Electives must be selected from courses related to the student's program of study. Credits earned not approved for that student's program of study will not be counted toward graduation requirements.

<sup>10</sup> See the following web site for information concerning equivalency course allowances for all career and technical education and how to record information on a student's transcript. (TBA)

## SUBJECT AREA TESTING PROGRAM GRADUATION REQUIREMENTS

Students must pass the Subject Area Tests in U.S. History from 1877, English II (with a writing component), Biology I and Algebra I. Students must pass all four Subject Area Tests even if they take the course(s) prior to their 9th grade year. If a

passing score is not achieved on the first attempt, the student's end of year grade may be used with a scale provided by the Mississippi Department of Education to

- Students entering a Mississippi public school will not be required to pass any end-of-course Subject Area Test in a course for which the school accepts Carnegie units earned by the student in a private school as fulfilling the requirements for a Mississippi high school diploma, provided the private school is accredited regionally or by the state of Mississippi.

- Students entering a Mississippi public school will be required to pass any end-of-course Subject Area Test in a course for which the school accepts Carnegie units earned by the student through home schooling as fulfilling the requirements for a Mississippi high school diploma.

Any Mississippi public school student who fails to pass a required Subject Area Test will be offered a chance to retake the test three times each year until a passing score is achieved:  
See the Testing Calendar for dates Any Mississippi public school student shall not be awarded Carnegie unit credit unless the core objectives identified in the Mississippi Curriculum Framework have been mastered. Passage of the required Subject Area Test is a separate requirement towards graduation and shall not be criteria for awarding Carnegie unit credit.

Students enrolled in SATP courses will be monitored for progress throughout the school year. At any point the student is not progressing to meet requirements of the SATP, Lafayette High School reserves the right to change the schedule of the student, placing him/her in a preparatory course.

Graduation Options Quick Reference Chart for the Subject Area Testing Program Requirements

Assessment Options	Algebra I	Biology I	English II	U.S. History
ACT	17 (ACT Math Sub Score)	17 (ACT Science Sub Score)	17 (ACT English Sub Score)	17 (ACT Reading Sub Score)
Dual Credit/ Dual Enrollment/ College Credit	C or higher in MAT credit-bearing course	C or higher in BIO credit-bearing course	C or higher in ENG credit-bearing course	C or higher in HIS credit-bearing course

Notes:

- ACT sub-scores resulting from State-Allowed 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.

The Graduation Options listed below are applicable to any Subject Area Testing Program assessment.

ASVAB + MS-CPAS or Industry Certification	<p>Must have an ASVAB AFQT score of 36 plus one of the following:</p> <ol style="list-style-type: none"> <li>1. CPAS score that meets the attainment level assigned by Federal Perkins requirements (Year 1 and 2 combined for an average of 60 or above) OR</li> <li>2. Industry certification attainment based upon industry standards (only MDE approved certifications may be used)</li> </ol>
ACT WorkKeys + MS-CPAS2 or Industry Certification	<p>Must have a WorkKeys Silver Level plus one of the following:</p> <ol style="list-style-type: none"> <li>1. CPAS score that meets the attainment level assigned by Federal Perkins requirements (Year 1 and 2 combined for an average of 60 or above) OR</li> <li>2. Industry certification attainment based upon industry standards (only MDE approved certifications may be used)</li> </ol>

Revision of State Board Policy, 3803

As of April 17, 2015, the State Board of Education (SBE) granted approval of a final rule to revise the following State Board Policies related to graduation:

- 1) State Board Policy 3801 – Policies for Subject Area Testing
- 2) State Board Policy 3802 – Policies for Carnegie Unit Credit
- 3) State Board Policy 3803 – Assessments Required for Graduation State Board Policy 3803 contains the following revision effective for students enrolled in the 2014-2015 school year:

Beginning with school year 2014-2015, students shall graduate by passing the course and meeting one (1) of the following options:

- a) Passing the applicable end-of-course Subject Area Test;
- b) Using options outlined in State Board Policy 3804;
- c) Using the end-of-course Subject Area Test score with the overall course grade based on the Concordance Table for each of the four end-of-course Subject Area Tests as provided to the school districts by the Mississippi Department of Education (MDE). (Students must be enrolled in school in order to utilize this option.) The Concordance Table is available for review in the LHS Counseling Center.

## **GRADUATION POLICY**

Participation in any Lafayette High School Graduation is limited to those students who have completed all graduation requirements, as specified by the LCSD School Board and the Mississippi State Board of Education. In addition, students participating in graduation shall comply with all rules and regulations regarding attendance at practice for graduation exercises, proper dress and/or attire, and any other regulation deemed appropriate. The District reserves the right to hold diplomas and or impose disciplinary action for disruptive incidents at the graduation ceremony. Students enrolled in the Alternative School are not eligible to participate in graduation ceremonies. Students served off campus for discipline or safety issues are not permitted to participate in graduation exercises.

### **Graduation Policy for Students with Disabilities under the Individuals with Disabilities Education Act**

The District's students with disabilities and their parents/guardians shall be given the option for the student to work toward a high school diploma, an occupational diploma or a certificate of life skills completion. This decision will be determined at the student's Individual Education Plan (IEP) meeting prior to his/her entering the ninth grade. When considering the occupational diploma as an option, the IEP Committee must include a school counselor. The IEP shall thereafter reflect the option selected by the IEP Committee and shall specify whether the student is seeking a high school diploma, an occupational diploma or a certificate of like skills completion. Students with disabilities will be issued a regular education high school diploma, an occupational diploma or a certificate of life skills completion as follows:

1. Students pursuing a regular education high school diploma must meet the requirements set forth by the State Board of Education and the Lafayette County School District. Special education and related services will be provided to assist a student in reaching this goal based on the student's IEP.
2. Students who choose the occupational diploma will be required to complete the criteria as designated in the occupational diploma curriculum requirements.
3. For those students pursuing a certificate of life skills completion, a curriculum of basic life skills will be utilized for instructional purposes.
4. An IEP Committee will review the previous exiting option decision for each student at least annually. The committee, along with the parent(s) and, if appropriate, the student, may change the original or previous decision regarding the student's exiting option.
5. Every student who completes an approved course of study by or before age will receive a regular education high school diploma, an occupational diploma or a certificate of life skills completion and will be permitted to participate in graduation activities.

### **Report Cards / Progress Reports**

Report cards are issued at the end of each nine-week period. Progress Reports will be given at the midway point of each nine-week grading period. Parents are encouraged to call on the teacher or principal if they have questions about their child's grades. Teachers in grades 9-12 will use numerical grades on report cards. All final grades in May will be available for pick up in May. Any parent/guardian desiring a conference with said student's teacher(s) should arrange the conference with the Counseling Center. The parent or teacher as needed may arrange a teacher-parent conference.

## Grading Scale

90 – 100 = A

80 – 89 = B

70 – 79 = C

65 – 69 = D

0 – 64 = F

## Classification of Students \*

0 – 5 ½ Credits      Freshman

6 – 11 Credits      Sophomores

12 – 16 ½ Credits      Juniors

17 + Credits      Seniors

\*Students must complete English I before they can take English II or be classified a Sophomore. Students must complete English II before they can take English III or be classified a Junior. Students must complete English III or Comp. I before they can take English IV. or be classified a Senior.

## Dropping a Course

Courses dropped during the first 3 days of a semester are recorded as "W." The teacher has not had ample time or evidence to judge or evaluate the quality of the student's work in the course. Courses dropped after the first 5 days are recorded on the student's permanent record as "WF" if the student is failing or a "WP" if the student is passing. All courses with "WF" grades are averaged as the failing mark attained by the student when that student dropped the course. Courses with "WP" are not averaged in computing grades or rank in class. Any student with a "WF" on his/her record will not be eligible for honors or special honors at graduation.

**NO STUDENT MAY DROP A COURSE AFTER 3 DAYS WITHOUT PERMISSION FROM THE PRINCIPAL.**

**Note: Students will not be allowed to drop a course if there is no other suitable course for the student.**

## Forgiveness Policy

Any enrolled student in grades 9-12 may improve his or her overall GPA by repeating a maximum of two courses in which the student received a grade of "D" or "F", and requesting that the repeat grade be the only one counted in the GPA calculation. The repeat must be in the same course, taken at Lafayette High School in the regular school year (fall/spring) year 2002-2003 or later. Correspondence courses will not count toward this policy. The student must file a **Petition to Invoke Grade Forgiveness** with the Principal stating which one or two courses are to be substituted. The forgiveness policy cannot be used to remove grades given for reasons of discipline. Although both courses will remain on the student's permanent record, the last grade received will be the one used to determine credit towards a degree and GPA. The first attempt will be recorded with both the grade earned and the symbol "R" to denote that it has been repeated. The recalculated GPA will be used for determining graduation honors.

## Advanced Placement

The Advanced Program is a special curriculum offered by the Lafayette County School System. The program consists of AP English, AP Chemistry, AP Calculus, AP Government, AP Economics and AP US History. All AP Courses have prerequisites for enrollment.

English – Accelerated English I, II, and III

Chemistry – Algebra II

Calculus – Alg. I, Geometry, Alg. II and Alg. III

Government, Economics

US History

Students who enroll in AP courses automatically register for the AP Exam given at the end of each course. Cost of each exam is approximately \$89 (at the student's expense). This fee must be paid at the beginning of the course. Students may petition the Principal for a fee payment plan.

The following standards determine English placement and continuation in the program:

### Placement in Accelerated English I:

- Teacher Recommendation
- 90 or above average in 8th grade English (Final Grade)
- High Proficient or Advanced on the 7th, 8th grade State Language/Reading Test
- STAR reading level of 7th grade or higher
- Proficient score on Writing/Reading Entrance Exam scored by teacher committee
- Consistent attendance and acceptable discipline history
- Parental consent

To be considered for placement in Accelerated English I, students must first meet the minimum of all requirements listed above. Placement will be made starting with the students who scored the highest combination of all requirements listed above.

Re-screening at the end of the ninth grade is available for those students the teacher recommends entering into the program or those students the teacher recommend exiting the program. A teacher committee will evaluate writing along with test

scores and other grades. Once a student elects to leave the program they will not be allowed back in. To move into Accelerated English from regular English a student must have been recommended by their English teacher, have an A in English and be reading on grade level.

Accelerated English II, III, and IV:

- Must maintain a 85 or above in the previous class
- Additionally pass English II SAT the first time

**NOTE:** If a student comes from another school and was in Accelerated English, he/she will be placed in the program. If a student comes from a school that did not offer Accelerated English and wishes to be in the program, he/she will go through the screening process for admittance into the program.

## **Oxford-Lafayette School of Applied Technology Industrial Complex**

The complex offers seven (7) vocational courses to Oxford and Lafayette students. Students should plan their course work wisely, keeping in mind that when they choose to take a course, they are committing themselves to 2 years of vocational training. Dropping out after one year is discouraged.

The areas of study available at the complex are: Construction Technology, Teacher Academy, Co-operative Education, Agricultural Mechanics, Automotive Technology, Allied Health, and Metal Technology. Each course offers 2 (Co-op 2 1/2) units of credit.

It is strongly recommended that a student have completed as much of his/her required work as possible before going to the complex.

### **Transportation to the School of Applied Technology**

Unless otherwise permitted by the school administration, all School of Applied Technology students will be required to ride the technology bus. Any student who chooses another mode of transportation or fails to ride the technology bus due to an unexcused tardy will be considered in violation of discipline code #9 (Out of Place); and will be given either Saturday School or ISS/OSS.

## **GED Option Program**

Lafayette High School offers a High School GED Option Program as authorized by Senate Bill #2855. This legislation mandates that students who are enrolled in the High School GED Option Program shall not be classified as high school dropouts. Students placed in the program will not be eligible to participate in regular academic courses or athletics and extracurricular activities. However, GED option students are permitted to participate in career and technical education programs and job skill development programs sponsored by the district. A student must meet the following criteria in order to be considered for the High School GED Option Program:

- The students must be at least 16 years of age.
- The student must be at least one-grade level behind or have acquired less than four Carnegie units.
- \* The student must not be currently enrolled in Alternative Education for behavioral issues.
- The student must take the Test of Adult and Basic Education (TABE) and score at the eighth grade level.
- A parent must sign a student out of the SPED program in order to participate in the GED program.

Students interested in the High School GED Option Program should discuss their desire to enter the program with their high school counselor. Any student who qualifies for the program will be required to take a prequalifying test. Students entering the GED program are responsible for the cost of testing after three failed attempts of a subject.

## **Dual Enrollment**

A dual credit student is a student who is enrolled in a community college or state institution of higher learning while enrolled in high school and who is receiving high school credit and college credit for postsecondary coursework. In order to receive dual credit, the course must be listed in the Approved Courses for the Secondary Schools of Mississippi Guide.

Students must meet all eligibility requirements below (1-3) as agreed upon by the IHL's:

1. Minimum overall GPA of 3.0 on a 4.0 scale on all high school courses;
2. Successful completion of at least 14 core high school units and/or junior status OR a 30 ACT composite score.
3. District/school, CC and state institution of higher learning approval.

LHS offers dual enrollment/credit courses on campus. Students who wish to enroll in dual credit course may be approved to take courses off campus IF the course is not offered on the Lafayette High School Campus. The cost of dual enrollment/credit courses is at the expense of the student (tuition and books) and must be paid at the beginning of each course.

# **STUDENT ACTIVITIES**

## **No Pass - No Play**

### **Mississippi High School Activities Association**

To be eligible for athletic competition and co-curricular activities, students must meet the minimum scholastic requirements stated below at the end of a semester and at the end of the year if the pupil is to be eligible for the following semester.

#### **Academic rules for students participating in activities:**

To be eligible for athletics and activities, students must pass the number of courses required by their local district in order to say on graduation track. The units will be averaged as a whole, either numerically or by GPA, and must be 2.0 or better each semester in order to maintain eligibility. 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 passing the required number of units with a 2.0. This will be done in order to keep the student on track for graduation. Special education students will be academically eligible if they are making satisfactory progress according to the committees reviewing their Individual Education Plan (IEP).

#### **Out of School One or More Semesters:**

If a pupil who is eligible for a given semester drops out of school for one or more semesters, he/she is then ineligible until he/she passes the required number of courses with an overall average of 2.0 during a semester. A pupil who is eligible for a given semester cannot drop out of school during the semester or remain out of school for one or more semester and then be eligible for the next semester he attends.

#### **Summer School Credits:**

An accredited summer school will be an extension of the second semester of the school session. Credits earned in such a school may be considered in determining the scholastic eligibility of students. A student may earn no more than a total of one Carnegie unit in a summer school/extended year session. Credit recovery courses and accredited correspondence courses may be accepted for establishing athletic eligibility provided the course has been completed and recorded by the opening of school or beginning of second semester. The director of activities may make exceptions to the above in the following cases:

- Students that have been tested, screened and placed in a special education program.
- Students that have been tested, screened and placed in accordance with their IEP in a special education certification program (does not earn Carnegie units). Students ruled eligible under the exceptions will be assigned a date of entering the 9th grade which corresponds to other students of that age. These students are subject to all other rules and regulations of the MHSAA governing activities for regular students, including attendance.
- **Reminder:** In order to participate in a school activity which occurs on a regular school day, a student must be present at school at least 60% of the day of the activity.
- **Additional information on eligibility can be found on the MHSAA website, [www.misshsaa.com](http://www.misshsaa.com) under the "Eligibility" heading.**

## **3 – Tier Intervention Process**

The District has implemented an instructional model designed to meet the needs of every student. The model consists of three tiers of instruction.

Tier 1: Quality classroom instruction based on MS Curriculum Frameworks

Tier 2: Focused supplemental instruction

Tier 3: Intensive interventions (both academic and/or behavioral) specifically designed to meet the individual needs of students. The classroom teachers use progress monitoring information to (a) determine if students are making adequate progress, (b) identify students as soon as they begin to fall behind, and (c) modify instruction early enough to ensure each and every student gains essential skills. Monitoring of student progress is an ongoing process that may be measured through informal classroom assessment, benchmark assessment instruments and large-scale assessments. If strategies at Tiers 1 & 2 are unsuccessful, students must be referred to their school's Teacher Support Team (TST). The TST is a problem-solving unit responsible for interventions developed at Tier 3. Interventions will be:

- Designed to address the deficit areas;
- Research based;
- Implemented as designed by the TST; supported by data regarding the effectiveness of interventions. After a referral is made, the TST will develop and begin implementation of an intervention(s) within two weeks. No later than four weeks after implementation of the intervention(s) the TST will conduct a documented review of the intervention(s) to determine success of the intervention(s). A second review will be conducted no later than 8 weeks after the implementation of the intervention(s) to determine whether the intervention is successful. No later than 12 weeks after the implementation of the intervention(s) a third review will be conducted. If the intervention(s) is determined to be unsuccessful, then the student will be referred to the school's Local Survey Committee to determine the need for a comprehensive assessment for special education services.



In addition to failure to make adequate progress following Tiers 1 & 2, students will be referred to the TST for interventions if any of the following events occur:

- A. Grades 1-3: A student has failed one (1) grade;
- B. Grades 4-12: A student has failed two (2) grades;
- C. A student failed either of the preceding two grades and has been suspended or expelled for more than twenty (20) days in the current school year: or

## Exam Exemption Policy

Students may be exempt from FINAL exams with a 90+ average for the course.

## Credit Recovery Policy

Mississippi State Board of Education Policy 2905 allows school districts to have a credit recovery program. Credit recovery is defined as a course-specific skill-based learning opportunity for students who have previously been unsuccessfully in mastering content/skills required to receive course credit toward graduation. The District's credit recovery program is designed for high school students who fail due to not mastering necessary objectives in one or two required core courses. In order to be eligible for credit recovery, the student must have received at least a final grade of 50 for the course. The student must have also taken all SATP exams. Even if a student is successful in the credit recovery program, the student will not receive a diploma until passing all SATP exams. The method of credit recovery for the District is direct-individualized instruction.

Students who enroll in credit recovery will take a diagnostic pre-test to determine the skills and objectives they will need to complete in order to recover their credit. Students will take post-tests throughout the program. If a student is successful in a credit recovery course, the highest grade they can earn is 80.

## Department of Guidance

At Lafayette High School, every effort is made to provide for the academic and personal needs of the students. Each teacher is available to give help with class work. Full-time counselors are available throughout the day for individual conferences pertaining to courses of study, vocational and occupational information, and related decisions and any personal concerns, which students may wish to discuss. Teachers are expected to refer students to the counselor, and students are to solicit the counselor's help whenever they feel the need of his/her services. Students are reminded that the counselors are here to help them with whatever area(s) of their lives need help, either school related or non-school related. Students would be wise to seek this service.

Transcripts: The counseling center will send the first two copies of a high school transcript anywhere free of charge. After the second copy, a fee of \$2.00 for each additional copy will be charged.

High School Grades 9-12

### 1. Promotion Criteria

Pupil progression through high school is based on each pupil's accumulation of credits. Awarding of credit in individual courses will be based on the following: Data on instructional management plan objectives, classroom assignments, class participation, completion of projects, and other approved criteria established by the teacher.

Classification of Students Graduating in 2010 or later:

- 0-5 ½ units Freshman (9<sup>th</sup> Grade)
- 6 – 11 ½ units Sophomore (10<sup>th</sup> Grade)
- 12 – 16 ½ units Junior (11<sup>th</sup> Grade)
- 17 and above units Senior (12<sup>th</sup> Grade)
- 24 or more units to graduate

### 2. Grading scale for report card

A (90-100)	4 GRADE POINTS	5 GRADE POINTS FOR AP/ACCL
B (80-89)	3 GRADE POINTS	4 GRADE POINTS FOR AP/ACCL
C (70-79)	2 GRADE POINTS	3 GRADE POINTS FOR AP/ACCL
D (65-69)	1 GRADE POINT	2 GRADE POINTS FOR AP/ACCL

- All classes with the exception of driver's ed, P.E., other classes that receive a "blanket grade; or on-line (Virtual School) classes will be used to determine grade point average and class ranking.
- AP classes and Dual Enrollment college courses are multiplied by a factor of **1.10** to determine student's grade.
- Accelerated classes are multiplied by a factor of **1.05** to determine the numerical grade. The following are Accelerated Courses: Accl. English I-III, Advanced Algebra/Trig., Pre-Cal, Algebra III, Adv. Math Plus, Physics, Spanish III-IV.
- Math courses taken on an advanced track such as Alg. I in the 8<sup>th</sup> grade, Geometry in the 9<sup>th</sup> grade, and Alg. II in the 10<sup>th</sup> grade will be multiplied by a factor of 1.03 starting with the 2012-2013 school year.

### 3. Grade Categories for each grading period

- \* Homework = 15%
- \* Classwork/Quizzes = 35%
- \* Test/Projects = 50%

\* All grades for Carnegie Units in grades 8-12 will be recorded as a numerical grade.

## **Promotion of Students with Disabilities**

Students with disabilities who have a current eligibility in special education and a current individual education plan (IEP) on file will receive grades fairly reflecting the student's achievement on the instructional level on which he/she is functioning. The procedure used for reporting grades will be such that everyone involved in reporting and using these grades will clearly understand that a high grade does not necessarily mean that a disability no longer exists. A high grade should accurately reflect that, based on what is expected of a student with a given ability, he/she is performing well. Students with an IEP will be given a grade based on mastery of specific objectives as outlined on the IEP. Students with disabilities who attend regular education classes will be graded on the Lafayette County Schools' grading scale. If a student with disabilities attends a regular education class, the regular education teacher will assign the grade for that class. If the student attends a resource class, the special education teacher will assign the grade for that class. The special education teacher will work jointly in designing a program and grading a student with disabilities. A student with disabilities may need adaptations or modifications in the classroom or curriculum so that he/she might be successful. If the student is in a regular program he/she may need assistance from a special education teacher to be successful. The regular education and special education teachers must work cooperatively to meet the needs of the student.

## **SPECIAL GRADUATION REQUIREMENTS**

### **Requirements for Consideration for Valedictorian, Salutatorian, Special Honors and Honors**

Any student who is interested in being considered for Valedictorian, Salutatorian, Special Honors and Honors must have taken the courses listed below by the end of their senior year with the exception of English (see note below). Distinctions for Valedictorian and Salutatorian are based on **the student's numerical grade point average** until the completion of the third nine-week grading period – senior year. All other distinctions are for end of year averages – senior year.

#### **English**

- Accelerated English I
- Accelerated English II
- Accelerated English III
- AP English/Accelerated English IV
- English Composition I (Dual Enrollment)

#### **Science**

Biology I plus three of the following courses:

- Chemistry I
- AP Chemistry
- Physics
- AP Biology
- Human A & P
- Biology II
- Allied Health II
- College Biology (Dual Enrollment)

#### **Math**

Four of the following math courses taken in sequence (NOTE: If a student wants to be considered for Valedictorian, Salutatorian, or Special Honors, one of the maths MUST include one credit of Advanced Math (Alg. III, Pre-Cal/Trigonometry, AP Calculus, College Algebra.

- SREB Math
- Pre-Cal/ Trigonometry
- Algebra III
- Adv. Math Plus
- AP Calculus
- College Algebra (Dual Enrollment)

The following rules will be used to determine rank of the senior class member's honors, special honors, academic distinction, and academic awards.

- a) Academic class rank, honors, special honors, and academic distinction will be determined by the cumulative numerical average grade earned for subjects taken for Carnegie Units (ending after the third nine weeks of senior year).
- b) Prospective graduates who have earned a cumulative average of 95 on a prescribed set of accelerated courses will graduate with "SPECIAL HONORS".

- c) Prospective graduates who have earned a cumulative course average of 90 on a prescribed set of accelerated course will graduate with "HONORS".
- d) Prospective graduates, who have earned a cumulative course average of 90, will graduate with "DISTINCTION".
- e) Consideration of Honors, Special Honors, Salutatorian, and Valedictorian will be based on the average of courses that have been approved for said consideration. Courses or classes, which issue a blanket grade for all students taking that course, will not have that course averaged in their grade in computing their rank in class. (Ex: All band students get a "100" average, that course will not be used in computing rank in class.)
- f) No grade higher than a 100 will be considered. Averages above 100, which result from bonus points or weighted grades, will be recognized as a 100.
- g) Students graduating with Special Honors, Honors, and Distinction will be recognized at graduation with gold cords during graduation.

### **Awards**

#### (1) Red and Gold Award

To qualify for the Red and Gold Award, a student must be enrolled in four (seniors) 5 (grades 9-11) academic classes each semester and have an overall average of 95 based on the first three grading periods with no grade below an 85 on the report card.

#### (2) Principal's List

A Principal's List for each grade will be determined and posted for each grading period. To qualify for the Principal's List, a student must be taking at least three academic classes and have no grade below 90.

#### (3) Honor Roll

An Honor Roll for each grade will be determined and posted for each grading period. To qualify for the Honor Roll, a student must be taking at least three academic classes and have no grade below 82.

#### (4) Hall of Fame

Seniors may apply to be selected for Hall of Fame in the spring semester of their senior year. The application consists of GPA, Testing, and Extracurricular Activities such as sports and clubs, Leadership Positions, and Community Involvement. Five (5%) percent of the graduating class will be selected to the Hall of Fame.

## **Extended School**

Students may enroll in extended school in order to earn credits toward graduation. The student's end of year grade must be at least 50 to qualify for extended school.

## **Correspondence Courses**

The principal must approve correspondence courses. All correspondence work is conducted through the counselor. Only correspondence courses from accredited Institutions of Higher Learning in the State of Mississippi will be accepted. Accredited correspondence courses may be accepted for establishing athletic eligibility provided the course has been completed and recorded by the opening of school. It is the student's responsibility to furnish all postage necessary for mailing course work.

## **Mississippi Virtual Public School (MVPS)**

Any student choosing to take an online course through MVPS must first have that course approved by the counselor or principal. If a student enrolls in a MVPS course and later chooses to withdraw from the course, the student is then required to inform the counselor so that the counselor can drop the student from the MVPS class. No more than half the credits required for graduation can be earned through MVPS. No more than 12 of the core classes (math, English, science and social studies) required for graduation can be earned through MVPS.

## **Foreign Exchange Students**

Foreign exchange students at Lafayette High School are considered an important part of our cultural exchange with other countries. As such, these students are to be treated with respect and every effort should be made to welcome them to our school.

The basis of the foreign exchange program is to form a cultural exchange between students. Its purpose is not competitive in nature. In consideration of this, foreign exchange students will not be eligible for academic awards. Foreign exchange students are entered into our system classified as no higher than a junior and are not eligible for graduation or participation in graduation. Board Policy regulates the number of foreign exchange students accepted as well as the deadline dates for registration. Contact the counseling center if you have any questions.

## College Entrance Requirements – Mississippi IHL

Effective summer 2012, the Mississippi Institutions of Higher Learning universities will admit Mississippi High School graduates under both a **required** and **recommended** College Preparatory Curriculum (CPC). The CPC identifying *15 ½ Carnegie units is the minimum required CPC for full admission* and the *19 ½ Carnegie unit CPC is recommended* for enhancing student readiness for university-level coursework.

### REQUIRED

The College Prep Curriculum for students graduating from high school and entering a public institution of higher learning the summer of 2012 is as follows:

English: 4 Carnegie Units - All must require substantial communication skills components (i.e., reading, writing, listening, and speaking).

Mathematics: 3 Carnegie Units - Includes Algebra I, Geometry, and Algebra II. A fourth class in higher level mathematics is highly recommended.

Science: 3 Carnegie Units - Biology, Advanced Biology, Chemistry, Advanced Chemistry, Physics, and Advanced Physics or any other science course with comparable rigor and content. One Carnegie unit from a Physical Science course with content at a level that may serve as an introduction to Physics and Chemistry may be used. Two of the courses chosen must be laboratory based.

Social Studies: 3 Carnegie Units - Courses should include United States History (1 unit), World History (1 unit with substantial geography component), Government (½ unit), and Economics (½ unit) or Geography (½ unit).

Advanced Electives: 2 Carnegie Units - Requirements may be met by earning 2 Carnegie units from the following areas/courses, one of which must be in Foreign Language or World Geography. Foreign Language World Geography  
4th year lab-based Science 4th year Mathematics

Computer Applications: ½ Carnegie Unit - The course should include use of application packages such as word processing and spread sheets. The course should also include basic computer terminology and hardware operation.

Pre-High School Units: Algebra I, first year Foreign Language, Mississippi Studies, or Computer Applications taken prior to high school will be accepted for admission provided the course content is the same as the high school course.

### RECOMMENDED

The College Prep Curriculum for students graduating from high school and entering a public institution of higher learning beginning in the summer of 2012 is as follows:

English: 4 Carnegie Units - Compensatory Reading and Compensatory Writing may not be included.

Mathematics: 4 Carnegie Units - Includes Algebra I, Geometry, Algebra II, and any one Carnegie Unit of comparable rigor and content. (e.g., Advanced Algebra, Trigonometry, Pre-Calculus, Calculus, AP Calculus AB, AP Calculus BC, Discrete Mathematics, Probability and Statistics, or AP Statistics)

Science: 4 Carnegie Units - Includes Biology I, Chemistry I, and any two Carnegie Units of comparable rigor and content. (e.g., Physics, Physical Science, Biology II, Chemistry II, AP Chemistry, Physics II, AP Physics B, AP Physics C – Electricity and Magnetism, and AP Physics C – Mechanics, Botany, Microbiology, or Human Anatomy and Physiology.)

Social Studies: 4 Carnegie Units - Includes World History, U.S. History, Introduction to World Geography, U.S. Government, Economics, and Mississippi Studies. (Credit earned for a State/Local Government course in any other state may stand in lieu of Mississippi Studies.)

Arts: 1 Carnegie Unit - Includes any one Carnegie Unit of visual and performing arts course(s) meeting the requirements for high school graduation.

Advanced Electives: 2 Carnegie Units - Includes any two Carnegie Units of Foreign Language (I and II), Advanced World Geography and a Foreign Language (I) or any combination of English, mathematics, or lab-based science courses of comparable rigor and content to those required above.

Computer Applications: ½ Carnegie Unit - Course should emphasize the computer as a productivity tool. Instruction should include the use of application packages, such as word processing and spreadsheets. The course should also include basic computer terminology and hardware operation.

Pre-High School Units: Algebra I, first year Foreign Language, Mississippi Studies, or Computer Applications taken prior to high school will be accepted for admission provided the course content is the same as the high school course.

## **Student Transfers/Records**

Lafayette County Schools will forward the educational records of a student to another public school in which the student seeks or intends to enroll upon written request from said school. Lafayette County Schools will provide, upon request, a copy of said student's educational records to the parent, for their review. Also, upon request from the parent, the parent may request a hearing to challenge the content of the records in question. This applies until the student reaches the age of 18. At this time, the student assumes the responsibility of his/her records.

**Transfer Students-** Proof of residence and blue slips from the health department must be presented before enrolling.

### **Required Remediation**

The school district reserves the right to require students to take additional remediation to improve test scores.

# **DISCIPLINE**

## **Campus Security and General Classroom Order**

Any student who starts or participates in a fight, as set forth in this document, will be suspended from school immediately and shall be removed from the High School by the School Resource Officer (SRO) and all cases pending will be reviewed to determine if more serious punishment is appropriate. Any student participating in any violence, or in any activity which significantly disrupts classroom order, the educational process, the order of any school activity or in any activity, which endangers the safety or security of any person, may be suspended from school immediately while the matter is investigated and reviewed.

## **Student Code of Conduct**

Students have basic rights under the Constitution of the United States, the Constitution of the state of Mississippi, and the Mississippi State Law. Those rights, however, do not extend to infringement on the rights of teachers to teach and other students to learn.

The District recognizes the teacher as the authority in classroom matters, and supports teachers in their decisions in compliance with the written disciplinary code of conduct.

## **Office Referrals**

Within the District, each school has a set of procedures, which are followed with regard to students who are referred to the office for causing a disruption in the classroom, on school property or vehicles, or at school-related activities. These procedures outline consequences for various disciplinary problems.

## **Parental Conferences**

Any parent or guardian of a compulsory-school-age student enrolled in a public school district may be requested to appear at school for a discipline conference regarding acts of the child. A parent or guardian of a compulsory-school-age student enrolled in a public school district shall be responsible financially for his or her minor child's destructive acts against school property or persons; and for any criminal fines brought against such student for unlawful activity occurring on school grounds or buses. Failure to attend a discipline conference or refusal to comply with any requirements imposed, shall result in a misdemeanor charge being filed against the parent, guardian or custodian and, upon conviction, a fine not to exceed \$250.00.

## **Recovery of Damages**

Any public school district shall be entitled to recover damages in an amount not to exceed \$20,000.00, plus necessary court costs, from the parents of any minor under the age of 18 years and over the age of six years, who maliciously and willfully damages or destroys property belonging to such school district. This obligation shall not apply to parents whose parental control of such child has been removed by court order or decree.

**A student who obstructs any teaching, learning, administrative, or extracurricular activity shall be subject to such disciplinary procedures as set forth in this handbook, including school-specific procedures as identified under "Office Referrals" section, or as otherwise authorized by law. Every student is accountable for any disorderly conduct in school, on school property, or at school related events and activities.**

## STUDENT RESTRICTIONS

Possession of the following items on school property, a school bus, or at a school-related activity is prohibited:

radios	any type of weapon	knives
tape players	noise-making devices	slingshots
laser pens	cigarette lighters	CD players
alcoholic beverages	CD's	Vapor Devices/paraphernalia
gameboys	tobacco in any form	firearms
headphones	incendiary materials	illegal drugs
stolen property	fireworks	stink bombs
walking canes	pornographic materials	cameras
matches	drug paraphernalia	playing cards
toys/toy	weapons	gambling paraphernalia
mace	gang paraphernalia	bandannas
personal defense spray	fingernail files	gun jewelry
caps	water pistols	paint guns
"look alike" drugs	bullets	laser lights
portable music devices	party shockers	rubber bands

- \* Students are not permitted to sell or trade any items at school without permission from the principal.
- Students are not permitted to sit on the tops of desks or tables in the school building.
- Students are expected to properly dispose of all garbage and litter.
- Pets are not allowed on campus except for instructional purposes approved by the principal.
- Students are not permitted to bring food into classrooms without permission from the principal.
- Students are not permitted to bring visitors, relatives, or friends to school without prior written approval of the principal. Parents may visit with an appropriate pass.
- Toys are not to be brought to school unless a teacher requests them for instructional purposes.

## School Dress Code (Grades 9-12)

The Lafayette County Board of Education, the administration, and faculty expect all students to dress in a manner, which reflects favorably upon the efforts of the total educational community to provide the best learning experience possible for each student. Students enrolled in Lafayette High School are expected to adhere to the dress code listed below. **Administration reserves the right to make amendments to the dress code.**

### Guidelines for All Students

1. Students' shorts/skirts/dresses at the minimum must be fingertip in length when the arm is extended. Nike style shorts are not permitted.
2. Hairs styles should be neat, clean and well groomed. Hairstyles that disrupt the Educational process will not be permitted.
3. Visible body piercings other than the ear and nose are not permitted. Nose piercings are only allowed if small studs (no hoops or rings).
4. No tank tops, halters, tops with spaghetti straps or tops that expose the midriff. Appropriate underclothing shall be worn at all times and should be worn underneath an outside garment.
5. Picks, combs, rollers, and other styling devices shall not be worn in the hair.
6. Unless prescribed for medical reasons, sunglasses are not allowed in the building.
7. No hats, caps, toboggans, head scarves, bandanas, wrist bands, sweat bands, hairnets, Shower caps, or do rags are allowed in the building. This rule applies to both boys and girls.
8. No see-through clothing exposing undergarments shall be worn.
9. Skin-tight pants, biking shorts shall not be worn.
10. Pants with holes above the knee are not permitted with skin showing. Excessive holes in pants are not Permitted.
11. If leggings/jeggings are worn, a shirt must extend past the waist covering the buttocks.
12. Pants should be worn appropriately at the waist. Sagging pants are not allowed.
13. Clothing with suggestive, vulgar, indecent, or disruptive slogans/pictures is not permitted.
14. Clothing advertising alcoholic products or drugs is not permitted.
15. A student shall not wear any clothing or present himself in a manner that would identify him/her with a gang or any other illegal activity. Further, a student shall not wear any clothing advertising gang-related signs, colors, or written gestures.
16. Males are not permitted to wear skirts and/or other garments traditionally designed to be worn by females. Males must wear shirts with sleeves.
17. Chains and spikes shall not be worn.
18. Trench coats or duster style coats are not allowed.
19. Any dress or personal appearance that the administration feels is disruptive or presents a safety hazard to the instructional process will be dealt with on an individual case basis.
20. Pajamas pants and house shoes shall not be worn.

## Dress Code for Special Events or Occasions

Dress guidelines will be set for special events such as awards night and graduation. Failure to comply will result in the student not being allowed to attend or participate in the event.

### Failure to comply with the rules of the dress code shall be grounds for suspension.

Under the School Board Policy, no student shall be allowed to continue in school that fails to conform to the proper standards of dress. All school rules and regulations are effective from date of registration until the closing of the school session. Students are under the school rules and regulations while on the school grounds and the school buses.

NOTE: The Lafayette County School Board reserves the right to rule on items not previously mentioned.

#### Student Identification

Lafayette High School Students will be given a student identification card to be in the cafeteria and special incentives at athletic events. Replacement cards may be purchased in the LHS Office.

## School Discipline

In order that violations of policies may be treated in a fair and consistent manner, the following discipline code and procedure has been created. Lafayette High School reserves the right to amend the discipline code at any time.

### DISCIPLINARY CODE GRADES 9 – 12

#### Offense

1. Possession of Guns/Weapons/Dangerous Items
2. Possession/Consumption/Under the influence of illegal drugs and/or alcohol
3. Over-the-counter drugs possession / misuse
4. Stealing
5. Fighting/Assault/Acts of Violence
6. 3 Unexcused Tardy to class (per semester)
7. Cutting class/school, leaving campus without permission
8. Out of place, students not in assigned area
9. Tobacco/Tobacco Usage, Vapor Devices
10. Rude/Disrespectful Behavior
11. Disturbing Class
12. Profanity
13. Inappropriate public display of affection

#### Action

- Expulsion; Law Enforcement
- Expulsion; Law Enforcement
- ISD, OSS, up to Alternative School and Expulsion
- 1st offense – Restitution and / or up to 5 days of suspension  
2nd offense + - Restitution, Alternative School, expulsion
- 3 to 5 days of OSS along with 15 days of Alternative School Placement. Second offense will be suspension plus 45 day Alternative School Placement. Third Offense, recommendation for expulsion. Law Enforcement.
- Saturday Detention or ISD/OSS. Each tardy thereafter will result in Saturday detention.
- 1st Offense – Saturday Detention, ISD/OS  
2nd Offense – Saturday Detention, ISD/OS  
3rd Offense + - OSS
- Saturday Detention, ISD, OSS
- ISD/OSS
- Saturday Detention, ISD/OSS
- Saturday Detention, ISD/OSS  
Continuous Acts of Disruption – Alternative Placement, Expulsion
- Saturday Detention, ISD/OSS
- Saturday Detention, ISD/OSS

14. Vehicle misuse/unauthorized driving or riding in a vehicle	1st Offense, ISD/OSS 2nd Offense, ISD/OSS, Loss of privilege
15. Electronic Devices, the misuse of or use in restricted areas	Confiscation for 30 days or \$15.00. Parent/Guardian pick up
16. Insubordination/Disrespect/Willful Disobedience/Cursing a teacher	ISD, OSS recommendation of Alternative School placement
17. Dress Code Violation	Student will be given opportunity to change/correction violation, Saturday Detention, ISD/OSS
18. Habitual Violations of School Discipline Policies	Recommendation for Alternative School Placement
19. Acts committed in the community that affect the safety of students and / or school climate	Recommendation for Alternative School Placement
20. Cheating (giving or receiving answers, plagiarism)	Student may be given a grade of " 0 " or provided an alternative assignment

A student or parent may request in writing an alternative type of punishment instead of corporal punishment. Students who are assigned to OSS/ISD or the Alternative Program will not be allowed to participate or attend extra-curricular activities of any school in the district. Students assigned to the Alternative Program for Discipline may not be allowed to ride a school bus.

Any student who has not completed an assigned disciplinary action by the end of the school year, or any student who withdraws from school to avoid an assigned disciplinary action, will be subject to the assigned disciplinary action upon the next enrollment in school.

## Disciplinary Action Policy

The Superintendent, principal, assistant principal, or any district administrator may discipline a student for misconduct. Each administrator has the authority to determine the appropriate punishment, including expulsion, suspension, placement in the alternative school, detention, in-school detention, corporal punishment or other punishment, for other serious misconduct and for less serious misconduct. **After three referrals of a student for disciplinary action, a student will automatically be placed on probation and a behavior plan will be formulated.** Probationary status may result in recommendation for suspension, placement in alternative school, or expulsion. Placement in the Alternative School may be for the remainder of the semester and all of the following regular semester, including a semester of the next school year. If the offense occurs in either December or May, placement in the Alternative School may be for the remainder of that month and for the following two regular semesters, including a semester or semesters in the next school year. Students are subject to discipline during any time that they are either under or subject to the jurisdiction of the District, while participating in or going to or from any school-related activity, at any place where an athletic contest or event is taking place, during the course of any field trip, during the course of any trip or activity sponsored or supervised by the District, while under the supervision or direction of any teacher, principal, or other authority of the District, or when such conduct does or may threaten to interfere with or disrupt the educational process or poses a threat to the safety of the student or others. School administrators may remove students from participation in school related activities for disciplinary reasons.

## EXPULSION OF STUDENT POSSESSING CONTROLLED SUBSTANCE OR WEAPON OR COMMITTING VIOLENT ACT ON SCHOOL PROPERTY

State Law requires that any student in any school who possesses any controlled substance in violation of the Uniform controlled Substances Law, a knife, handgun, other firearm or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on educational property as defined in Section 97-37-17, Mississippi Code of 1972, shall be subject to automatic expulsion for a calendar year by the superintendent or principal of the school in which the student is enrolled; provided, however, that the superintendent of the school shall be authorized to modify the period of time for such expulsion on a case by case basis. Such expulsion shall take effect immediately subject to the constitutional rights of due process, which shall include the student's right to appeal to the local school board.



## Consequences of Violations

It is the purpose of Lafayette High School to be varied in its approach to behavior modification. Accordingly, every effort has been made to offer discipline options that enforce proper student conduct, yet are multi-dimensional in nature. Definitions of some of LHS's discipline options are listed below.

### After-school/Morning Detention

Individual teachers at their discretion may assign detention. Sufficient notice will be given prior to the assigned detention.

**Transportation will not be provided for students who have ASD. Parents who are unable to provide transportation for ASD must comply with another form of behavior modification that has been agreed upon by the administrator.**

### Saturday School

Saturday School will last from 8:00 A.M. to 11:30 A.M. Action pertaining to an unexcused absence from Saturday School will adhere to the following:

- 1<sup>st</sup> offense- 3 days ISD/OSS
- 2<sup>nd</sup> offense- 5 days ISD/OSS
- 3<sup>rd</sup> offense- recommendation to the Alternative Program

Upon receiving Saturday School, a student will sign and receive a contract, which will state the date(s) of Saturday School. Rules pertaining to Saturday School will also be listed on the contract.

### Saturday School Rules

1. Students should arrive on campus at 7:50 AM. Students will be in their desks at 8:00 AM. Detention will end at 11:30 AM. Doors will be locked at 8:00 AM, and no one will be allowed in the building.
2. There will be no talking. Students who have a question for the teacher must raise their hands and be recognized.
3. Students must arrive to class with work and the utensils to perform their work. Students who do not bring work to class will either be given work to do by the supervising teacher or will be asked to leave which will be considered an unexcused absence.
4. Students who refuse to do work will be asked to leave.
5. There will be no sleeping, nor can a student assume a sleeping position.
6. There will be no cards, radios, or electronic games allowed.

Supervising teachers reserve the right at any time to ask a student to leave if that student's behavior is not consistent with the stated rules. This ejection will be treated as an unexcused absence.

**Transportation will not be provided for students who have Saturday School. Parents who are unable to provide transportation for Saturday School or are unable to pick up students at 11:00 AM must comply with another form of behavior modification that has been agreed upon by the administrator.**

### Corporal Punishment

Corporal Punishment may be administered in the Lafayette County School System, as a disciplinary procedure for those infractions deemed appropriate. Failure of the student to accept said punishment shall result in an alternative punishment, which shall include, but not be limited to, a suspension. Corporal punishment shall be administered by the principal or by certified staff and shall not be administered in front of a class of students. In every case, an adult witness shall be present. Corporal punishment may be administered to both sexes. Parents who choose not to have their child corrected by the use of corporal punishment must put this request in writing.

### In-School Detention (ISD)

In-school suspension may be implemented as a disciplinary procedure. A student who receives an in-school suspension will be expected to complete all assigned work, which will be graded accordingly. **A student assigned to in-school suspension will remain in the in-school suspension classroom for the entire school day. The only exception is bathroom breaks.**

While in in-school suspension, a student will be expected to:

- a) Follow the directions and rules given by the in-school suspension supervisor.
- b) Complete assignments given by either the classroom teachers or the in-school suspension supervisor
- c) Remain awake, alert, and responsive to the directions of the in-school suspension supervisor.
- d) Maintain a posture that does not reflect an attempt to sleep or become apathetic toward work.

- e) Not mark or damage any school property.
- f) Students who are in ISD shall not be able to participate in any extracurricular activity during the time in ISD.

Failure to follow the rules and procedures of in-school suspension will result in:

- a) Additional ISD days added
- b) An out of school (OSS) suspension

**While a student is serving in ISD, that student may not attend or participate in any extra-curricular activity without prior administrative approval. If a weekend should occur during the suspension dates, the student will not be allowed to participate in any activities during that weekend and the days will not count toward the suspension days.**

## Suspension

A student's suspension from school during an academic year because of infractions of the rules and regulations of the school system will be implemented by the following methods:

Out of School Suspension (OSS)- When a school suspension is issued, the suspended student may not return to school until the prescribed amount of suspended days has expired.

That student is not allowed to be present on school property for any reason without a parent or guardian. A school suspension can range from one to ten days, depending on the violation in relation to the discipline code.

**While a student is serving a suspension, that student may not attend or participate in any extra-curricular activity. If a weekend should occur during the suspension dates, the student will not be allowed to participate in any activities during that weekend and the days will not count toward the suspension days.**

A form listing the type of suspension and the number of days suspended in addition to a possible hearing will be given to the student when the student is suspended. It should be emphasized that when a student is suspended from school he/she is not to return to school for any reason until the suspension period is over; this includes all extra-curricular activities.

***Note: When given a three-day suspension, the suspended student's parent will be contacted in order for the student to be picked up from school. If the parent is unable to get the student or the school is unable to contact the parent, the suspended student will be placed in In-School Suspension for the remainder of the school day. This detention will not be counted as one of the suspended days. If the student refuses to be placed in ISS and the parent cannot remove the student from school, the school will request that the sheriff's department retain the student until the parent can pick up the student at the sheriff's department.***

## Alternative School

Students who become habitual in their violations of school policy may be placed in the Alternative School at the discretion of the principal or assistant principal. Students who exceed six or more discipline referrals for the year may be placed in the Alternative School.

***While a student is attending the alternative school, that student may not attend or participate in any extra-curricular activity.***

## Expulsion

In accordance with school policy, state, and federal law, any student in violation of any policy whose consequence results in expulsion will have the expulsion implemented the day of the violation or the first school day that the student returns to school in the event that the violation occurs during an off-campus function. Students who have been expelled are not allowed on school campus at any time nor may they attend any school-sponsored function or extra-curricular activity during the duration of the expulsion. The legal parents or guardians of an expelled student may appeal the expulsion to the school board.

## Bus Discipline

While riding a school bus, students are to follow the student "Code of Conduct." It shall be the duty of passengers transported in school buses owned or operated by public school districts to conduct themselves in an orderly manner. The passengers shall abide by rules and regulations of the State Board of Education and rules and regulations adopted by the Lafayette County School Board.

### Minor Offenses:

Examples of minor offenses include but not limited to: Inappropriate language, physical contact, defiance, littering, spitting, failure to be seated, throwing objects, eating/drinking on bus, etc.

Minor offense office referrals will result as follows:

1st Offense: 1 day of school detention

2nd Offense: 3 days of school detention

3rd Offense: 5 days of school detention  
4th Offense: Bus suspension the remainder of the semester/year  
\*\* NOTE: 3 minor offenses become a MAJOR offense

**Major Offenses:**

Major Offenses include but are not limited to: abusive language, defiance/disrespect, bullying having limbs out windows, refusal to obey, etc.

Major Offenses office referrals will result as follows:

1st Offense: 3 days of after school detention  
2nd Offense: 5 days in after school detention  
3rd Offense: Bus suspension for the remainder of the semester/year  
\*\* New semester begins at last offense  
\*\*\* Fighting and Acts of Physical Aggression will follow the LHS Student Discipline Policy.

**Severity Clause:** A student may be suspended from riding the bus or sent before the school board at any time for serious misconduct regardless of the number of times he/she has been referred to the office. Under no circumstances will a student be allowed to ride any other bus while under a bus suspension.

## **MISSISSIPPI SCHOOL SAFETY ACT of 2001 (THREE STRIKE POLICY)**

Among other provisions, this act requires the automatic expulsion of a student who is 13 years of age or older on the third occurrence of habitually disruptive behavior during a school year. The term "disruptive behavior" means conduct of a student that is too unruly, disruptive or abusive that it seriously interferes with a school teacher's or school administrator's ability to communicate with the students in a classroom, with a student's ability to learn, or with the operation of a school or school-related activity and which is not covered by other laws related to violence or possession of weapons or controlled substances on school property, school vehicles or at school-related activities. Such behaviors include, but are not limited to: foul, profane, obscene, threatening, defiant or abusive language or action toward teachers or other school employees; defiance, ridicule or verbal attack of a teacher; and willful, deliberate and overt acts of disobedience of the directions of a teacher.

The term "habitually disruptive" refers to such actions of a student which cause disruption in a classroom, on school property or vehicles, or at a school-related activity on more than two occasions during a school year, and to disruptive behavior that was initiated, willful and overt on the part of the student and which required the attention of school personnel to deal with the disruption.

## **STUDENT ORGANIZATIONS**

A modern school is more than a place for learning and hearing lessons. It is, in addition to intellectual growth, a place where students can put into practice the art of efficient, wholesome and worthy living. The formation of clubs came about to afford a means of providing the actual experience necessary for the development of adult citizenship responsibility. All clubs and organizations will meet at designated times before or after school. A brief resume of available clubs or organizations follows. Election of representatives will be according to the student council constitution

Eligibility rules as set by the Mississippi High School Activities Association and other governing bodies will be enforced. Students must have passed 5 credits during the previous school year to be eligible for extra-curricular activities.

As a part of the Lafayette High School anti-drug initiative, any student who participates in any school organization must comply with the procedures stated in the Random Suspicionless Drug Policy and Random Suspicionless Vehicle Search that was adopted by the school board.

**Beta Club**

The purpose of the Lafayette High Beta Club is to promote the ideals of honesty, service and leadership, to reward meritorious achievement and to encourage and assist students to continue their education after high school. The membership of the Lafayette Chapter of the National Club is made up of students from grades 9-12 who, because of their worthy character, good mentality, creditable achievement and commendable attitude, are approved for membership by Beta Club sponsor. Membership to Beta Club is contingent on qualifications stated in the Beta Club Constitution.

**Gateway Chorus**

The Gateway Chorus program will be a representation of Lafayette High School and Jr. High School in local, district, and state functions. The students will prepare music for performances. The students will sing and overview all kinds of music.

Students will participate in district choral festivals sponsored by the Mississippi High School Activities Association. Students must obtain the following requirements in order to be part of this activity: an interest in the subject matter willingness to present cooperative attitude toward teachers and classmates **participate in all required functions**. Failure to follow these guidelines will result in removal from the program. The student will not receive credit for course if he/she is removed. Unexcused absence from Choral Festival, District, or State will result in immediate dismissal from the program.

### **Fellowship of Christian Athletes/Students (FCA/S)**

The FCA/S Club is composed of Christian students and Christian student-athletes at LHS. With regard to athletic achievements; no one may wear the "L" unless he/she has earned it through participation.

The purposes of the club are:

1. To promote the highest type of sportsmanship on the practice field and in inter-school contests;
2. To encourage high scholarship among athletes;
3. To foster citizenship on and off the field of play;
4. To instill the qualities of leadership necessary for success in athletics

To provide an opportunity for those engaged in athletics to get together for the purpose of discussing athletic problems.

### **Future Farmers of America (FFA)**

The Future Farmers of America is a national organization by and for students studying agriculture. No national student organization enjoys greater freedom of self-government under adult counsel and guidance than the Future Farmers of America. The FFA's motto: "Learning to Do, Doing to Learn, Earning to Live, Living to Serve" aptly expresses the purpose of this organization. Members of the Lafayette High Chapter may look forward to their FFA Convention and participation in many contests as well as many worthwhile community service projects planned each year.

### **Commodores for Christ**

This club is composed of students who share a belief/commitment in Jesus Christ. The club meets before school.

### **Key Club**

The Key Club is a service organization for high school students sponsored by the Kiwanis Club to promote youth leadership and community involvement.

### **FCCLA**

### **Mu Alpha Theta**

The purpose of Mu Alpha Theta, the Mathematics Club, is to promote scholarship in, and enjoyment and understanding of mathematics among high school students. The club is open to students who have completed at least Algebra I, Algebra II, and Geometry and have maintained at least a "B" average in their mathematical work.

### **National Honor Society**

The National Honor Society is an organization that has four main characteristics. The purpose of this organization is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools. Our chapter was established in 1995. It consists of juniors and seniors. To be invited to join NHS, one must first have at least a 93 average and then be nominated by a faculty member.

### **Student Council**

The Student Council at Lafayette High is service oriented. They conduct activities in the area of school spirit and other areas that are beneficial to the entire student body. Election and qualifications of representatives will be according to the student council constitution.

### **SADD**

The three goals of SADD are to end underage drinking, end drug use, and end death and injury due to drinking and driving. The LHS Chapter of SADD sponsors programs and activities to educate students about the dangers of drinking and driving; the chapter plans activities to make students who are alcohol and drug free more visible to classmates, and sponsors drug-free activities for its members. Various service projects are also carried out.

### **Who's Who Election**

Students nominate Who's Who candidates. Nominated students must have a "C" GPA, except Mr. and Miss. LHS and Most Intellectual nominees; they must have a "B" GPA and an exemplary behavioral record.

## **SCHOOL CAFETERIA**

The cafeteria at Lafayette High offers both breakfast and lunch and participates in the National Child Nutrition Program, which provides free and reduced price meals to those who qualify as well as full price meals to all others. All students will be assigned an identification number, which must be given to the cashier when eating breakfast or lunch. These numbers will be assigned approximately two weeks after school begins. Students who feel they may qualify are encouraged to apply for free or reduced price meals by filling out an application available from your homeroom teacher or from the Counseling Center. A student may begin the school year on the same status as the prior year, but must reapply in order for benefits to continue.

Once identification numbers have been assigned, students may pay for meals in advance for one week periods for a period not to exceed one (1) month.

Students may pay by check but the check may not exceed the price of the meals. **Students are not allowed to charge their meals.**

Students can not purchase extras such as slushes, bottled water, fruit juices or ice cream without first purchasing a lunch tray. Students must have three (3) required food items on their tray before extra items can be purchased. Students can not purchase extras with money from their account.

Refunds for unused prepaid meals will only be made when a student withdraws from school or when a student's status changes from reduced or paid to free. All requests for refunds shall be addressed to the Food Service Administrator. Refunds must be made via a purchase order, which has been approved by the Board, from which a check will be issued.

## Lunch Procedure

All LHS students are required to report to the commons area during their lunch period. All other locations are off limits. This includes the gym, ROTC building, LMS, and the library. Failure to report to the commons for lunch will be considered a failure to be at an assigned place. The student must present his/her student ID for lunch

**Students cannot order food to be delivered from an outside vendor and brought in from a vendor. Parents/Guardians delivering food for their student may leave the food on a table provided by the office. The office staff is not responsible for any food items left for the students. All vendors or food delivery services will be turned away.**

All of the above are due to either the teacher or sponsor.

Lunchroom Meals: Student Paid Lunch	\$2.50
Student Paid Breakfast	1.50
Student Reduced Lunch	.40
Student Reduced Breakfast	.30
Teacher Lunch	\$3.50
Teacher Breakfast	\$2.50

## SCHOOL FEES

Band: Refer to the Band Handbook for fee schedules.

Student Parking Fee: \$20.0

Laboratory Fees: \$10.00 per year (all biology courses, chemistry and physics)

Textbook Fines: Based on age and condition of book when issued. No fines for less than \$1.00 will be assessed. Any student owing textbook fines from a previous year will not be issued textbooks until the fines are paid.

### Class Fees:

Nutrition \$5.00

Art Class: \$10.00

Drama Class: \$20.00

Music Fee: \$10.00

Science/Biology: \$10.00

Math Fee: \$5.00

Students shall not have total class fee exceed \$30.00 in a school year. Other dues or fees not listed here will be announced at the beginning of the school year. Hardship waivers may be picked up in the school office.

**Failure to pay fees can result in the student not being able to go on class trips or take exams, report card held and if a senior not allowed to participate in graduation until all fees are paid.**

School pictures will be made on the prepay plan. Students will pay photographer when their pictures are made. It is required that each enrolled student in grades 9-12 has a picture taken (if you are not purchasing pictures, this is free) for use in the school yearbook. Information on the package plans available will be sent home prior to the date for pictures. Class rings will be made on the prepay plan as well.



**Signature Page – 2015-2016**  
 (Please remove and return to the LHS Office)

<p><b>Student / Parent Agreement</b></p> <p>Student Name: _____</p> <p>We, the parents/guardians of the above named student have read and understand the policies and procedures of this handbook. Consequently, we take responsibility for those policies and procedures as well as the responsibility for the textbooks issued to my child during the 2015 – 2016 school year. If any book is lost, damaged or destroyed, we, by this signature agree to pay for such loss.</p> <p>_____</p> <p>Parent's Initials</p>	<p><b>Corporal Punishment</b></p> <p>I understand that the Lafayette County School District uses corporal punishment as a means to correct behavior as stated in the 2015 – 2016 Student Handbook. Please mark below:</p> <p>_____ Lafayette High School Administration has my permission to use corporal punishment as a means to correct behavior. Prior to issuing corporal punishment, a phone call will be made to the parent/guardian.</p> <p>_____ Lafayette High School does NOT have my permission to use corporal punishment as a means to correct behavior.</p> <p>_____</p> <p>Parent's Initials</p>
<p><b>Internet Acceptable Use Policy</b></p> <p>By signing this policy I acknowledge that I:</p> <ul style="list-style-type: none"> <li>• Understand the rules and regulations of the Acceptable Use Policy stated in the 2015 – 2016 Student Handbook.</li> <li>• Understand that applicable discipline measures will be taken for violations, including paying for damages, denial of access to technology, detention, suspension, expulsion or other remedies applicable under school policy, and or state and federal law.</li> </ul> <p>I have read the Lafayette County School District Internet Acceptable Use Policy. This constitutes my permission for my child to utilize LCSD computers and internet resources. I understand that the LCSD is not liable for any misuse of computer resources by my child.</p> <p>_____</p> <p>Parent's Initials</p>	<p><b>Image Publishing Parental Permission</b></p> <p>In order to abide by parent/guardian desires for privacy, we are requiring your consent before publishing student photographs and or student work on the Lafayette County School District Website and/or local newspapers and television stations.</p> <p>_____ I give permission for my child's photograph, work, and name to be used for newspapers and other communications as stated above.</p> <p>_____ I do not want my child's photograph, work or name published in any communications as stated above.</p> <p>_____</p> <p>Parent's Initials</p>

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Parent / Guardian Signature

\_\_\_\_\_  
 Date