

# Lafayette Upper Elementary School



*Together we can make a difference!*

## **Student Handbook - 2014-2015**

LAFAYETTE UPPER ELEMENTARY SCHOOL  
120 Commodore Drive  
Oxford, Mississippi 38655

Main # (662) 236-3761

Main # (662) 236-3762

Fax (662) 234-0291

Principal	Thomas Tillman
Assistant Principal	Felicia Pollard
Counselor	Dina Andrews

This School Agenda belongs to:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Homeroom \_\_\_\_\_

**IF THE STUDENT PLANNER IS LOST OR DAMAGED THEN IT MUST BE REPLACED  
AT THE EXPENSE OF THE PARENT FOR A FEE OF  
\$10.00.**

# LAFAYETTE COUNTY SCHOOL BOARD AND ADMINISTRATION

## School Board

Johnny Parker, **President**

Bob Colston

Ken Hewlett

Mike McPhail, **Secretary**

Dr. Judith Thompson

Gray Tollison, **School Board Attorney**

## County Administration

Dr. Adam Pugh, Superintendent of Education

[adam.pugh@lafayetteschools.net](mailto:adam.pugh@lafayetteschools.net)

Dr. Jeremy Stinson, Curriculum and Testing Coordinator

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Betty Duke, Director of Federal Programs & Homeless Liaison

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Tiffany Babb, Dir. of Special Education & 504 Coordinator

[tiffany.babb@lafayetteschools.net](mailto:tiffany.babb@lafayetteschools.net)

Mark Davis, Director of Food Services

[mark.davis@lafayetteschools.net](mailto:mark.davis@lafayetteschools.net)

Gary Drewrey, Director of Transportation

[gary.drewrey@lafayetteschools.net](mailto:gary.drewrey@lafayetteschools.net)

## Lafayette County School District 2014-2015 Calendar

August 4, 2014- Monday	Staff Development Day (1)
August 5, 2014- Tuesday	Staff Development Day (1)
August 6, 2014- Wednesday	Staff Development Day (1)
August 7, 2014- Thursday	Staff Development Day (1)
August 8, 2014- Friday	First Day for Students
September 1, 2014-Monday	Labor Day Holiday
September 11, 2014-Thursday	Progress Reports
October 6-10, 2014	First Nine Weeks Exams
October 13, 2014- Monday	Staff Development Day (1)- No Students
October 16, 2014- Thursday	Report Cards
November 13, 2014-Thursday	Progress Reports
November 24-28, 2014	Thanksgiving Holiday
December 15-19, 2014	Second Nine Weeks Exams
December 19, 2014-Friday	60% Day Final Day for Students
December 22, 2014- Jan 2, 2015	Christmas Holiday
January 5, 2015-Monday	Staff Development Day (1) – No Students
January 6, 2015-Tuesday	Students Return
January 8, 2015-Thursday	Report Cards
January 19, 2015-Monday	Dr. Martin Luther King Day Holiday
February 5, 2015-Thursday	Progress Reports
March 2-6, 2015	Third Nine Weeks Exams
March 9-13, 2015	Spring Break
March 19, 2015-Thursday	Report Cards
April 3, 2015-Friday	Good Friday Holiday
April 6, 2015- Monday	Easter Monday Holiday
April 16, 2015- Thursday	Progress Reports
May 18-22, 2015	Final Exams
May 22, 2015-Friday	60% Final Day for Students
May 22, 2015-Friday	Graduation
May 25, 2015- Monday	Memorial Day Holiday
May 26, 2015- Tuesday	Staff Development Day (1)

**DISTRICT PHILOSOPHY**

## INTRODUCTION

*Dear Parents,  
Please take time to read this student handbook and then go through it with your child(ren). It is important that all students understand the general operating procedures for the school. It will help us to provide a safe and orderly environment for your child(ren) if they are aware and follow these general operating procedures. Once you have covered the handbook with your child(ren) please sign and return the signature pages found in the appendixes at the back of the handbook.*

*Sincerely Yours,*

*Thomas Tillman*

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- Appendix E Student Conduct Code (Follows South Panola Conduct Form)
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- Appendix W Instructional Day
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- Appendix Y Right to Request Teacher Qualifications
- Appendix Z Notice of School-Wide Title I Program Eligibility

**School Year 2014 – 2015**  
**Mississippi Department of Education**  
**School Testing Calendar**

<b>TEST</b>	<b>Test Date(s)</b>	<b>Description</b>
MST2 (MS Science Test) <b>ONLINE</b>	May 11-15, 2015 (Monday-Thursday)	Grades 5
MCT3 <b>ONLINE</b>	March 2-April 3, 2015	Grades 3-8
MCT3 (EOY) <b>ONLINE</b>	April 27-May 22, 2015	Grades 3-8

## ENROLLMENT AND ATTENDANCE

**Enrollment:** Students enrolling for the 1<sup>st</sup> time in the Lafayette County School District must have:

1. Certified Birth Certificate
2. Immunization Compliance form
3. Social Security Number
4. Two (2) proofs of residency

We will accept the following as proofs of residence:

**The 1<sup>st</sup> proof must be one of the following:**

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

**The 2<sup>nd</sup> proof can be any of the following:**

4. Utility Bill (electricity, water, cable/satellite, landline telephone (current/within past 2 months)
5. Automobile Registration (current year)
6. Other Documentation

**School Attendance:** The Mississippi Compulsory School Attendance Law requires all children age 6 to 16 to attend school. **ABSENCES:** A doctor's note or a letter of explanation from a parent or guardian is required explaining the reason for the absence from school. The note or letter is to be turned in within 5 days of student's return, and should be given to the school counselor; otherwise the absence will be unexcused.

Students may have up to six (6) days per semester excused with a note from a parent or guardian. Students may have unlimited days excused with a note from a doctor. After a student has accumulated five (5) unexcused absences, notification will be sent to the attendance officer. **See Appendix A.**

**Arrival and Dismissal:** Due to supervision and safety concerns, students not riding buses **are not to report to campus before 7:10 a.m. and must depart by 2:50 p.m. each day.** Bus students will be dismissed at 2:45 p.m. A child who usually rides a bus will not be allowed to ride a different bus without **written permission (Phone calls will not be accepted after 12:00 noon)** from the parent or guardian. The note must have a phone number where the parent can be contacted. Car riders will not be allowed to ride the bus home or to go with another car rider without **written permission.**

**Student Drop Off (See Appendix B For Map):** Students may be dropped off in the morning at the front entrance of the 5<sup>th</sup> grade hall (the last doors as you circle the drive) in the **right lane by the sidewalk** starting at 7:10 a.m. No car-rider student will be allowed to enter through the back doors of the building, or the front entrance of the third or fourth grade halls.

**Student Pick Up (See Appendix B For Map):**

Student pick-up will begin in the circled drive entrance immediately at 2:35 p.m. each day. Parents will be issued an identification card during the Lafayette Upper Elementary Open House. The card is color coded by grade level. For the **security and safety of your child** it is essential that this card be placed in a visible location on the sun visor/dash, or front car window when picking up your child. This card must remain visible until your child has been



placed in your car. If the identification card is **not** visible, you **WILL** be asked to pull to the side for identification, and to sign out your child.

Students may be picked up in the afternoon at the front entrance of the 4<sup>th</sup> grade hall (the next-to-last doors as you circle the drive) in the **right lane by the sidewalk** beginning at 2:35p.m. All students not riding a bus must be picked up at 2:50 p.m. each day. **Any student still at the school at this time will be taken to After School Care. The cost for one day is \$10.00 which is due at the time the student is picked up.**

**Cars are not allowed to park at anytime in the circular drive in front of the main entrance of the Upper Elementary School between 7:00 a.m. and 8:00 a.m. or 2:00 p.m. and 3:00 p.m.**







**Student Checkout Information:** A checkout card will be sent home at the beginning of the year and should be returned promptly to the school. This card is provided for parents to designate any other person(s) who may check out his/her child. If a person's name is listed on the emergency form, please be sure that the person has a valid telephone number and transportation to pick up your child. If the courts have given one parent custody of the child and the other biological parent has no custodial rights, a copy of the court order denying them the right to the child **must** be sent to school.

**Checking Students Out During the School Day:** Please do not ask to check your child out during the day, or call them to the office unless there is an emergency or a serious reason. Research shows the **each time a class is interrupted, eight minutes of instructional time is lost**. Checking your child out early is detrimental to the learning process for all of our students. **PLEASE COOPERATE** with us by not checking your child out early or disrupting the class during the day. If you must check out a child, please come inside to the main office to sign your child out and be prepared to show a photo ID.

**Bus Information:** The privilege of riding a bus carries with it some responsibilities on the part of the student's parents or guardians. Drivers are expected to keep order and discipline on the bus, but their major responsibility has to be driving the bus. A student's failure to behave properly will result in his/her being subject to disciplinary action by the building principal or assistant principal. Bus drivers will send written discipline referrals to the principal. The principal or designee will meet with the bus driver and the student concerning the violations of bus rules. If a child is suspended from riding the bus, he/she is not allowed to ride any bus of the Lafayette County school system. **Students put off the bus for misbehavior must be brought to school by a parent/guardian no earlier than 7:10 a.m. and pick them up no later than 2:50 p.m. each day.**

While traveling to and from school, bus drivers will not allow a student to get on or off a bus except at the student's regular stop. Bus drivers are not allowed to stop a bus inside the city limits of Oxford to load or unload students. Please **DO NOT** call the school to arrange for your child to ride to a different bus stop unless it is an emergency.

#### **Other Transportation Procedures:**

-  Any student that is to ride a different bus or ride in a car to visit someone else **MUST** have a note from his/her parents, which must be submitted to the office early in the school day.
-  Students may **NOT** walk to town after school.
-  Elementary students may not stay after school in the care of older brothers, sisters, or other relatives who are themselves students who will be on campus for some activity or practice session.
-  Parents or other authorized persons picking up or dropping off children at school at times other than normal arrival/departure times, **MUST** sign the student in and out of school in the office before leaving and should be prepared to show a photo ID.
-  No cars may leave campus after the buses begin departure from the elementary school. Students may not walk to the high school to be picked up.
-  **Under no circumstance should an elementary student get off the bus or change buses while loading or unloading at the middle or high school. Such action will result in disciplinary action. This constitutes a major offense and the principal may apply the Lafayette County School Conduct Code. Bus rules and regulations are outlined in "Student Behavior on Buses." See Appendix C .**

## CAFETERIA

**Guidelines:** To encourage good nutrition, well-balanced meals are offered daily.

To help the cafeteria program run smoothly, please use the following guidelines:

- 🍎 Try to pay for at least one week at a time.
- 🍎 Send correct change if possible.
- 🍎 Checks should be made payable to LUES Cafeteria.
- 🍎 Make separate checks for each school.
- 🍎 Do not include any other payments in this check.
- 🍎 If your bank returns a check, future payments must be made in cash.
- 🍎 Do not ask to charge your child's lunch. Law does not allow this.

Students are expected to learn their identification number so that they can give it to the cafeteria cashier. The cafeteria is required to keep records of everyone who eats. Students are expected to use proper table manners, enter the cafeteria in an orderly manner, speak in soft voices, and to clean up food and paper dropped on the table or floor.

### Meal Prices:

Student Lunch	\$2.50	Student Breakfast	\$1.50
Teacher Lunch	\$3.50	Teacher Breakfast	\$2.50
Reduced Lunch	\$0.40	Reduced Breakfast	\$0.30

### \*Individual Items

Entrée*	\$1.25	Milk	\$0.50
Fruit/Vegetable	\$0.50	Box Juice	\$0.25
Roll	\$0.25	Water	\$1.00
Chips	\$0.40	Tea	\$0.75
Desert	\$0.50	Can Juice	\$1.00
Cookies	\$0.75	Slush	\$0.75
Ice Cream	\$0.50 - \$1.00		

**\*The asterisk indicates individual food item costs are subject to change.**

Free and reduced meals are available only to students with approved meal applications. Meal applications can be obtained from the cafeteria.

**Donna Mason is the manager of our school cafeteria.  
Mark Davis is the Lafayette County Food Services Director.**

## STUDENT APPEARANCE AND HEALTH

**Dress and Personal Appearance:** Parents are requested to put their child's name in sweaters, coats, jackets, book bags and other such items. Pupils are expected to be appropriately and neatly dressed.

- **Sagging shorts/pants that reveal undergarments will not be permitted.**
- Students' **shorts/skirts/dresses** at the **minimum** must be no more than **3 inches** above the kneecap. Clothing should have no holes above the knee where skin is visible. Gym/athletic shorts that are revealing must be worn with leggings.
- Leggings alone are permitted when worn with a top that meets the shorts/skirts/dresses length guidelines.
- Students are to wear appropriate clothing and accessories.
- Hats, caps or other head coverings are not to be worn inside the building.
- Hairstyles should be neat, clean and well-groomed. Hairstyles that disrupt the educational process will not be permitted.
- All shirts/tops must cover the midriff (mid-section) front and back, at all times.
- Clothing or jewelry, which advertises alcoholic beverages, illegal drugs, violence or displays suggestive/obscene wording or pictures may not be worn. Any design covered in Mississippi Code Section 37-11-39, 37-11-41, 37-11-43, will not be tolerated.
- Visible body piercings in areas other than the ears will not be permitted.
- Shirts/blouses and dresses that have straps will not be permitted.
- Shirts/blouses and dresses that reveal cleavage shall not be worn.
- Tank tops are not permitted.
- Cleats and taps may not be worn on shoes. Skate tennis shoes are not allowed at school.
- **Any student wearing clothing deemed inappropriate by the administration/certified staff will be required to change clothes or spend the day in Detention. Failure to comply with the rules of the dress code shall be grounds for suspension.**

**No student should wear or have in their possession items that are gang or drug related.**

Under the School Board Policy, no student shall be allowed to continue in school who 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. Students may be required to abide by certain other dress regulations in order to take part in certain school activities such as physical education.

NOTE: The Lafayette County School Board reserves the right to rule on items not previously mentioned. Since the improper dress of students can be disruptive to the educational process, the following restrictions are made concerning the dress and appearance of students during school hours and at certain school activities.

## **STUDENT HEALTH AND MEDICATION**

School personnel will not exceed the practice of first aid in dealing with pupil injuries and sickness. Medication shall not be provided or administered by the school or its employees without written consent of a parent or legal guardian. A school nurse is available to see students. The school's guidelines for medicine should be followed. **See Appendix D.**

### **Head Lice**

Parents/guardians of students who have head lice will be contacted, and their child(ren) must be picked up from school that day. They will be allowed to return to school after treating their child(ren)'s. A proof of treatment will be necessary to show that the problem has been corrected. See additional information in the law below.

House Bill No. 154, State of Mississippi - Section 1 If a student in any public elementary or secondary school has had head lice on three (3) consecutive occasions during one (1) school year while attending school, or if the parent of the student has been notified by school officials that the student has had head lice on three (3) consecutive occasions in one (1) school year, as determined by the school nurse, public health nurse or a physician, the principal or administrator shall notify the county health department of the recurring problem of head lice with that student. The county health department then shall instruct the child's parents or guardians on how to treat head lice. The county health department shall charge the child's parents or guardians a fee to recover its costs of providing treatment and counseling for the head lice. The school principal or administrator shall not allow the child to attend school until proof of treatment is obtained. Section 2 This act shall take effect and be in force from and after its passage.

## CURRICULUM AND INSTRUCTION

**Grading System:** The following grading system will be used.

A	Excellent Achievement	90 – 100
B	Above Average Achievement	82 - 89
C	Average Achievement	75- 81
D.	Below Average Achievement	68 - 74
F	Failure	Below 68
U	Unsatisfactory	
S	Satisfactory	

Report cards are sent home each nine weeks. Progress reports are sent every four weeks. Classroom teachers will inform parents of the procedure to be used to send home your child's work. See the district calendar for dates.

**Grading Procedures:** Numeric grades will be given in grades 3-5 in reading, math, language arts, science, and social studies. Grades S (satisfactory) and U (unsatisfactory) will be used for handwriting, art, music, physical education, and conduct.

The semester average is determined by averaging the two nine week averages of that semester. The yearly average is determined by averaging the two semester averages. This will be consistent throughout the school.

**Achievements:** Students earning all A's during a grading period will be on the Principal's List. Students earning a B or above in each subject will be on the Honor Roll.

**Parent Conferences:** If the parent wishes to talk with the teacher about their child, a conference should be scheduled. Parents may not conference with teachers while students are present in the classroom. The parent must contact their child's teacher or call the school office at 236-3761 to schedule a conference.

**Homework:** Parents are asked to monitor student's homework. Please check the School Agenda for planning, assignments, and correspondence with the teacher.

**Reading:** Parents are encouraged to read to and with his/her child. One cannot learn to read without reading. It is suggested that all students should read 20 to 30 minutes at home daily, so please help to make reading a meaningful part of your child's activities.

**Textbooks:** Free state-owned textbooks are furnished to each student. Mississippi State law requires that teachers collect for damages to a book and for the loss of books.

**Equal Educational Opportunities:** Every pupil of the district will have equal educational opportunities regardless of race, creed, color, sex, handicap, religion, or marital status.

## **PROMOTION AND RETENTION**

### **Elementary (Grades Kindergarten-2<sup>nd</sup>)**

#### Promotion Criteria

- a. Kindergarten-Promotion of students will be based on mastery of skills at the kindergarten level as identified by the State Department of Education. Decisions to retain a student will be arrived at jointly between administration and teacher. (Per MS Code Sections 37-15-15 and 37-15-33).
- b. Grades 1-2 – Students must pass reading, language arts, and math.

### **Upper Elementary (Grades 3<sup>rd</sup> – 5<sup>th</sup>)**

#### Promotion Criteria

- a. Students in grades 3-5 must pass reading, language arts, math, and one of the following (science or social studies)

### **Middle (Grades 6<sup>th</sup> – 8<sup>th</sup>)**

#### Promotion Criteria

- a. Students in grades 6 must pass reading, math, English and one of the following (science or social studies)
- b. Students in grade 7 must pass English and math and two of the following: science, social studies, or career discovery.
- c. Students in grade 8 must pass English and math and two of the following: science, social studies, or computer discovery.

## **CONDUCT AND BEHAVIOR**

**Conduct:** The Lafayette County School District's goal is to maintain an orderly environment conducive to learning and social development that produces successful students. Therefore students are expected to behave appropriately and to follow the rules of the Lafayette County Schools Code of Conduct (**See Appendix E**). Misbehavior should not hinder any student from the right to learn. Lafayette County School District will adhere in every way possible with the Requirement of Senate Bill 2239, Mississippi Safety Act of 2001.

**Halls:** Students are to walk quietly in the halls, always keeping to the RIGHT side of the hall. Students are not allowed outside the classroom without permission from the teacher.

**Playground:** Students are to play in an orderly and courteous fashion on the playground. Students should not do flips or any gymnastic movements. Nor should they play tackle football, wrestle or engage in any contact or aggressive game or sport. Only one child should go down a slide at a time. Students are not allowed to jump out, flip out, or roll out swings. Students should not swing sideways or inter lock legs.

**Lafayette County District Code of Conduct:** All schools follow the Student Conduct Code. **See Appendix E**. Parents are urged to carefully read the Lafayette County School District Student Conduct Code noting that all students and schools must adhere to this policy.

**Discipline:** When students do not adhere to conduct rules, discipline is necessary. Classroom teachers will first try to work with students to correct the inappropriate behavior. Parental conferences may be requested or the school counselor maybe involved. It is our hope that parents and teachers will work together for the benefit of our students. If it becomes necessary, a student maybe sent to the office. Consequences of misbehavior may be found on the discipline form. **See Appendix G**.

**Corporal Punishment:** Corporal punishment may be administered by Principal, Assistant Principal, or teacher of the student and in any event, an adult witness shall be present. Corporal punishment may be administered to both sexes. Lafayette Upper Elementary School strives to discipline the student in accordance with the family of the student. Corporal punishment consists of three licks to the buttocks in the presence of a witness. If you do not want your child to receive corporal punishment, you must notify your child's teacher and fill out a form making your wishes known. **The form is in the back of this agenda. Please sign the form and turn it in to your child's teacher.**

**Department Of Guidance And Counseling:** At Lafayette Upper Elementary School, every effort is made to provide for the academic, personal, and social needs of the students. A full time school counselor is available to all students at Lafayette Upper Elementary School. Teachers as well as parents may make referrals to the school counselor, and individual students may solicit the counselor's help whenever they feel the need for his/her services. Any requests for copies of records may be made through the Counselor's office.

## GENERAL INFORMATION

**Deliveries to Students:** Students may not receive flowers, balloons, or any type of gifts at school. Balloons are not allowed on buses.

**Cell Phone and School Telephone Use:** During the school day, cell phones may not be used. While students are permitted to possess a cell phone during the day, they are prohibited from displaying or using them in any manner. Cell phones must remain OFF during school hours. If they violate this prohibition, then the phone will be confiscated. The parent must pay a **\$25 fine** to have the device returned to the student's parent/guardian. The school district is not responsible for lost, stolen, or damaged cell phones. Students may use the school telephone with permission and for emergencies only.

All those who desire to possess a cell phone at school **MUST** register his/her cell phone by completing the form in Appendix S and returning it to the school office. **See Appendix I**

**Selling:** Pupils may not **sell, buy, or trade** articles of any kind on school grounds.

**Items NOT Allowed At School:** Students are not to bring expensive and easily broken items such as electronic games, radios, beepers, or play things to school. The school will not be responsible for any lost or damaged items that are brought to school. No dangerous items are allowed. This includes sharp scissors, any type of knife, clippers, toy guns, miniature guns, spears, swords, or anything that looks like or could be used as a weapon. The Student Conduct Code disallows drugs and real weapons, for which there is Zero Tolerance. **See Appendix H.**

**Parties:** Harvest, Christmas and Valentine parties may be held. Students may bring store purchased cup cakes, cookies, chips, or dips that have never been opened for these occasions (unless special arrangements have been approved by teacher).

**After School Care:** After-school care is available for a fee from 3:00 – 5:30. For more information and a fee schedule **see Appendix J.**

**In/Town/Off Campus Trips:** Throughout the school year short bus trips may be taken, for example to the public library. If you wish for your child to go on these short trips, please sign the In Town/Off Campus Trips Form. **See Appendix K.**

**Video/Picture/Newspaper/Internet:** Throughout the school year activities with pictures are published in the local newspaper. Videos are sometimes made of activities and events. Students and teachers sometimes surf the net to explore and research. Students are supervised while on the net, and we make every effort to make sure no student is exposed to anything that is in bad taste. If your child can participate in these activities, please sign the Video/Picture/Newspaper/Internet Form. **See Appendix L.**

**School Property:** All property at Lafayette Upper Elementary School is to be treated with respect and in accordance with Mississippi Code – Section 37-11-19. No unauthorized use of school property after school hours—such as skateboarding, rollerblading, bike riding, using playground equipment, etc. is allowed.

**Checks:** Checks should be made payable to Lafayette Upper Elementary School or LUES. Individual checks must be made for each child in school. Checks will no longer be accepted after a check has been returned for insufficient funds. Future payments must then be made in cash.

**Visitors:** All visitors shall report to the office for clearance and to receive a visitor's pass. **Do not go directly to your child's classroom.** Students are not permitted to bring persons other than their parents or guardians to school. Any unauthorized visitors should be reported to the office immediately. All visitors should enter through the "Main Entrance" in the front of the school. **Visitors will be required to leave their ID in the main office with office staff. The item will be returned to visitor after returning visitor pass to office.**



**Directives:** Students are to follow directives of all teachers, administrators, and staff of Lafayette County School District.

**Emergency Closing:** An announcement about the emergency closing of school will be sent out via our automated phone call system as well as broadcast over the radio station 93.7, and your local TV station. You are asked not to call the station or the school, but rather to listen to the station for information during very cold or stormy days.

**Drills:** Fire and tornado drills will be practiced at regular intervals during the year.

**Tobacco:** 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 in all school vehicles by all persons at all times.

**Lafayette County Schools D.A.R.E. Program:** Lafayette Upper Elementary School participates in the Drug Abuse Resistance Education program. This is a highly acclaimed program that gives kids the skills they need to avoid involvement in drugs, gangs, and violence. D.A.R.E. is a police officer-led series of classroom lessons that teaches children from kindergarten through 12<sup>th</sup> grade how to resist peer pressure and live productive drug and violence-free lives.

### **Crimestopper Program**

Crime within and on school properties is a reality. The Lafayette County School District has recognized the potential for criminal acts at school and have developed a Comprehensive Crisis Management Plan. This plan enables the school personnel to appropriately respond to the prevention, intervention, and postvention 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 Crimestoppers Program to assist in deterring crime and violence among youth and teenagers.

The Crimestoppers Program has proven successful for many years as a community crime reporting, crime solving instrument. In collaboration with local police, and the Crimestoppers Program, the Lafayette County School District will promote reporting of crime by students and staff through the Crimestoppers Telephone Reporting Program. In so doing, the District is providing for the anonymity of the reporting individual and is further providing a means of timely reporting of crime at school.

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 districts 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 Crimestoppers Program with some modification to focus on reporting crimes at school. The Crimestoppers number is 234-8477.

## **APPENDIX A School Enrollment and Attendance**

### **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 such child is not accompanied by his parent, natural or adoptive, who is legally responsible for said child, or such child is not accompanied by his general guardian, if a guardian has been appointed for him, the school official or officials or teacher to whom such child applies or reports for enrollment or admission, may delay consideration of the enrollment or enlistment of such minor child and require such parent or guardian to accompany such child and apply for such enrollment and admission into said school for and on behalf of such 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.**

### **Transfer Of School Records**

Lafayette County School will forward educational records on request to a school in which a student seeks or intends to enroll. Parents or guardians have a right to receive a copy of the record, if desired, and have an opportunity for a hearing to challenge the content of the record.

### **Attendance**

The Lafayette County School Board recognizes the importance of student attendance to insure educational gains. Good school attendance and promptness are extremely important elements of a successful school program. The right to attend public school places an accompanying responsibility upon the student and their parents to strive for perfect attendance. **Parents will be notified by mail about student absences at increments of 5, 10, 15 and 20 absences.** This procedure allows the parent the opportunity to have written documentation of the school record concerning absences for their child. It also alerts the school office personnel if there is a situation concerning absences that needs to be explored with the family or the Lafayette County School District attendance officer.

For purposes of this policy, an absence shall be excused if it is due to one of the following valid excuses:

1. Attendance at an authorized school activity with the prior approval of the superintendent of the school district or his designee.
2. Illness or injury, which prevents the student from being physically able to attend school.
3. When isolation is ordered by the county health officer, by the State Board of Health or appropriate school official.
4. Death or serious illness of a member of the immediate family, which includes children, spouse, grandparents, parents, brothers, sisters, stepbrothers, and stepsisters.
5. A medical or dental appointment.
6. Attendance at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness.
7. Observance of a religious event, with the prior approval of the superintendent or his designee. (Approval should not be withheld unless, in the professional judgment of the superintendent or his designee, the extent of the absence would adversely affect the student's education).
8. Participation in a valid educational opportunity, such as travel including vacations or other family travel, with the prior approval of the superintendent or his designee. (Approval shall be based on the professional judgment of the superintendent or his designee but shall not be withheld unless the extent of the absence would adversely affect the student's education).
9. Other conditions sufficient to warrant nonattendance, with prior approval of the superintendent or his designee.

**A doctor's note or a letter of explanation from a parent or guardian is required explaining the reason for the absence from school.** The note or letter is to be turned in within 5 days of student's return, and should be given to the school counselor; otherwise the absence will be unexcused.

After a student has accumulated five (5) unexcused absences, notification will be sent to the attendance officer. Students who receive out-of-school suspensions will have those days counted as absences, and will receive up to 70% of any made-up assignments. Absences due to school-sponsored activities will be excused by the principal, and students will receive up to 100% of any made-up assignments. Students assigned to in-school suspension will not be counted as absent from school.

Make-up work and tests will be due the day of the student's return if the student has only missed one day. In the event a student has missed multiple days, the work or tests must be completed within a reasonable time frame. Students with an **excused** absence will receive **up to 100%** of any made-up assignments. Students with an **unexcused** absence will receive **up to 70%** of any made-up assignments.

**Minimum program funds for a school are allocated on the basis of the average daily attendance (ADA) of all students. Whenever a student is absent for any reason, it costs the school a loss of money. It makes no difference whether the absence is excused or unexcused; it is still a non-attendance day for which no money is allocated.**

#### **TARDY PROCEDURES**

Students should be at school by 7:50 A.M. The attendance officer will be contacted about students who are late arriving to school **or those picked up before 2:30 P M on a regular basis. Please adhere to this procedure. Our school day begins at 7:50 A.M. Excessive early pick-ups could cause your child not to receive perfect attendance for the given nine weeks and also will negatively effect your child(ren's) academic progress.**

## **APPENDIX B Student Drop Off/Pick Up**

### **STUDENT DROP OFF**

Students may be dropped off in the morning at the front entrance of the 5<sup>th</sup> grade hall (the last doors as you circle the drive in the *right lane by the sidewalk* starting at 7:10 a.m. No car-rider student will be allowed to enter through the back doors of the building, or the front entrance of the third or fourth grade halls.

**Cars are not allowed to park at anytime in the circular drive in front of the main entrance of the Upper Elementary School between 7:00 a.m. and 8:00 a.m. or 2:00 p.m. and 3:00 p.m.**

### **STUDENT PICK UP**

Students may be dropped off in the morning at the front entrance of the 5<sup>th</sup> grade hall (the last doors as you circle the drive) in the *right lane by the sidewalk* starting at 7:10 a.m. All students must be picked up no later than 2:50 p.m.

**Cars are not allowed to park at anytime in the circular drive in front of the main entrance of the Upper Elementary School between 7:00 a.m. and 8:00 a.m. or 2:00 p.m. and 3:00 p.m.** All students not riding a bus must be picked up at 2:50 p.m. each day. **Any student still at the school at this time will be taken to After School. The cost for one day is \$10.00 which is due on the day the student is picked up.**

**\*THANKS FOR HELPING TO KEEP THE CHILDREN OF LUES SAFE!\***

## APPENDIX C Student Behavior on Buses

The privilege of riding the bus carries with it some responsibilities on the part of the student and the student's parents/guardians. Drivers are expected to keep order and discipline on the bus, but their major responsibility has to be driving the bus. A student's failure to conform will result in his/her being subject to disciplinary action by the building principal or assistant principal. Therefore, students are expected to cooperate with the following regulations:

1. Students are to observe the same conduct on the bus as in the classroom.
2. Students are to obey all orders of the driver, show proper courtesy and respect to drivers and other students.
3. Students are to be seated immediately upon entering the bus and are to remain seated until they arrive at their destination and the bus comes to a full stop.
4. Students are not to touch the outside of the bus or to hang heads, arms, legs, bodies, or hands out the windows of the bus.
5. Loud talking and other noises are not permitted on the bus. The level of noise will be determined by the driver.
6. Students will board the bus and leave the bus and bus stop according to the instructions of the driver.
7. Students are not to throw objects while on the school bus.
8. Students must sit in seats assigned by the driver.
9. Students are asked to keep the bus clean.
10. Keep aisle clear of legs, arms, backpacks, band instruments, etc.
11. No beverages, chewing gum, or food may be consumed on the bus.
12. Students must wait until the bus comes to a complete stop before trying to enter or exit.
13. Students are not to play in the road while waiting for the bus.
14. All students who plan to ride a bus other than their regular bus must bring a note from his/her parents and be signed by the principal in order to ride a different bus.
15. Students are not allowed to bring items that are not related to the curriculum they are studying (e.g. candy, toys, games, etc.)

A student's failure to follow regulations 1-15 will result in the following:

### **MINOR OFFENSES**

1 <sup>st</sup> Offense.....	1 Day in After School Detention
2 <sup>nd</sup> Offense.....	2 Days in After School Detention
3 <sup>rd</sup> Offense.....	3 Days in After School Detention
4 <sup>th</sup> Offense.....	4 Days in After School Detention
5 <sup>th</sup> Offense.....	4 Days in After School Detention

**\*\*NOTE: 3 Minor Offenses Become a MAJOR Offense**

### **MAJOR OFFENSES**

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

1 <sup>st</sup> Offense.....	3 Days in After School Detention
2 <sup>nd</sup> Offense.....	5 Days in After School Detention
3 <sup>rd</sup> Offense.....	Bus Suspension for the Remainder of the Semester/Year

**\*\*New Semester Begins at Last Offense**

*The principal shall determine if the student's behavior warrants action. The principal may by-pass any of the above steps and go to the more serious consequences if the offense committed by the student warrants such action.*

## **APPENDIX D Medication**

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.

**Authorization is required to administer prescription and nonprescription medication.** 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:**

The parent or guardian is responsible for delivering medication to the school office. Please bring:

- ✓ medication in the original container labeled with date and student's name,
- ✓ complete dosage and storage instructions as given by physician or pharmacy,
- ✓ enough medication for the entire school week.

The empty container will be returned home the last school day of each week by the student. Unused medication will be returned to the parent or guardian only. 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 to verify and authorize administering of medication.

### **Receipt and storage of medication:**

- Medication shall be received for storage from parent only if the "Request to Administer Medication" authorization form is on file in the school office.
- The 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 Medication" form.
- A locked cabinet or area with temperature, light, and humidity controls shall be provided for the storage of medication.
- 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 prescribed or non-prescribed medication:**

Before medication is administered to children :

- it is checked against the "Request to Administer Medication" form,
- recorded in the medication daily log, and
- child's identity is verified,

Teachers are not permitted to administer prescription or nonprescription medication to children unless first authorized by the principal to do so. Any side effects shall be reported immediately to the principal or school nurse.

The parent or guardian is responsible for notifying the school immediately where:

- there is a change of physician.
- the medication or dosage is changed.
- the administration of the medication is to be terminated.

## **APPENDIX E Lafayette County Student Conduct Code**

This policy is adopted for the purpose of setting disciplinary guidelines for conduct of students of the Lafayette County School System and administrative punishment for the violation of conduct requirements stated.

### **SECTION 1: WEAPONS**

No student will enter the educational property of Lafayette County School District or will attend functions sponsored by the said school district who shall have on his or her person or in his or her possession any item which could reasonably be expected to be used by a person intending to inflict harm on another. The Board does hereby specifically find that knives of any kind, guns, rifles, pistols, blackjacks, slapjacks, razors, explosive devices (including firecrackers), and other items which are not normally used in connection with school work and school activity are items which might reasonably be expected to inflict harm on others. Toy guns of any kind are prohibited. Students found with toy guns will be disciplined as deemed appropriate by the administration. Any student found to be in violation of this Section of the Student Code may be expelled for not more than twelve calendar months, and will be subject to disposition according to 97-37-17- and 97-37-4 of the Mississippi Code.

### **SECTION 2: FIGHTING OR PROVOKING A FIGHT**

No student will fight voluntarily or will provoke a fight. Any student found to be in violation of this Section of the Student Code will be suspended for up to three school days and may be expelled for up to twelve calendar months. Appropriate authorities shall be notified in accordance with state laws.

### **SECTION 3: STEALING**

No student will steal property of another or public property. Any student found to be in violation of this Section of the Student Code will be suspended for up to three school days and may be expelled for up to twelve calendar months. Authorities shall be notified in appropriate instances.

### **SECTION 4: ALCOHOLIC BEVERAGES AND UNLAWFUL DRUGS**

No student will possess, consume, or in any way use any alcoholic beverage or unlawful drugs. No student will attend any school function or enter on school property while under the influence of any alcoholic beverage or unlawful drug. Any student found to be in violation of this Section of the Student Code may be expelled for up to twelve calendar months and local, state and federal alcohol and drug control agents will be notified. Any materials possessed, consumed, or in any way used that is represented as drugs or suspected to be drugs will be treated in the same way as stated above. The use of any substance with the intent of inducing intoxication, excitement, or stupefaction of the central nervous system and the abuse of any lawful substance (including but not limited to glue, cough syrup, over the counter medication, Spice (or similar substance), inhalants, etc.) is prohibited.

### **SECTION 5: TOBACCO**

No student will use or have in his or her possession tobacco in any form. Any student found to be in violation of this Section of the Student Code will be suspended for one to five school days.

### **SECTION 6: VULGARITY, PROFANITY AND OBSCENITY**

No student will speak or write words which are vulgar, profane, or obscene; no student will act in a vulgar, profane, or obscene manner, and no student will use vulgar or obscene signs, or possess materials which are vulgar. Any student found to be in violation of this Section of the Student Code will be suspended for up to three school days and may be expelled for up to twelve calendar months.

### **SECTION 7: WILLFUL DEFACING OR DESTRUCTION OF PUBLIC OR PRIVATE PROPERTY**

No student will willfully destroy, cut, deface, damage, or injure any property belonging to another person or to the school district. Any student found to be in violation of this Section of the Student Code will be suspended for up to three school days and may be expelled for up to twelve calendar months. In the event said property is school property, the parents or guardian shall be liable for all damages.

### **SECTION 8: BREAKING AND ENTERING SCHOOL PROPERTY**

No student will break and enter any school property. Any student found to be in violation of this Section of the Student Code may be expelled for up to twelve calendar months and appropriate authorities will be notified.

#### SECTION 9: DISRUPTION OF THE NORMAL OPERATION OF THE SCHOOL

No student will by his or her conduct disrupt the normal operation of the school or any activity of the school. No student will incite others to disrupt the normal operation of the school. Any student found to be in violation of this Section of the Student Code will be suspended for up to five school days and may be expelled for up to twelve calendar months. Any indicated gang activity is considered disruptive.

#### SECTION 10: GAMBLING

No student will conduct or participate in any gambling game or device. Any student found to be in violation of this Section of the Student Code will be suspended for up to five school days and may be expelled for up to twelve calendar months.

#### SECTION 11: SCHOOL ATTENDANCE

School attendance and promptness are extremely important elements of a successful program. A student must have a doctor's excuse on the day their child returns to school following an absence. The school attendance officer will be notified in the event a student accrues 5 or more absences without an excuse.

#### SECTION 12: CLASS ABSENCE WITHOUT PERMISSION

No student will leave a school/class/activity without permission. Any student found to be in violation of this Section of the Student Code will be suspended for one to five days.

#### SECTION 13: EARLY DISMISSALS

Except for school sanctioned activities, early dismissals will be permitted only when a parent comes to the school office to pick up the pupil. Any student found to be in violation of this Section of the Student Code will be suspended for one to five days.

#### SECTION 14: FALSE INFORMATION

No student will give to any school official false information concerning any school related matter. Any student found to be in violation of this Section of the Student Code will be suspended for one to five days and may be expelled for up to twelve calendar months.

#### SECTION 15: STUDENT DRESS

Students will dress in a manner, which will not distract from normal school activities. Any student found to be in violation of this Section of the Student Code will be suspended up to two school days.

#### SECTION 16: STUDENT DISCRIMINATION/BULLYING/HARASSMENT

See Appendix F for a full explanation of this policy.

#### SECTION 17: SEXUAL HARASSMENT

No student shall sexually harass any other student either verbally or physically. Any student found to be in violation of this section of the Student Conduct Code will be suspended for not less than one (1) day and may be expelled for up to 12 calendar months.

#### SECTION 18: SPECIAL RULES AND REGULATIONS

No student will violate any rule, regulation or directive of any principal or teacher of the district. Any student found to be in violation of this Section of the Student Conduct Code will be suspended for one to five school days.

#### SECTION 19: REPETITIVE VIOLATIONS

Any student who is found to be guilty of two or more violations to this code, said violations not arising out of same incidence, will receive additional punishment for repetitive violations. Each violation in excess of one will be punished by three school days' suspension in addition to that set forth by the section violated. A student found to be a chronic violator of the provisions of this Code may be expelled for the remainder of the academic year. Any student found guilty of more than three non-related violations of the Student Code may be expelled for the remainder of the academic year.

#### SECTION 20: EFFECT OF SUSPENSION

Suspensions or expulsions imposed under the provisions of this Code will be considered an unexcused absence.



Section 21: JURISDICTION

Students will be subject to the provisions of this Code at all times they are on school property or are in any way participating in school related activities sponsored by the Lafayette County School District or any other public school in the State of Mississippi.

SECTION 22: ENFORCEMENT

The duly elected and serving principals and their designated representatives are delegated and charged with the enforcement of the provisions of this Code.

## **APPENDIX F STUDENT DISCRIMINATION/BULLYING/HARASSMENT**

Students and employees in the Lafayette County School District are protected from bullying or harassing behavior by other students or employees. It is the intent of the School 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 School Board.

### **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 differentiation 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.

### **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 of 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, all 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.

# APPENDIX G Lafayette Upper Elementary School's Report of Misconduct

Form #191

NATIONAL SCHOOL FORMS

TO REORDER CALL: 1-800-431-1201

STUDENT'S NAME  CLASS  TEACHER	<h2 style="margin: 0;">DISCIPLINARY REFERRAL</h2> <p style="margin: 0;">LAFAYETTE UPPER ELEMENTARY 120 Commodore Drive Oxford, MS 38655 662-236-3761 or 236-3762</p>	DATE OF INCIDENT  PERIOD - TIME OF DAY												
<p><b>NOTICE TO PARENTS</b></p> <p>1. The purpose of this notice is to inform you of a disciplinary incident involving the student.                  2. Please note the action taken by the teacher and the corrective action initiated today.                  3. Please sign below and return to the school on the next school day.</p>														
<p><b>REASON(S) FOR THIS NOTICE:</b></p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> DEFIANCE / DISRESPECT</td> <td><input type="checkbox"/> REFUSED TO FINISH/TURN IN WORK</td> <td><input type="checkbox"/> RUDE/DISOURTEOUS</td> </tr> <tr> <td><input type="checkbox"/> DISHONESTY; STEALING, CHEATING</td> <td><input type="checkbox"/> DESTRUCTIVE TO SCHOOL PROPERTY</td> <td><input type="checkbox"/> UNACCEPTABLE LANGUAGE</td> </tr> <tr> <td><input type="checkbox"/> DISRUPTIVE/UNCOOPERATIVE</td> <td><input type="checkbox"/> REPEATEDLY BREAKING CLASS RULES</td> <td><input type="checkbox"/> FIGHTING</td> </tr> <tr> <td><input type="checkbox"/> LEAVING CLASS/PLAYGROUNDS WITHOUT PERMISSION</td> <td><input type="checkbox"/> OTHER _____</td> <td></td> </tr> </table>			<input type="checkbox"/> DEFIANCE / DISRESPECT	<input type="checkbox"/> REFUSED TO FINISH/TURN IN WORK	<input type="checkbox"/> RUDE/DISOURTEOUS	<input type="checkbox"/> DISHONESTY; STEALING, CHEATING	<input type="checkbox"/> DESTRUCTIVE TO SCHOOL PROPERTY	<input type="checkbox"/> UNACCEPTABLE LANGUAGE	<input type="checkbox"/> DISRUPTIVE/UNCOOPERATIVE	<input type="checkbox"/> REPEATEDLY BREAKING CLASS RULES	<input type="checkbox"/> FIGHTING	<input type="checkbox"/> LEAVING CLASS/PLAYGROUNDS WITHOUT PERMISSION	<input type="checkbox"/> OTHER _____	
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<p><b>ACTION TAKEN PRIOR TO THIS NOTICE:</b></p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> PRAISE / REWARDS</td> <td><input type="checkbox"/> CHANGED STUDENT'S SEAT</td> <td><input type="checkbox"/> SENT PREVIOUS NOTICE(S)</td> </tr> <tr> <td><input type="checkbox"/> HAD CONFERENCE WITH STUDENT</td> <td><input type="checkbox"/> TELEPHONED PARENT</td> <td><input type="checkbox"/> OTHER: _____</td> </tr> <tr> <td><input type="checkbox"/> CONSULTED COUNSELOR</td> <td><input type="checkbox"/> HAD CONFERENCE WITH PARENT</td> <td></td> </tr> </table>			<input type="checkbox"/> PRAISE / REWARDS	<input type="checkbox"/> CHANGED STUDENT'S SEAT	<input type="checkbox"/> SENT PREVIOUS NOTICE(S)	<input type="checkbox"/> HAD CONFERENCE WITH STUDENT	<input type="checkbox"/> TELEPHONED PARENT	<input type="checkbox"/> OTHER: _____	<input type="checkbox"/> CONSULTED COUNSELOR	<input type="checkbox"/> HAD CONFERENCE WITH PARENT				
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<p><b>PRESENT ACTION AND RECOMMENDATION(S):</b></p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> STUDENT REPRIMANDED</td> <td><input type="checkbox"/> IN-SCHOOL SUSPENSION</td> <td><input type="checkbox"/> STUDENT SUSPENDED</td> </tr> <tr> <td><input type="checkbox"/> PARENT CONFERENCE RECOMMENDED</td> <td><input type="checkbox"/> CORPORAL PUNISHMENT</td> <td><input type="checkbox"/> MATTER REFERRED TO: _____</td> </tr> <tr> <td colspan="3"> <input type="checkbox"/> _____                  _____                  _____             </td> </tr> </table>			<input type="checkbox"/> STUDENT REPRIMANDED	<input type="checkbox"/> IN-SCHOOL SUSPENSION	<input type="checkbox"/> STUDENT SUSPENDED	<input type="checkbox"/> PARENT CONFERENCE RECOMMENDED	<input type="checkbox"/> CORPORAL PUNISHMENT	<input type="checkbox"/> MATTER REFERRED TO: _____	<input type="checkbox"/> _____ _____ _____					
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<input type="checkbox"/> _____ _____ _____														
_____ <i>(Action Taken By)</i>	_____ <i>(Date)</i>	_____ <i>(Parent's Signature)</i>												

PINK - PARENTS' COPY

GREEN - OFFICE COPY

GOLD - TEACHER'S COPY

## **APPENDIX H Illegal Drugs and/or Dangerous Weapons**

SB 2767, effective 7/1/94, provides that any student in any school who possesses illegal drugs or any dangerous weapons or who commits a violent act on school property shall be subject to automatic expulsion.

## **APPENDIX I Cell Phone/Electronic Device Policy**

During the school day (8:00 a.m. – 3:00 p.m.), cell phones will not be used. While students are permitted to possess a cell phone they cannot be used.

If a student violates this prohibition, upon the 1st offense the school will take possession of the device for (10) days or parent/guardian will pay \$25; 2<sup>nd</sup> offense the school will take possession of the device for (20) days or parent/guardian pays \$25; 3<sup>rd</sup> offense the school will take possession of the device for (30) days or the parent/guardian pays \$25; 4<sup>th</sup> offense the school will take possession of the device for the remainder of the school year.

Cell phones are not to be used for any of the following: text messaging that contains inappropriate content, profanity, or threats to others, cheating on tests, taking or showing inappropriate photographs, calling outside groups or individuals to participate in fights, retaliate, or participate in other inappropriate activities on the school grounds or at school events.

Failure to turn phone over to a staff member upon request will be considered an insubordinate act towards a school official. This action will lead to loss of phone privilege in addition to disciplinary action for insubordination.

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 are prohibited. Lafayette Upper Elementary School/Lafayette County School District is not responsible for lost, stolen, or damaged cell phone(s) or other electronic device(s).

Throughout the year other items may be restricted from school grounds. A formal announcement will be distributed should the need arise.

## **APPENDIX J After-School Activities Program**

We are pleased to offer an After-School Activities Program for the 2014-2015 school year for children in Pre-Kindergarten through Fifth Grade. Care will be provided each school day, Monday through Friday from dismissal to 5:30p.m. Children will be given a snack and offered help with homework.

The following are the fees per child for the After-School Activities Program. These fees apply to children in Kindergarten through 5th grade.

Monthly Fee	\$ 100.00
Weekly Fee	\$ 30.00
Daily Fee	\$ 10.00

The monthly fee must be paid on the first day of each month. The weekly fee must be paid on Monday and the daily fee must be paid when the child is picked up each day. Fees not paid on the first day of the month will revert to the weekly rate. Children picked up after 5:30p.m. will be charged an additional fee of \$2.00 per minute.

Children will meet in the cafeteria. Children will be supervised by after-school personnel. Children are expected to follow school rules while participating in the program.

If school dismisses early because of a half-day schedule, no after-school care will be provided. In this event, parents must notify the classroom teacher of the change in the child's dismissal plans. In the case of early dismissal due to inclement weather the school will try and make contact with the parent or guardian in regards to the student's dismissal plans.

**APPENDIX K in Town/Off Campus Trips**

Throughout the school year short field trips may be taken within the city limits (for example, a visit to the public library). Please sign below if you give permission for your child to go on short bus trips for the 2014-2015 school year.

\_\_\_\_\_ Child's Name

\_\_\_\_\_ Parent's Signature

\_\_\_\_\_ Homeroom Teacher's Name



## **APPENDIX L**

Policy Title: Faculty/Staff Internet Acceptable Use

Code: GBRGE

Approval Date: July 6, 2004

Amendment Date: June 4, 2012

### **Lafayette County School District Internet Acceptable Use and Safety Policy – AY 2014-15**

This Acceptable Use Policy covers your responsibilities as you access the Internet through the Lafayette County School District. Please read this policy carefully. Sign the attached acknowledgement sheet and return it the Lafayette County School District Office.

#### **Introduction**

This Acceptable Use Policy is intended to provide an environment that is consistent with the mission of Lafayette County School District, the requirements of the Mississippi State Department of Education and all federal/state laws. This policy pertains to all devices attached to the Lafayette County School District Network, (including but not limited to the Wide Area Network, all files servers, individual and lab computers, and any personal devices used to access the Internet using a district network connection.

Lafayette County School District computer resources are for the purpose of providing educational technology support to the students, faculty, and staff of the Lafayette County School District. In this regard all users are expected to abide by Federal statutes and sections of the Mississippi Code, which govern the use of these resources. Additionally, all users are expected to use sound judgment in ensuring that good personal conduct is exercised at all times in the use of all district computer resources.

It is the policy of Lafayette County School District to: (a) prevent viewing or transmission of, inappropriate material via Internet; (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)].

Lafayette County School District will educate all minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms. Additionally, minors will receive Cyberbullying awareness and response education and training.

#### **Definitions**

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

## **Cyberbullying**

Refers to any harassment that occurs via the Internet, cell phones, or other devices. Using communication technology to intentionally harm others through hostile behavior such as sending text messages and posting ugly comments on the internet.

## **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. The Lafayette County School District currently uses Lightspeed Systems for Internet filtering. All Internet access is monitored and logged for reporting purposes.

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 School District 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.

Each time you log on to a district computer, the following message will appear. You are reminded that your use of this system constitutes your agreement to abide by the policies contained in this document.

WARNING WARNING	WARNING	WARNING
Unauthorized access to this computer system is prohibited, and is subject to criminal and civil penalties. This site is monitored for security purposes to ensure it remains available to all authorized users and to protect information in the system. By accessing this site, you are expressly consenting to these monitoring activities. Unauthorized attempts to defeat or circumvent security features, to use the system for other than intended purposes, to deny service to authorized users, to access, obtain, alter, damage, or destroy information, or otherwise to interfere with the system or its operation is prohibited. Evidence of such acts may be disclosed to law enforcement authorities and result in criminal prosecution under the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act of 1996, codified at section 1030 of Title 18 of the United States Code, or other applicable criminal laws. Please ensure that you lock your computer or end your session prior to leaving your terminal or computer unattended.		
WARNING WARNING	WARNING	WARNING



## **Education, Supervision and Monitoring**

It shall be the responsibility of all members of the Lafayette County School District faculty and 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 School District or designated representatives will provide age-appropriate training for students who use the Lafayette County School District Internet facilities. The training provided will be designed to promote the Lafayette County School District commitment to:

- I. The standards and acceptable use of Internet services as set forth in the Lafayette County School District Internet Acceptable Use 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.

The Lafayette County School District must comply with software copyright laws. All employees are prohibited from loading any software onto any computer system for which they do not have adequate proof of license. This includes commercial and shareware software. Proof of license includes original software, licensing documentation and/or a copy of the Lafayette County School District purchase order.

Lafayette County School District employees are expected to understand the Children's Internet Protection Act (CIPA). Students are to be supervised by a teacher at all times while using the Internet and filtering/protection software is not to be disabled. Violations of this policy and/or infractions of CIPA are to be reported immediately to the Technology Coordinator via the individual school principal.

Additionally, in compliance with the Children's Online Protection Privacy Act (COPPA), it is the responsibility of the teacher to abide by the requests of parents and guardians regarding any personal information posted to the Internet; specifically, no photo's or personal information regarding students will be posted to the Internet without the express permission of the parent or guardian of that student. (Note: Even if you do have the express permission of the parents to publish photo's or personal information regarding a student you may only identify that student only by their first name.)

Employees are issued a network account and email account as needed. Each account is given a unique password. Upon receiving an account, the user becomes responsible for any activity originating from that account. For this reason, users are strongly

advised to protect all passwords, and immediately notify appropriate personnel if you feel that your password has been compromised.

Unauthorized use or abuse of the Lafayette School District computer resources can result in revocation of privileges and/or civil or criminal penalties. Users have a limited privacy expectation in the contents of their personal files and records of their online activity while on the district system. Additionally, all electronic activity is subject to reporting and monitoring to determine usage trends and identify system abuses.

Internet usage reports are available to building administrator's at any time.

#### Unacceptable Uses:

- Transmission of any material in violation of local, state, or federal law  
This includes, but is not limited to: copyrighted materials, threatening or obscene material, or material protected by trade secret.
- Inappropriate behavior while on online, on social networking Web sites, and in chat rooms
- Cyberbullying
- Use of profanity, obscenity or other language that may be offensive to another user
- Vandalism, including but not limited to, damaging computers, computer systems, or networks, and/or disrupting the operation of the network.
- Copying and/or downloading commercial software or other material (e.g. music) in violation of federal copyright laws
- Use of the network for personal financial gain, commercial activity, or any illegal activity, e.g. hacking
- Use of the network for political activity
- Use of the network to access pornographic or obscene material
- Creating and/or placing a computer virus on the network

All network accounts will expire when the user is no longer associated with the Lafayette County School District.

Attached to this policy you will find a district permission form to be used to secure parental permission to use a child's photo or information on the Internet. This is the official form to be used district-wide for this purpose.

## Internet Acceptable Use Policy

User/Student Information: (Please Print) \_\_\_\_\_  
Last Name    First Name    Middle Initial

School: (Circle One)    LES    LMS    LHS    LUS    District    Other \_\_\_\_\_

Position: (Circle One) Student    Faculty    Administration    Other \_\_\_\_\_

I have read the Lafayette County School District Faculty/Staff Internet Acceptable Use Policy.

Signature \_\_\_\_\_ Date \_\_\_\_\_

This section must be completed only if user is a minor. Parental permission is required for any minor to utilize any Lafayette School District Computer or any devices designed to utilize Internet resources.

-----  
I have read the Lafayette School District Internet Appropriate Use and Safety Policy. This constitutes my permission for my child to utilize Lafayette computer and Internet resources. I understand that the Lafayette School District is not liable for any misuse of computer resources by my child.

\_\_\_\_\_  
Parent Name    (Please Print)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date



**Lafayette County School District**  
**Image Publishing Parental Permission Form – AY 2014-15**

In order to abide by parent/guardian desires for privacy, we are requiring your consent before publishing student photographs and/or student work. This includes any form of electronic publishing or paper publishing such as in the local newspaper.

Your child and/or their work could be featured on the Lafayette County School District Web Site for the purpose of highlighting their accomplishments or work.

Teachers are discouraged from identifying students at all. If a teacher elects to publish a student's photo or work then only the student's first name may be used.

Periodically, your child may be photographed for use in brochures, television communications, or local newspapers. The image may only be used in association with the student's full name for accomplishments such as, academic awards, sports awards, etc.

Please complete the form below and return it to your School as soon as possible

---

I give permission to my child's photograph and/or school work to be published in electronic form such as on the District Web Site. (For safety and privacy, only your child's first name may be used.)

YES            NO    *(Please circle your response)*

I give permission for my child's photograph and/or school work to be published in paper form such as in the local newspapers. *(Your child's full name may be used.)*

YES            NO    *(Please circle your response)*

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

School:            LES   LUS   LMS   LHS    *(Please circle one choice)*

Grade:            \_\_\_\_\_

\_\_\_\_\_  
Parent Name    *(Please Print)*

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date



## **APPENDIX M 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:

1. 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.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is 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.
3. 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 disclosure 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.

4. 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 is:

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

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

The Family Education 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:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor Roll or other recognition list,
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information which 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 educational agencies receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with 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 29, 2014. Lafayette County School District has designated the following information as directory information:**

- **Student's name**
- **Address**
- **Telephone listing**
- **Photograph**
- **Date and place of birth**
- **Major field of study**
- **Dates of attendance**
- **Participation in officially recognized activities and sports**
- **Degrees and honors and awards received**
- **The most recent educational 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.

## **APPENDIX N Title IX and Title VI**

### **Title IX**

The Lafayette County School District is in compliance with requirements of Title IX of Educational Amendments of 1972, which prohibits sex discrimination in federally assisted education programs. Title IX states: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program of activity receiving Federal financial assistance.”

### **Title VI**

The Lafayette County School District is an Equal Opportunity Employer and does not discriminate on the basis of Race, Color, Religion, National Origin or Sex.



## **APPENDIX O Section 504 of the Rehabilitation Act of 1973**

### 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, 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

### 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 Mrs. Tiffany Babb

School District Name: Lafayette County School District

School District Address: 100 Commodore Drive, Oxford, MS 38655

Telephone: 662.234.2879 Fax: 662.234.5128

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

## **APPENDIX P Education For Homeless Children and Youth (Title X, Part C)**

The McKinney-Vento Act defines “homeless children and youth” as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes-

- Children and youth who are:
  - sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as *doubled-up*);
  - living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
  - living in emergency of transitional shelters;
  - abandoned in hospitals; or
  - awaiting foster care placement;
- Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described above.

**Lafayette County School District Homeless Liaison- Betty Duke may be contacted at 662-234-3271 for further information.**

## **APPENDIX Q Asbestos Public Notice**

### **LAFAYETTE COUNTY SCHOOL DISTRICT**

#### **PUBLIC NOTICE**

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.

Superintendent

## **APPENDIX R Parent Involvement Policy**

LUES is a Title I school which means we receive federal money in order to fund some of the programs and/or services offered to our students. The Title I program will be discussed in detail at upcoming meetings during the 2014-2015 school year. Parents are encouraged to participate in the planning and review process as well as to make suggestions regarding program improvements.

# Lafayette Upper Elementary School Parent Involvement Policy

## I. POLICY INVOLVEMENT

Parent Involvement Policy is jointly developed with, agreed upon with, and distributed to, all of the parents of participating children. We will, to the extent possible, provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities and parents of migratory children, including providing information and school reports in a language that the parent can understand. Furthermore, we will coordinate and integrate parental involvement programs and activities at the school level with other federal, state, and district programs. The Parent Policy is presented for discussion and approval with parents and the community during the initial annual Title I meeting. The policy is updated as needed and reviewed annually by a team of people - including parents, community members, school and district administrators, and school faculty and staff members - in order to continuously meet the changing needs of our parents, students, and the school.

## II. SHARED RESPONSIBILITY: PARENT-SCHOOL COMPACT

School-Parent Compact, jointly developed with, agreed upon with and distributed to all parents, describes how parents, students, and the entire school staff, share in the responsibility for high student achievement. A team of people-including parents, community members, school and district administrators and school faculty and staff - annually review the School Compact.

## III. BUILDING CAPACITY FOR INVOLVEMENT

To ensure effective involvement of parents, and to support a partnership among the parents, community and school to improve student achievement, we will:

1. Assist parents in understanding Mississippi's academic and achievement standards by disseminating pamphlets, hand-outs, parent-teacher conferences, parent workshops, and Open Houses.
2. Communicate and monitor a child's progress by progress reports, report cards every nine weeks, IEP meetings, weekly/monthly telephone calls, parent-teacher conferences, weekly folders, dissemination of MCT2 scores, AIMSWEB scores and STAR data.
3. Assist parents in helping them to improve achievement of their children through parenting workshops, ESL classes for parents, monthly newsletters that provide activities and suggestions, student's weekly folders, technology training and orientation.
4. Educate teachers and other staff members, with the assistance of parents, in reaching out to, communicating with, and working with parents through PTO conferences, workshops, and staff development.
5. Send information related to school and parent programs, meetings, and other activities to the parents in a format and language they can understand through teacher generated newsletters, PTO meetings, school calendar, parent/student handbook, student planner and web site.
6. Provide opportunities for parents to communicate with the school through open door policy, communication folders and student agendas designating time to meet with the principal and/or teachers, and parenting workshops
7. Provide other activities to promote parental involvement such as, the Literacy Walk, beautification of the campus, Field Day, Teacher Appreciation Week, Literacy Leaders, field trips, reward trips for accomplishments, Red Ribbon Week, Winter Wonderland Shop, Book Fair, parenting workshops, Volunteer and Mentoring Program, and the Accelerated Reader Program.

The Parent Involvement Policy has been developed jointly with parents. Additional activities are needed to ensure parents' full participation in the Title I programs of each school. These activities include:

- Convening an annual meeting at a convenient time to inform parents of the school's participation in the Title I program, the requirements of Title I law, and their right to be involved.

Lafayette Upper Elementary School provides information concerning Title I programs and its requirements at a Title I meeting in August/September. This meeting outlines the supplemental academic services provided to students, additional staff, continuous staff development and other ways the funds are utilized. The school web site has a Title I/No Child Left Behind link with site specific information.

- Offering a flexible number of meetings and parent trainings at convenient times for parents to participate, give suggestions, and take part in decisions regarding the instructional program of the school.

PTO, Parent Workshops, etc. give Lafayette Upper Elementary the flexibility needed to offer meetings at convenient times for parents to give their input on Title I programs. Opportunities are offered during the day and in the evening.

- Parents are involved in an "organized, ongoing, and timely way," in the planning, review and improvement of the Parent Involvement Policy and Title I Programs. Parents will receive timely information about Title I programs.

The Parent Involvement Policy is reviewed throughout the year. Changes to the program, new information, as well as a review and evaluation of the policy and programs are included as an agenda item for these meetings.

- Giving opportunity for parents to submit comments on the plan and the schoolwide programs if it is not satisfactory to participating parents.

Surveys and meeting evaluations are used to provide opportunities for parents to offer comments and make suggestions.

**PLEASE SIGN AND TEAR OFF BELOW AND RETURN TO YOUR CHILD'S TEACHER**

---

**Parent Involvement Policy 2014-2015**

Homeroom Teacher: \_\_\_\_\_

I have read the Lafayette Upper Elementary School's Parent Involvement Policy.

Comments/Suggestions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student's Name \_\_\_\_\_ Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_



## **APPENDIX S Parent/Guardian-Student Contract/Cell Phone Registration**

**PLEASE DETACH AND RETURN THIS PAGE TO YOUR CHILD'S HOMEROOM TEACHER.**

Dear Parent or Guardian:

It is the intent of the Lafayette Upper Elementary School administration, faculty, and staff to provide all students a relevant, positive, and smooth-flowing educational experience. This handbook was compiled with that in mind. It contains information, guidelines, code of conduct, and discipline rules to insure that our intended purpose is accomplished. Please help us accomplish this by doing the following:

- Please read and familiarize yourself and your child with its contents.
- Please allow us to answer any questions you may have about any item contained within.
- Please acknowledge your receipt and reading of this handbook by completing and returning the lower portion of this page.

Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Parent/Guardian's Name: \_\_\_\_\_

**My child and I have read the Lafayette Upper Elementary School Handbook. I agree to encourage my child to abide by the information, guidelines, code of conduct, and discipline rules contained within.**

Parent/Guardian's Signature: \_\_\_\_\_

Student's Signature: \_\_\_\_\_



## **APPENDIX T Corporal Punishment Consent**

**PLEASE DETACH AND RETURN THIS PAGE TO YOUR CHILD'S HOMEROOM TEACHER.**

- **Corporal Punishment:** Corporal punishment may be administered by the Principal, Assistant Principal or teacher of the student and in any event, an adult witness shall be present. Corporal punishment may be administered to both sexes. Lafayette Upper Elementary School strives to discipline the student in accordance with the family of the student. Corporal punishment consists of three licks to the buttocks in the presence of a witness. If you do not want your child to receive corporal punishment, you must notify your child's teacher and fill out the form below making your wishes known.



## **APPENDIX U Limited English Proficiency Instruction**

Policy Title: Limited English Proficiency Instruction

Code: IK

Approval Date: October 3, 2011

Amendment Date:

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)

## Appendix V Parent Student School Compact

### Lafayette Upper Elementary Parent – Student – School Compact 2014-2015

**“ HAND IN HAND WE CAN LEARN AND WORK TOGETHER TO BUILD A BETTER  
WORLD ”**

Please read, sign and return this contract to the student's teacher.

At Lafayette Upper Elementary, **we promise to...**

- Facilitate positive communication between teacher, parent and child.
- Provide the necessary materials for effective instruction to achieve the State's high standards.
- Provide a safe and orderly environment.

**We need parents to...**

- \*Attend PTO meetings and Parent/Teacher Conferences.
- \*Take an active role in my child's education.
- \*Respect school staff and the cultural differences of others.

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As a teacher, **I promise to...**

- To be punctual and prepared to teach the approved state and local curriculum.
- Demonstrate professional behavior and a positive attitude.
- Set high expectations for myself, students, and other staff.
- Provide meaningful and appropriate homework.
- Regular communication about your child's progress.

**I need...**

- \*Students willing and ready to learn.
- \*Respect and support.
- \*Regular attendance.
- \*Prepared for class.

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As a student, **I promise to...**

- Attend school **regularly and be on time.**
- Come to school prepared.
- Obey school rule.
- Believe that I can and will learn.
- Always do my best with a positive attitude and good work ethic.

**I need...**

- \*Caring, supportive, respectful teachers/staff
- \*A safe school.
- \*Family and school that support me.

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As a parent/guardian, **I promise to...**

- Demonstrate responsibility for my child's punctuality and attendance during the entire school day.
- Spend time daily reading with my child & review homework assignments.
- Attend Open House and Parent Conferences.
- Have high expectations for my child's education.
- Teach my child to resolve conflicts in a positive way.

**I need...**

- \*Supportive teachers and staff.
- \*Clear and concise communication with school.

## **Appendix W Instructional Day**

### **Definition of “instructional day” for the Lafayette County School District:**

An instructional day on the campus within the Lafayette County School District is determined by the number of minutes within each student’s specific class schedule. Due to varying amounts of time comprising individual student class schedules on each campus, students will have varying amounts of time in their instructional day.

When a student is present for 63% of the actual instructional minutes within his / her class schedule, he / she will be considered present for Average Daily Attendance purposes.

Example 1: Student A is a senior who has met the qualifications for “early release” each school day. Student A’s class schedule is comprised of 198 minutes of actual instructional time, therefore 63% of Student A’s instructional day would be 125 minutes. If Student A attends a minimum of 125 instructional minutes, he / she will be considered “present”.

Example 2: Student B is a junior, who by District policy is not eligible for “early release” each school day. Student B’s class schedule is comprised of 392 minutes of actual instructional time, therefore 63% of Student B’s instructional day would be 247 minutes. If Student B attends a minimum of 247 instructional minutes, he / she will be considered “present”.

Example 3: Student C is a 5th grader whose class schedule is comprised of 350 minutes of actual instructional time, therefore 63% of Student C’s instructional day would be 221 minutes. If Student C attends a minimum of 221 instructional minutes, he / she will be considered “present”.

### **Process for determining “instructional day” for the Lafayette County School District:**

Student Teacher Information (STI) serves as the District’s student information software package. Available features within the STI system will be used to determine student absenteeism each day. Before the opening of school, District personnel will enter various bell schedules for each of the elementary schools, jr high / high schools, career tech centers, and AP centers. District personnel will also enter each student’s individual class schedule, which will coincide with the already entered bell schedule for each grade level and / or campus. Within STI, an attendance rule will be established by the District which states that only students who attend a minimum of 63% of their actual instructional day will be counted as “present” for ADA purposes. Each day, STI will refer to each student’s entered specific class schedule to determine which students attended 63% of their instructional day.

## **Appendix X Literacy Based Promotion**

### **LITERACY BASED PROMOTION**

“Beginning in the 2014-2015 school year, a student scoring at the lowest achievement level in reading on the established state assessment for 3rd grade will not be promoted to 4th grade unless the student meets the good cause exemptions for promotion.”

In compliance with the “Literacy Based Promotion Act,” it is the intent of this school district to improve the reading skills of Kindergarten, First, Second or Third Grade students so that every student completing the Third Grade is able to read at or above grade level. Each Kindergarten through Third Grade student's progression is determined, in part, upon the

- student's proficiency in reading;
- the policies of local school boards facilitate this proficiency; and
- each student and the student's parent or legal guardian is informed of the student's academic progress.

#### Intensive Reading Instruction and Intervention

Each student who exhibits a substantial deficiency in reading at any time, as demonstrated through performance on a reading screener approved or developed by the State Department of Education or through locally determined assessments and teacher observations conducted in Kindergarten and Grades 1 through 3 or through statewide end-of-year assessments or approved alternate yearly assessments in Grade 3, shall be given intensive reading instruction and intervention immediately following the identification of the reading deficiency.

The universal reading screener or locally determined reading assessment may be given in the first thirty (30) days of the school year and repeated if indicated at midyear and at the end of the school year to determine student progression in reading in Kindergarten through Third Grade. If it is determined that the student continues to have a reading deficiency, the student shall be provided with continued intensive reading instruction and intervention by the school district until the reading deficiency is remedied. A student exhibiting continued reading deficiency with continued intensive interventions should be considered for exceptional criteria evaluation.

A Kindergarten, First, Second or Third Grade student identified with a deficiency in reading shall be provided intensive interventions in reading to improve the student's specific reading deficiency, as identified by a valid and reliable diagnostic assessment. The intensive intervention shall include effective instructional strategies, and appropriate teaching methodologies necessary to assist the student in becoming a successful reader, able to read at or above grade level, and ready for promotion to the next grade. A Kindergarten, First, Second or Third Grade student identified with a reading deficiency or not promoted may be placed in a transition class.

#### Parent Notification of Reading Deficiency

Immediately upon the determination of a reading deficiency, and subsequently with each quarterly progress report until the deficiency is remediated, the parent or legal guardian of a Kindergarten or First, Second or Third Grade student who exhibits a substantial deficiency in reading shall be notified in writing by the student's teacher of the following:

1. That the student has been identified as having a substantial deficiency in reading;

2. A description of the services that the school district currently is providing to the student;
3. A description of the proposed supplemental instructional services and supports that are designed to remediate the identified area of reading deficiency which the school district plans to provide the student;
4. That if the student's reading deficiency is not remediated before the end of the student's Third Grade year, the student will not be promoted to Fourth Grade unless a good cause exemption specified below is met;
5. Strategies for parents and guardians to use in helping the student to succeed in reading proficiency; and
6. That while the state annual accountability assessment for reading in Third Grade is the initial determinant, it is not the sole determiner of promotion and that approved alternative standardized assessments are available to assist the school district in knowing when a child is reading at or above grade level and ready for promotion to the next grade.

#### Social Promotion Prohibited

In compliance with the "Literacy-Based Promotion Act," social promotion is prohibited in this school district. A student may not be assigned a grade level based solely on the student's age or any other factors that constitute social promotion.

Beginning in the 2014-2015 school year, if a student's reading deficiency is not remedied by the end of the student's Third Grade year, as demonstrated by the student scoring at the lowest achievement level in reading on the state annual accountability assessment or on an approved alternative standardized assessment for Third Grade, the student shall not be promoted to Fourth Grade.

#### Good Cause Promotion

A Third Grade student who does not meet the academic requirements for promotion to the Fourth Grade may be promoted by the school district only for good cause. Good cause exemptions for promotion are limited to the following students:

1. Limited English proficient students who have had less than two (2) years of instruction in an English Language Learner program;
2. Students with disabilities whose individual education plan (IEP) indicates that participation in the statewide accountability assessment program is not appropriate, as authorized under state law;
3. Students with a disability who participate in the state annual accountability assessment and who have an IEP or a Section 504 plan that reflects that the individual student has received intensive remediation in reading for more than two (2) years but still demonstrates a deficiency in reading and previously was retained in Kindergarten or First, Second or Third Grade;
4. Students who demonstrate an acceptable level of reading proficiency on an alternative standardized assessment approved by the State Board of Education; and
5. Students who have received intensive intervention in reading for two (2) or more years but still demonstrate a deficiency in reading and who previously were retained in Kindergarten or First, Second or Third Grade for a total of two (2) years and have not met exceptional education criteria. A student who is promoted to Fourth Grade with a good cause exemption shall be provided intensive reading instruction and intervention informed by specialized diagnostic information and delivered through specific reading strategies to meet the needs of each student so promoted. This school district shall assist schools and teachers in implementing reading strategies that research has shown to be successful in improving reading among students with persistent reading difficulties.

### Good Cause Request

A request for good cause exemptions for a Third Grade student from the academic requirements established for promotion to Fourth Grade shall be made consistent with the following:

1. Documentation shall be submitted from the student's teacher to the school principal which indicates that the promotion of the student is appropriate and is based upon the student's record. The documentation shall consist of the good cause exemption being requested and shall clearly prove that the student is covered by one (1) of the good cause exemptions listed above.
2. The principal shall review and discuss the recommendations with the teacher and parents and make a determination as to whether or not the student should be promoted based on requirements set forth by law. If the principal determines that the student should be promoted, based on the documentation provided, the principal shall make the recommendation in writing to the school district superintendent, who, in writing, may accept or reject the principal's recommendation.

The parents of any student promoted may choose that the student be retained for one (1) year, even if the principal and district superintendent determines otherwise.

### Retained Third Grade Students

Beginning in the 2014-2015 school year, this school district shall take the following actions for retained Third Grade students:

1. Provide Third Grade students who are not promoted with intensive instructional services, progress monitoring measures, and supports to remediate the identified areas of reading deficiency, including a minimum of ninety (90) minutes during regular school hours of daily, scientifically research-based reading instruction that includes phonemic awareness, phonics, fluency, vocabulary and comprehension, and other strategies prescribed by the school district, which may include, but are not limited to:
  1. Small group instruction;
  2. Reduced teacher - student ratios;
  3. Tutoring in scientifically research-based reading services in addition to the regular school day;
  4. The option of transition classes;
  5. Extended school day, week or year; and
  6. Summer reading camps.
2. Third Grade students who are retained shall be provided with a high-performing teacher, as determined by student performance data, particularly related to student growth in reading, above-satisfactory performance appraisals, and/or specific training relevant to literacy.

### Parent Notification of Third Grade Retention

Written notification shall be provided the parent or legal guardian of any Third Grade student who is retained that the student has not met the proficiency level required for promotion and the reasons the student is not eligible for a good cause exemption.

The notification shall include a description of proposed interventions and supports that will be provided to the child to remediate the identified areas of reading deficiency. This notification shall be provided to the parent or legal guardian in writing, in a format adopted by the State Board of Education in addition to report cards given by the teacher.

Parents and legal guardians of Third Grade students shall be provided with a "Read at Home" plan outlined in a parental contract, including participation in regular parent-guided home reading.



### Intensive Acceleration

This district may provide, where applicable, an intensive acceleration class for any student retained in Grade 3 who was previously retained in Kindergarten or Grades 1 through 3. The focus of the intensive acceleration class should be to increase a student's reading level at least two (2) grade levels in one (1) school year. The intensive acceleration class will provide reading instruction and intervention for the majority of student contact each day and incorporate opportunities to master the Grade 4 state standards in other core academic areas.

### Annual Report

Within thirty (30) days of final State Board of Education approval of state accountability results, the school board of this school district shall publish, in a newspaper having a general circulation within the school district, and report to the State Board of Education and the Mississippi Reading Panel the following information relating to the preceding school year:

1. Student progression and the school district's policies and procedures on student retention and promotion;
2. By grade, the number and percentage of all students performing at each level of competency on the reading and math portion of the annual state accountability system and the number and percentage of students given an approved alternative standardized reading assessment and the percentage of these students performing at each competency level on said alternative standardized assessment;
3. By grade, the number and percentage of all students retained in Kindergarten through Grade 8;
4. Information on the total number and percentage of students who were promoted for good cause, by each category of good cause described by law; and
5. Any revisions to the school board's policy on student retention and promotion from the prior school year.

### Student Handbook

Provisions required by the Literacy Promotion Act shall be provided as an addition to the district's published handbook of policy for employees and students beginning in school year 2013-2014.

The superintendent or designee shall establish procedures to support this policy.

LEGAL REF.: MS CODE – Literacy Based Promotion Act, 2013

Approved 03/04/14

## Appendix Y Right to Request Teacher Qualifications

### Annual Parent Notice Right to Request Teacher Qualifications

Our school receives federal funds for Title I programs that are part of the *Elementary and Secondary Education Act of 1965 (ESEA)*, as amended by the *No Child Left Behind Act of 2001 (NCLB)*. Throughout the school year, we will continue to provide you with important information about this law and your child's education.

We are very proud of our teachers and feel they are ready for the coming school year and we are prepared to give your child a high-quality education. As a Title I school, we must meet federal regulations related to teacher qualifications as defined in ESEA/NCLB. Under these regulations, you have the right to request information regarding the professional qualifications of your child's classroom teacher(s) or paraprofessional(s). If you request this information, the district or school will provide you with the following as soon as possible:

- a. if the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction;
- b. if state licensing requirements have been waived for the teacher on a temporary basis;
- c. the type of college degree major of the teacher and the field of discipline for any graduate degree or certificate; and
- d. if your child is receiving Title I services from paraprofessionals and, if so, his/her qualifications.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

If you would like to request this information or if you have any questions about your child's assignment to a teacher or paraprofessional, please contact your child's school

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The school district does not discriminate on the basis of race, color, national origin, sex, age, or disability in matters affecting employment or in providing access to programs and services and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries and complaints regarding nondiscrimination policies and to coordinate compliance efforts:

Name: **Calvin Worthem**

Title: **Director of Human Resources**

Address: 100 Commodore Drive, Oxford, MS 38655

Telephone: 662-234-3271

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Email: [calvin.worthem@lafayetteschools.net](mailto:calvin.worthem@lafayetteschools.net)

Inquiries or complaints may also be directed to the Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue S.W., Washington D.C. 20202, or by calling (800) 421-3481 or (877) 521-2172 (TTY).

## **Appendix Z Notice of Schoolwide Title I Program Eligibility**

### **Lafayette County School District Notice of Schoolwide Title I Program Eligibility 2014 -2015 School Year**

We have been notified that our school qualifies to receive federal funds under the No Child Left Behind Act of 2001, Title I, Part A, for the above indicated school year.

Our school is eligible for the following:

**Schoolwide Title I Program:** Schools may consolidate and use funds under Title I, together with other federal, state, and local funds, in order to upgrade the entire educational program in schools in which not less than 40% of the children enrolled are from low-income families.

We look forward to your involvement in school activities and your child's education. You will receive notices and information throughout the school year to keep you informed about the progress of your child and the status of the school in making progress toward helping all children meet high academic standards. We also look forward to your attendance at school meetings when we will discuss the development, revision, and implementation of our Schoolwide Program Plan.

You are an important partner in our effort to provide the best education possible for your child. Please call the school if you have any questions or would like additional information.